



## **Nevada Pre-License Course Catalog**

Effective Date February 1, 2024

### **School Location**

**3951 S. McCarran Boulevard**

**Reno, NV 89502**

### **Corporate Office**

N16W23217 Stoneridge Drive, Suite 290

Waukesha, WI 53188

[www.pdhacademy.com](http://www.pdhacademy.com)

888-564-9098 Toll Free

888564-9098 FAX

**Licensed to operate by the Commission on Postsecondary Education**

## **General Information**

Trusted by professionals nationwide, PDH Academy is a national continuing education and pre-license education provider. Whether you're looking for approved continuing education to maintain your state license, starting a new career, or are just interested in expanding your knowledge, PDH Academy is your one-stop shop for fast, affordable continuing and pre-license education courses.

We are an approved post-secondary provider in the state of Nevada. In Nevada we offer a Structural Inspection pre-licensing training program. This program has been carefully designed so that you can confidently enter the home inspection business with the necessary skills and knowledge.

Our professional instructors and customer service team are dedicated to providing all students with a positive experience. They are experts in their field and will help guide you through the process of starting your career.

## **School Owners and Board Members**

PDH Academy is owned and operated by PDH Academy, LLC. PDH Academy, LLC, is wholly owned by PDH Learning, LLC.

Board of Directors: Mark Newcomer, Doug Kaplan, Dale den Dulk

## **Faculty and Staff Members**

Michelle Braselton Roper, School Director/Academic Director  
Floyd Gibbs, Academic Director/ Instructor - Home Inspection  
Robert Ruggerio, Instructor - Home Inspection  
Alicia Gendrich – Student Services  
Jason Nolan – Student Services  
Tiffany Duncan - Student Services

## **Equipment and Facility**

### *Structural Inspection Pre-License Course*

PDH Academy will provide a live digital classroom course through webinar format. The student will be required to have access to a computer and the internet and will have live interaction with the instructor.

## **School Hours & Office Hours**

PDH Academy offices are open Monday-Friday and are available to provide full student support during the hours of 8:00a.m. to 5:00p.m. CST. (Excluding holidays)

## **Observed Holidays**

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving Day  
Christmas Eve Day  
Christmas Day

## **Entrance Requirements**

**Admission is open to any qualified applicant. PDH Academy is open to all persons who meet entrance requirements, regardless of age, race, color, religion, national origin, disability, sex sexual orientation, or gender identity or expression.**

Applicants must meet the following requirements:

1. Have a high school diploma or equivalent from a school which is recognized by a government agency regulating education in the location where the diploma was issued.
2. Pay appropriate fee. See tuition policy.
3. Have access to the internet.

Once it has been determined that the student has met all the entrance requirements, he or she must:

1. Read and review the Student Catalog
2. Read and sign the Enrollment Agreement
3. Satisfy all financial obligations regarding tuition.

Students who have met all of the financial obligations will be enrolled in the online course. Students will be notified via email with login information.

## **Transfer of Credits**

No life experience, credit, or previous training may be applied to this course. There is no guarantee that structural inspection courses can be transferred to other schools. PDH Academy has not entered into any articulation or transfer agreements with any other institution. The transferability of credits you earn at PDH Academy is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in the structural inspection course is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at PDH Academy will meet your educational goals.

## **Career/Placement Services**

PDH Academy does not offer any employment services. No employment guarantee or wage guarantee is made.

## **Nevada Student Refund Policy**

### **NRS 394.449 Requirements of policy for refunds by postsecondary educational institutions.**

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
  - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
  - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.
  - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
  - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
  - (a) Date of cancellation by a student of his or her enrollment;
  - (b) Date of termination by the institution of the enrollment of a student;
  - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - (d) Last day of attendance of a student,È whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
  - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
  - (b) The period of time for a training program is the period set forth in the enrollment agreement.
  - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.
5. As used in this section, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:
  - (a) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or
  - (b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes,È unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

(Added to NRS by [1985, 989](#); A [1989, 1460](#); [1995, 325](#); [2005, 635](#); [2015, 341](#); [2021, 517](#))

**Non-Acceptance Into The Program:** If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement and prior to beginning the program is entitled to a refund of all monies paid. Written notice can be emailed

to [support@pdhacademy.com](mailto:support@pdhacademy.com). No later than 15 days of receiving the notice of cancellation, the school shall provide the 100% refund.

**Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the program, is entitled to a refund of all monies paid. You can contact [support@pdhacademy.com](mailto:support@pdhacademy.com).

**Tuition charges/refunds:**

1. Procedure for withdrawal/withdrawal date:

- A. Before the beginning of classes, the student is entitled to a refund of 100% of tuition.
- B. If a student withdraws or is expelled by the institution after they start the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount as listed in the table below:
- C.

<b>% of the clock hours attempted</b>	<b>Tuition refund amount:</b>
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50% and less than or equal to 60%	50%
More than 60%	No refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Refunds will be issued within 15 days of the date of student notification, or date of school determination (withdrawn due to absence or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA) within 15 days of the date the student was scheduled to return from the LOA and did not return.

