

## MEMORANDUM

TO: Active and Prospective Manufactured Home Registered Installers and Certified Inspectors

FROM: Cal Steiner, Manufactured Home Installation Program Manager  
Division of Community Services

RE: Manufactured Home Registered Installer and Certified Inspector Registration and Training for Year 2009-2010

DATE: January 30, 2009

The purpose of this memorandum is two fold:

1. **Inform all Active and Prospective Manufactured Home Registered Installers and Certified Inspectors** that registration for Manufactured Home Installation Program is now due for the program year of July 1, 2009 – June 30, 2010. **All Active and Prospective Registered Installers and Certified Inspectors must complete the appropriate Registration Application that is enclosed.**
2. The dates have been set for the **mandatory Installer/Inspector training** required of all new and existing Registered Installers and Certified Inspectors. You may choose from an appropriate date and time on February 25<sup>th</sup>, 26<sup>th</sup> or 27<sup>th</sup>, depending on whether you are an active or prospective applicant. **The separate training form must also be completed and sent in with the Registration Application form.**

**Active Installers and Inspectors:** Existing installers and inspectors have three dates and three locations to choose from. Testing will be needed for Active Installers or Inspectors, this is the mandatory third-year test. They may also choose to attend the full-day session for which is primarily intended for new installers and inspectors. Attending this session will meet their requirement of a yearly training.

These trainings will be held February 25<sup>th</sup> in Fargo (Doublewood Inn); February 26<sup>th</sup> in Jamestown (Gladstone Inn); and February 27<sup>th</sup> in Bismarck (Department of Commerce). Training on February 26<sup>th</sup> in Jamestown is for either new or existing installers or inspectors. The times for the individual sessions are listed on the enclosed training registration sheet. You will need to complete and return the Registration/Certification Application form and the Training Registration form.

*"We lead North Dakota's efforts to attract, retain and expand wealth."*

**New Installers and Inspectors:** A full-day training and test will be held for the new installers and inspectors on Thursday, February 26<sup>th</sup>, in Jamestown (Gladstone Inn). **If you are not currently registered or certified, you must attend this session.** It will begin at 9:00 and end at 5:00. The test will be given at 3:30. You will need to complete and return the Registration/Certification Application form and the Training Registration form.

The Registration and Certification fee is set by law in the Manufactured Home Installation Program administrative rules. The fee set for the training is to help offset the cost of the training and the cost of the facility.

<b>Installers Registration and Inspectors Certification Fee</b>	<b>\$150.00</b>
<b>Installers and Inspectors Training Fee</b>	<b><u>\$50.00</u></b>
<b>Total for Each Attendee</b>	<b>\$200.00</b>

Please bring your **North Dakota Model Manufactured Home Installation Guideline manual**. If you need a copy, please send an additional **\$25** and make a note on your application.

Enclosed are the respective registration application and training forms that you or your employees must complete as a new or existing registered installer or certified inspector. The application must be completed and sent to the Division of Community Services by the close of business on February 18, 2009.

A separate application is required for the registration/certification training. When returning the application, don't forget to send in your registration or certification fee (\$150) and training fee (\$50) make checks payable to "ND Department of Commerce." The total should be \$200/applicant. We will not cash your checks until you have attended the training.

**Installers - the following Required Attachment Must accompany your application:**

1. Copy of contractor's liability insurance in the amount not less than \$100,000 with provision to notify the DCS upon cancellation
2. Copy of letter of credit, certificate of deposit, or surety bond in the amount of \$10,000 with provision to notify the DCS upon cancellation
3. Copy of valid driver's license or copy of birth certificate

**Please** make sure that you send your application in by the due date, February 18<sup>th</sup>, as these are the only in-state trainings that will be offered. This is especially crucial for installers as they must be registered in order to install new manufactured homes after July 1, 2009; otherwise it is a Class A Misdemeanor, which will be enforced.

All forms are located on the Division of Community Services website at [www.ndmihp.com](http://www.ndmihp.com).

Should you have any questions, please don't hesitate to call (701) 227-7415 and ask for Cal or John or email me at [csteiner@nd.gov](mailto:csteiner@nd.gov).

sk  
Attachments