

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

Manufactured Housing Section

PROCEDURE: MH-18	SUBJECT: MOBILE/MANUFACTURED HOME INSTALLER TRAINING
DESCRIPTION AND USE: This procedure concerns the training of manufactured home installer applicants, manufactured home licensed installers, county and local building departments and other interested parties.	

I.

PROVISIONS OF LAW:

- A. Section 320.8249(3), Florida Statutes (F.S.), provides that in order to obtain licensure as a mobile home installer an applicant must complete a minimum 8-hour training course.
- B Section 320.8285(3), F.S., provides that each county or municipality may designate the persons who are to perform the onsite inspection. No person shall be designated to perform onsite inspections unless such person is competent in the area of mobile home installation.

II. POLICY:

It is the policy of the Division of Motorist Services (DMS) to train applicants seeking their mobile home installer’s license and to provide updated training to licensed installers. It is also our policy to provide training to county and local building officials so they may conform to Section 320.8285(3), F. S.

III. LICENSE APPLICANT CLASS REGISTRATION AND ATTENDANCE

- A. When a person calls or writes to the Installer License Section to inquire about becoming a licensed mobile/manufactured home installer, he or she is sent a list of installer license requirements (**see Attachment A on page 6**) and a schedule of classes (**see Attachment B on page 7**).

<i>Revisions to this procedure: 5/03/15 Page 3- Verbiage. Page 6 Attachment A- update name. Page 7-Attachment B- Change class schedules. Page 8-Attachment C- Update confirmation notice. Page 12- Attachment D- Change class schedules. Page 13- attachment D- Update verbiage. Page 14Attachment D- change name. Page 16 Attachment F- update attendance card. Page 17 Attachment G- Names changed. Page 18 Attachment H-Form revised. Page -19- Attachment I- Replaced with revised form HSMV 81410.</i>			
<i>11/15/15 New Cover page for Course Syllabus page 20, 22, 24 & 26 New pages Course Syllabus page 21, 23, 25, 27. Page 28 Tracking chart for Continuing Education Classes. Page 29 Cover Sheet for Continuing Education Registrations. Verbiage to explain new attachments. 12/17/15 Revised Attachment I - page 19 -HSMV 81410- form-New Bureau name and added time in and time out.</i>			
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- B. When they confirm that they want to become a licensed installer they are scheduled for a class and sent a confirmation notice (see **Attachment C on page 8**), a Mobile/Manufactured Home Installer Training and Exam Information brochure (see **Attachment D on page 9**) and an Examination Registration form (see **Attachment E on page 15**). The Examination Registration form is not completed until the class has been completed. Applicants are given the opportunity to take the examination immediately upon completing the class or at a later date at the end of another class. The person administering the exam completes the bottom portion of the Examination Registration form to receipt the \$100 exam fee and gives a copy of the completed form back to the class attendee. The original copy and the payment are then sent to the Revenue Section of the Bureau of Accounting.
- C. At each class the attendee completes a card indicating that they attended (see **Attachment F on page 16**). These cards are sent to the Installer License Section in the Manufactured Housing Section (MHS) headquarters. This staff enters each attendee's name and mailing address into a Micro Soft Word program by date of class. Then a mail merge is completed in order for class certificates, rosters and mailing labels to be printed.

IV. INTALLER LICENSE APPLICANT TRAINING:

- A. A twelve hour training course will be provided to applicants seeking to obtain their state mobile/manufactured home installers license. Each participant in this training will receive a certificate for the training (see **Attachment G on page 17**). The original certificates are given to the class participants and copies are retained in the Installer Section office in MHS headquarters organized by class date and location of the class.
- B. The license applicant training will focus on the requirements of rule chapters 15C-1 and 15C-2, Florida Administrative Code, and section 320.8249, Florida Statutes, which govern the installation of mobile/ manufactured homes and HUD's Model Manufactured Home Installation Standards implemented January 1, 2009.
- C. Also, the course may be given to licensed installers as disciplinary measures require.

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V. INSTALLER LICENSE APPLICANT TESTING

- A. A three hour test will be offered to applicants seeking to obtain their state mobile/manufactured home installers license. Applicants may take the test on the second day following the required 12 hour training.

Applicants may take the test four times a year. Contact the Installer Section Office for the dates.

- B. The test will have 80 questions and a score of 70 percent or above is required to pass.
- C. The cost of the test will be \$ 100.00.
- D. Payment must be in the form of a personal check, certified check, cashier's check or money order.
- E. A second quarterly exam site may be designated if the number of applicants taking the training exceeds an average of 20 per quarter.
- F. The training staff member for the class will administer the exam.
- G. All exams will be scored within 10 business days of receipt of the exams in the Tampa MHS office. To keep exam scores private, the results will be sent by mail only. Each license applicant who completed an exam will have his or her score sent to them on an Exam Score form (**see Attachment H on page 18**). The copy of this form is sent to the Installer Licensing Section and the original is provided to the license applicant.