**Process for Cancellation:** Students can locate an Enrollment cancellation form online at [www.CPEacademy.com](http://www.CPEacademy.com). This form can be submitted to the Admission Department by email at [admission@CPEacademy.com](mailto:admission@CPEacademy.com) or in person at (address). CPE Academy will return any monies paid by the student within 15 days of the request to cancel. Any funds paid by a third party on behalf of the student will be returned to the payee. Students who cancel after the three-day cancellation period are subject to the institution's refund policy.

## **Account for Student Indemnification**

Nevada Commission on Postsecondary Education has an account for student indemnification which may be used to indemnify a student or enrollee who has suffered damage as a result of an institutions: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

## **Academic Progress**

### *Structural Inspection Pre-License Course*

At the completion of each day, students will be given a quiz that covers the learning objectives discussed that day. Progress reports will be taken and updated by instructor at the end of each day. At the completion of the course, the student will be required to pass a summative exam. The student must achieve a score of 75% correct or better to receive a certificate of completion. If the student fails the exam, they are directed to complete additional studying before trying the exam again. The student will be able to retake the final exam two additional times after the initial final exam. If they fail all 3 times, they will be directed to retake the program in its entirety at no additional charge.

## **Academic Probation, Dismissal and Readmittance**

### *Structural Inspection Pre-License Course*

There are no probationary periods for the course as it is a 7 day course and the course material is not of significant length. The 7 day course training is short, however, students have the choice to withdraw from the course if there is no satisfactory progress. Students are able to retake the course at any time until they pass at no additional charge, as the course is available at different dates throughout the year. Course availability will expire after one year from purchase.

## **Student Conduct**

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and PDH Academy employees. The school administration reserves the right to terminate a student on any of the following grounds. Termination notice will be in writing citing the reasons for termination. Tuition will be refunded according to the applicable refund policy.

### Not Complying with school rules and regulations:

- Unprofessional conduct.
- Failure to pay fees when due.
- Cheating or falsifying records.
- Breach of enrollment agreement.
- Harassment of any kind including intimidation and discrimination.

### Dismissal/Readmission

- Students who have been dismissed or terminated will be readmitted at the school director's discretion. If readmittance occurs within a year of starting the course, the student will retake the course in its entirety.

## **Attendance Policy**

### Structural Inspection Pre-License Course

Attendance is required at each day of the 7 day course training. Student attendance will be monitored and attendance will be taken at each day of training. Students are required to be on time and can not leave class early. Students may request a leave of absence for extraordinary circumstances. Students are granted the ability to complete their course for up to one year from enrollment date by attending another course that is scheduled on PDH Academy's calendar. All students must satisfactorily complete these course requirements in order to graduate and receive a certificate of completion.

## **Grievance Procedure**

**Student Grievance Procedure:** Should a student have a complaint with the Institution, then the following steps shall be taken by him/her:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing to PDH Academy at [support@pdhacdem.com](mailto:support@pdhacdem.com) PDH Academy shall have ten (10) business days in which to investigate and address the grievance.
3. After review of the complaint, a student has the opportunity to appeal within five (5) business days, if there is additional evidence.
4. If the Student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the State of Nevada Commission on Postsecondary Education. The student must fill out a student complaint form provided by the State of Nevada Commission on Postsecondary Education. This form can be found at [https://cpe.nv.gov/Students/Students\\_Home/](https://cpe.nv.gov/Students/Students_Home/) This form should be mailed to:

The State Board Address is:  
Commission on Postsecondary Education  
2800 E. St. Louis Ave  
Las Vegas, NV 89104  
Phone: (702) 486-7330

## **Program Tuition**

### Structural Inspection Pre-License Course

The cost of this course is \$995. The total cost of \$995 is a one-time fee and includes all course materials. No additional course materials need to be purchased to finish the course. Students must attend every day of the training in order to complete the course. There is no other special equipment or material needed.

## Course Deadlines and Session Dates

### Structural Inspection Pre-License Course

Students may apply/enroll in the course at any time prior to the beginning course date as long as the course applied for has not reached capacity and the student meets all admission requirements. Dates for courses are printed below and online at [www.pdhacademy.com](http://www.pdhacademy.com)

Start Date	End Date
1/8/2024	1/14/2024
3/11/2024	3/17/2024
7/22/2024	7/28/2024
10/14/2024	10/20/2024

## **PDH Academy Pre-Licensure Programs**

**Course Name: Structural Inspection Pre-License Course**

**Course Hours: 60 hours**

**Pre-Licensing (IOS) Credential Number: PL.0534000-IOS**

This live Structural Inspection Pre License digital classroom course is approved by the Nevada Real Estate Division. It is designed to give you a step-by-step process on how to perform a home inspection. We will teach you the state and national standards that go through what is required and what is not required to inspect during a home inspection. We will cover all aspects of the home, including site of structure, structure, roof, exterior, interior, plumbing, heating, cooling, air conditioning, insulation, ventilation, electrical, and built-in kitchen appliances. In addition, we will teach you how to write an inspection report and how to market your business. This course will fulfill the education requirements of classroom instruction for NAC 645D.210 1 (a) (1); NAC 645.220 1 (a) (1); and NAC 645.230 1 (a) (1).

*Prerequisite: None*