

Continuing Education Certificate Upload

1. Log in to your Licensing Portal
2. Click Continuing Education Upload on your dashboard

**LOUISIANA STATE BOARD
of HOME INSPECTORS**

Home

Profile

- Personal Information
- Employment Information
- Certificate & I.D.
- Other Licenses

License

- Document Upload
- Continuing Education Upload**
- License Renewal
- In-Field Trainer

Requests

- Name Change Request
- Document Request
- Status Change Request

My Inbox

Invoices & Receipts

Account Settings

3. Click on the CE Period that is OPEN. You will click on the “view” tab.

Continuing Education Upload

Minimum 20 hours of continuing education during the previous licensing period, in courses approved by the board.

Continuing Education categories:

1. Online Training
2. In-Person or Interactive Streaming Training
3. Board Meeting
4. Standards of Practice and Report Writing
5. Training by non-approved instructors which subject matter deals with the construction industry with prior approval by the Board.

Please below see a list of all approved Continuing Education Providers:
<https://lsbhi.state.la.us/home-inspectors/ce-providers/>

CE Period	License	License Status	Status	Q View
09/30/2024 - 09/30/2025	Home Inspector	Inactive	Open	Q View
N/A - N/A	Home Inspector	Inactive	Closed	Q View

4. Add Records

Continuing Education Summary

Below is a summary of your continuing education program.
Please be advised that first-year Home Inspectors are required to submit 30 CE hours. Failure to do so may result in your renewal being rejected.

Status: Open

License	CE Period	Minimum Required	Total Submitted this CE Period	Total Carry Over	Total Remaining
Home Inspector	09/30/2024 - 09/30/2025	20	0	0	20

Credits By Category

Category	Minimum Units required	Maximum Units allowed	Current Units
Board Meeting	N/A	10	0
In-Person or Interactive Streaming Training	N/A	N/A	0
Online Training	N/A	10	0
Standards of Practice and Report Writing	N/A	N/A	0
Training by Non-approved instructor which subject matter deals with the construction industry	N/A	8	0

Program Activities

CE Category	Date of Completion	Number of Hours
No activity records have been added. Click + Add New Records to add a new activity.		

+ Add New Records

Carry Over CE from the previous year will be displayed here!

Click here to add CE certificates

5. Select the appropriate CE category from the drop-down menu
6. Enter the correct required information
7. Upload CE certificate
8. Click save and back
9. Repeat for each CE certificate

New Continuing Education

Note: All information with a red asterisk (*) is required.

CE Category *

Date of Completion *

Number of Hours *

Speaker/Author

Learning Objectives

Additional Details

Please upload any supporting documentation *

Choose Files

Upload doc here!

Be sure to click save!

Save & Back

Important: Be sure to select the correct CE category from the drop down menu!!