VI. CONTINUING EDUCATION TRAINING FOR INSTALLERS:

A two hour training course will be offered to installers on an annual basis. At present this training is voluntary. The two hours will be emphasis on changes in rules and the types of violations being written by the Safety Program Consultant. Topics such as anchors and tie-downs, foundations and piers, and utilities may be covered.

VII. CONTINUING EDUCATION FOR BUILDING OFFICIALS:

- A. Any county-building officials taking a course will be awarded four hours continuing education credits (CEUs) for taking a class offered by Installation Section staff. In addition, training may be provided to persons who hold various construction trade licenses.

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- B. To earn CEU credits, required by the Department of Business and Professional Regulation (DPBR), the building course attendees must complete a form HSMV-81410, Continuing Education Course Registration (**see Attachment I on page 19**). The white copy of this form is sent to the Installer Section office in MHS headquarters. The yellow copy is retained by the Installer Section staff member who provided the training. The pink copy is provided to the class attendee.
- C. Additional continuing education courses provided by the Installer Section staff include the following:
1. A four hour course is available for building departments and the training will cover the information in the *INSTALLATION COURSE FOR MANUFACTURED HOUSING* booklet with emphasis on inspections. Four CEUs will be given for this class. This class will be given in a class room environment. A course syllabus will be provided at the class. **(See Attachment J on page 20)**
 2. A two hour course is available for building departments and the training will cover the information in the *ANCHOR AND TIE-DOWNINSTALLATION FOR MANUFACTURED HOUSING* booklet with emphasis on inspections. Two CEUs will be given for this class. This class is designed for the classroom but may be given in the field with small groups. A course syllabus will be provided at this class. **(See Attachment K on page 21)**
 3. A two hour course is available for building departments and the training will cover the information in the *FOUNDATION AND PIER INSTALLATION FOR MANUFACTURED HOUSING* booklet with emphasis on inspections. Two CEUs will be given for this class. This class is designed for the classroom but may be given in the field with small groups. A course syllabus will be provided at this class. **(See Attachment L on page 22)**

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4. A one hour course is available for building departments and the training is designed to review Rule Chapters 15C-1 and 15C-2. One CEU will be given for this class. A course syllabus will be handed out with this class. This class is best suited to be given in the field with one or more inspectors, but may be given in a classroom type setting. A course syllabus will be provided at this class. **(See Attachment M on page 23)**
- D. The Safety Program Consultants will submit the HSMV 81410 form completed by each attendee and the information will be entered on the CEU totals log. A Continuing Education Course registration Cover sheet will be completed and attached to all the 81410 forms for each class. Only one Cover sheet will be completed for class. (If there is only one attendee in the class, one 81410 form and one cover sheet would be submitted. If there are 50 attendees, 50 81410 forms and one cover sheet would be submitted. **(See Attachment N on page 28 and Attachment O on page 29)**
- E. All CEU credits must be electronically entered into the DBPR computer system using their CPEFTP system. This process is as follows:
1. Log on to the CPEFTP system.
 2. Click on "File"
 3. Click the down arrow next to "Course Number and Title" to locate the course (the courses provided by Installer Section staff are stored in the CPEFTP system).
 4. Go to "Date" and enter the course date.
 5. Click on # 1 "Provider Record"
 6. Click on # 2 "New Course Record"
 7. Click on "Set-Up"
 8. Click on "Occupation Sort by Code"
 9. Click on "Off"
 10. Click on down arrow next to "Occupation Code and Title" and pick the license prefix of the first licensee.
- F. Course records are kept in binders organized by type of class, location class and date of class. With each class record a copy of the E-Mail from DBPR is kept to prove they received the CEU updates

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ATTACHMENT A



Terry L. Rhodes
Executive Director

2900 Apalachee Parkway
Tallahassee, Florida 32399-0800
www.flhsmv.gov

Mobile Home Installer Licensing Requirements

- **Must be at least 18 years old**
- **Attend a 12-Hour Course on the Installation of Mobile Homes**
 - * Cost: Free.
 - * Copy of class schedule attached.
 - * Registration contact installer licensing office at 850-617-3004.
- **Pass Mobile Home Installer Exam**
 - * Cost: \$100
 - * Must pass with a score of 70 or higher.
 - * Copy of exam schedule attached.
 - * Registration contact installer licensing office at 850-617-3004.
- **Must Hold a Valid \$5,000 Performance Bond**
 - * Covers the proper performance of mobile home installation and weather sealing duties for a period of 1 year.
 - * Mobile home dealers use their \$25,000 surety bond in lieu of the \$5,000 performance bond.
- **Must Carry \$100,000 General Liability Insurance.**
 - * Covers property damage during the installation of mobile homes.
- **Make Application with the Division of Motorist Services.**
 - * Contact mobile home installer licensing office at 850-617-3004 for an application packet.
 - * Cost \$50 application fee and \$150 license fee.
 - * License period is from October 1 to September 30.

