




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 

RE: Manufactured Home Registered Installer and Certified Inspector
Registration and Training for Year 2020-2021

DATE: December 5, 2019

The North Dakota Department of Commerce will be holding a refresher course for installers and inspectors in February and May of 2020.

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

BISMARCK – Wednesday, February 19, 2020

Registration deadline – January 15, 2020

**Radisson Hotel, Rembrandt Room; 605 East Broadway Ave; Bismarck, ND 58501
701-255-6000; There is a block of rooms under NDMHA at the Radisson**

This is held in conjunction with the North Dakota Manufactured Housing Association Annual Meeting (see attached agenda)

Inspector Refresher - 9:00 AM to 12:00 PM

Installer Refresher - 1:00 PM to 5:00 PM

**BISMARCK – Tuesday, May 19, 2020 Great River Energy • 1611 East Century Ave. #200,
Bismarck, ND 58503 • 701-442-7660**

Registration deadline – April 17, 2020

Installer Refresher - 9:00 AM to 12:00 PM

Inspector Refresher - 1:00 PM to 5:00 PM

**BISMARCK – Wednesday, May 20, 2020 Great River Energy • 1611 East Century Ave. #200,
Bismarck, ND 58503 • 701-442-7660**

Registration deadline – April 17, 2020

New Installer, New Inspector, Online Training Recipient – 9:00 AM – 5:00 PM

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. **Proof of liability insurance and surety bond MUST accompany installer's application or we will reject your application.**

Should anyone require auxiliary aids or services, or need additional information, please email the Division of Community Services at dcs@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