



MEMORANDUM

TO: Active Manufactured Home Registered Installers and Certified Inspectors

FROM: Rory J. Hoffmann, Manufactured Home Installation Program Administrator
ND Department of Commerce, Division of Community Services *Rory J. Hoffmann*

RE: Manufactured Home Registered Installer and Certified Inspector
Registration and Training for Year 2019-2020

DATE: December 28, 2018

The North Dakota Department of Commerce will be holding a refresher course for installers and inspectors in February and May of 2019.

Active Registered Installers and Certified Inspectors must complete the Registration Application that is enclosed (SFN 58299).

BISMARCK – THURSDAY, FEBRUARY 21, 2019

Registration deadline – January 31, 2019

Quality Inn - 1030 E. Interstate Avenue, Bismarck, ND – 701-223-1911

Installer Refresher - 9:00 to 12:00 a.m.

Inspector Refresher - 1:00 to 5:00 p.m.

BISMARCK – WEDNESDAY, MAY 15, 2019

Registration deadline – April 15, 2019

Quality Inn - 1030 E. Interstate Avenue, Bismarck, ND – 701-223-1911

Installer Refresher - 9:00 to 12:00 a.m.

Inspector Refresher - 1:00 to 5:00 p.m.

BISMARCK – THURSDAY, MAY 16, 2019

Registration deadline – April 15, 2019

Quality Inn - 1030 E. Interstate Avenue, Bismarck, ND – 701-223-1911

New Installer, New Inspector, Online Training Recipient – 9:00 a.m. – 5:00 p.m.

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

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

NOTE: A late fee of \$25 will be assessed for all registrations after the deadline.

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

Enclosed is the Registered Installer and Inspector Manufactured Home Application (SFN 58299). The application must be completed and returned to the Division of Community Services with payment by the close of business on the deadline dates listed above.

Should anyone require auxiliary aids or services, or need additional information, please email the Division of Community Services at dc@nd.gov, or call (701) 328-5300, TTY 800-366-6888, Spanish TTY 800-435-8590, or Relay ND Voice 800-366-6889.

If you have any questions, don't hesitate to contact me at (701) 486-3330, (701) 391-4382, or email me at rjhoffmann@nd.gov.

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Enclosure