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ATTACHMENT B

2015 MOBILE HOME INSTALLER CLASS & EXAM SCHEDULE (Classes held Quarterly)

March – Tallahassee

June – Tampa

September – Tallahassee

December – Tampa

***Please call 850-617-3004 for Registration**

1st day: Class (8:00 a.m. to 5:00 p.m.)

2nd day: Class (8:00 a.m. to 12:00 p.m.)

Exam (1:30 p.m. to 4:30 p.m.)

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ATTACHMENT C



Terry L. Rhodes
Executive Director

2900 Apalachee Parkway
Tallahassee, Florida 32399-0500
www.fhsmv.gov

SAMPLE

CONFIRMATION NOTICE

You are pre-registered to attend a 12-hour Installation Course for Manufactured Housing

Date & Time:

_____ (8:00 a.m. to 5:00 p.m.)

_____ (8:00 a.m. to 5:00 p.m.)

Location:

**Manufactured Housing
Installer Licensing Section
5701 E Hillsborough Avenue
Tampa, Florida 33610
(Directions attached)**

This class will begin promptly at 8:00 a.m. each day. Please bring the following materials to class: battery operated calculator, two sharpened pencils, ink pen, notepad, and highlighter to mark text reviewed.

If you have any questions, please contact the mobile home installer licensing office at 850-617-3004.

We Look Forward to Seeing You There!

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Attachment D



Department of Highway Safety and Motor Vehicles
Division of Motorist Services
Manufactured Housing Section

Mobile/Manufactured Home Installer Training and Exam Information

This informational packet will describe the process of obtaining a Florida mobile/manufactured home license.

NOTE:

The State administered exam is not available to applicants who received the 8 hour training course for the Thompson/Prometric Exam.

February 2009

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GENERAL

You have received this information packet from the Manufactured Housing Section by registering for the two day, 12 hour training class. You are encouraged to study this information and call 850-617-3004 if you have additional questions. In order to receive your Florida installer's license you must:

1. Applicants must be at least 18 years old.
2. Take a 12 hour training class.
3. Take and pass a department-approved exam.
4. Obtain a \$5,000.00 performance bond.
5. Obtain a general liability policy for \$ 100,000.00.
6. Apply to the Bureau for licensure.

TRAINING

The training required is a twelve hour, two day course. You must study for the exam due to the large amount of material and the complexities of mobile/manufactured home installation. *Even a twelve hour training course will not prepare you for the exam without further study.* Study materials will be as follows and will be provided by the department on the day of the training.

1. Installation Course for Manufactured Housing, 2013 edition.
2. OSHA Excerpts for Florida Mobile Home Set-Up and Tie-down.
3. Florida Statutes: 320.8249 and 320.8285.
4. Florida Administrative Code (F.A.C.), Rule Chapter 15C-1 and relevant parts of Rule Chapter 15C-2.
5. Additional information such as technical advisories and manufacturer's installation instructions.

The twelve hour training will be a detailed study in permitting, site conditions, layout of the land, placement of the home, site preparation, footings and foundations, anchors and tie-downs, connecting multi-wide homes, electrical, plumbing, heating and air conditioning, skirting and ventilation. Florida Statutes and F.A.C. Rules will be reviewed as well as the Department of Housing and Urban Development's (HUD's) Model Manufactured Home Installation Standards.

No audio or video recording is allowed in the 12 hour training course. *No cameras, cell phones, audio or video recording devices will be allowed in the examination rooms.*

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EXAM

You may take the exam after the 12 hour training, however the department *recommends* an extensive study period before the exam. The exam will be an open book test. If you decide to schedule the exam at a later date you must bring your study materials to the examination site. The exam will have 80 questions and you must pass with at least a 70 percent score. *The cost of the exam is \$ 100.00 and if you fail the exam you must re-register and pay the testing cost of \$ 100.00 each time you re-take the exam.*

REGISTERING FOR THE TRAINING AND EXAM

You have registered for the training when you called the Installer License Section headquarters at 850-617-3004. However, you must register for the exam by filling out the registration form attached to this information packet and hand it in before you take the exam. If you decide to take the exam at a later date, you must still register with Bureau Headquarters (850-617-3004) to schedule the examination and remember seating is limited in all training facilities so submit your exam registration early. When filling out the registration form, you must provide your contact information and driver's license number. The exam form must be carefully completed. Any missing or incorrect information may cause your registration to be rejected.

There will be no out of state training or testing.

SPECIAL CONSIDERATION

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call the Installer License Section headquarters at 850-617-3004 to obtain a request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge. Submit professional documentation of your disability with your form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no charge for these accommodations.

