



Local and State HBA Education Verification Form



Instructions: Use this form to document professional development hours earned through your local and state Home Builders Association (HBA). To qualify toward the 50-hour requirement, each program must be listed below with the corresponding date and duration. Once completed, this form must be signed by your local HBA Executive Officer to verify your attendance.

Applicant Name: _____

Local/State HBA Name: _____

HBA Education Log

You may list multiple local and state programs on this single form. Please ensure the total hours are calculated at the bottom.

Date of Program	Full Title of Education Session/Course	Credit Hours
Total Credit Hours:		

Applicant Attestation

I certify that I attended the above-listed sessions in their entirety.

Applicant Signature: _____ **Date:** _____

HBA Executive Officer Verification

To be completed by the local HBA Executive Officer (EO).

I, _____, have reviewed the records for the local
(Executive Officer Name)

association and hereby verify that the applicant named above completed the education programs and hours as listed.

EO Signature: _____ **Date:** _____

EO Email/Phone: _____

Submission Checklist for Education Credits

- ☐ **LMS Upload:** Save this signed form as a PDF and upload it to the "Education Credits" section of your application.
- ☐ **Supporting Documentation:** Keep any certificates of completion provided by the local HBA for your own records in case of an audit.
- ☐ **Timeline:** Ensure all listed education was completed within the past 5 years.