ESL Note: If English is your second language, please note that a language barrier is not considered a disability. All training materials and exams will be in English.

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PAYMENT

You must make payment on the day you take the exam. Payment must be in the form of a personal check, certified check, cashier's check or money order. (Credit cards are not accepted for the exam.) *(Cash will only be accepted at the Tallahassee test site.) Any returned checks will void the results of the examination.* Should any personal checks be returned for insufficient funds, only a certified check, cashier's check or money order will be accepted by the Department and it must be received within two weeks or the exam may be voided altogether.

STUDYING FOR THE EXAM

You must study for the exam due to the large amount of material relating to the set-up of manufactured homes. The Department encourages extensive study before taking the exam in order for you to receive the best score you can. However, the exam is available to anyone who has attended the twelve hour training course.

EXAM DATES

Exams will be given QUARTERLY and if the demand dictates, the Installer Section may elect to open a second QUARTERLY test site. Exams will be in the location of the training and the 2015 schedule is as follows. Locations are subject to change.

QUARTERLY TRAINING AND TESTING				
Month	Dates	Training	Test	Location
March	TBA	8:00am to 5:00pm on the 1 st day. 8:00am to 12:00 noon on 2 nd day	1:30 to 4:30 on 2 nd day	Tallahassee
June	TBA	8:00am to 5:00pm on the 1 st day. 8:00am to 12:00 noon on 2 nd day	1:30 to 4:30 on 2 nd day	Tampa
September	TBA	8:00am to 5:00pm on the 1 st day. 8:00am to 12:00 noon on 2 nd day	1:30 to 4:30 on 2 nd day	Tallahassee
December	TBA	8:00am to 5:00pm on the 1 st day. 8:00am to 12:00 noon on 2 nd day	1:30 to 4:30 on 2 nd day	Tampa

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WHAT TO BRING ON EXAM DAY

- Your information packet.
 - Your exam registration form filled out (if you plan to take the test)
 - A current, valid, driver's license or State issued photo ID.
 - Two sharpened No. 2 pencils with erasers.
 - A battery operated calculator (calculators capable of alphabetic entry *cannot* be used)
- Important** – If you fail to provide appropriate identification at the time of the exam, you will not be allowed to take the exam. Exams begin promptly at the scheduled times. You must arrive 15 minutes prior to test time to check in. *You will need 3 hours to take the exam, so late arrivals will not be allowed to take the exam.*

EXAM REGULATIONS

To ensure all applicants are tested under the same favorable conditions, the following regulations and procedures will be observed during each test. Failure to follow any of these procedures may result in disqualification of your examination.

Reference material – You will be able to refer to all training materials listed on page 2.

Personal items – Electronic items such as cameras, video recorders, tape recorders, cell phones, PDAs, pagers, etc are not permitted in the testing area. Briefcases and backpacks are not permitted.

Pocket items – Keys, wallets, etc. must remain in your pocket during testing.

Breaks – If you leave the testing room while an exam is in progress, you must submit your test and pick it up upon your return to the testing room. (Please note you will lose exam time.) You are not allowed to use any electronic devices or phones during breaks.

Visitors – No guests, visitors or family members are allowed in the testing area.

Misconduct or disruptive behavior – Applicants who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Inspection – The exam administrator may inspect your area and collect any materials that violate the rules.

Questions – The exam administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the exam, you should answer the question to the best of your ability. There is no penalty for guessing, so be sure to mark an answer for each question.

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EXAM RESULTS

A score report will be mailed to you approximately 10 business days after your exam date. To ensure confidentiality, scores will not be disclosed over the phone or faxed.

Passing score – A score of 70 percent or above is required to pass the exam. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank.

Notification of pass or fail – The score report will contain a strength and weakness report. If you fail the exam, this report will guide you to the areas that you need to concentrate your study efforts before retaking the exam. It will show how many questions were included in each subject area and how many questions you answered correctly in each area.

Retake information – If you do not pass the exam, you may retake it at the next scheduled exam date. Seating is limited so call early. You must re-register to take the exam a second time and pay the \$ 100.00 exam fee again.

Obtaining your license – The Installer License Section headquarters in Tallahassee will issue a license to applicants who have successfully completed all licensure requirements. Please note that passing an exam is not a guarantee that a license will be issued.

EXAM DISAGREEMENTS OR APPEALS

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel etc.), please submit an appeal in writing. Your appeal letter must provide your name and Driver's License number, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Manufactured Housing Section
2900 Apalachee Parkway, Room A 137, MS 66
Neil Kirkman Building
Tallahassee, FL 32399
Attn: Karen Thorson

Your appeal will be reviewed and you will be sent a written response within 15 business days of receipt. Faxed appeals are not accepted because an original signature is required.

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ATTACHMENT E



**DEPARTMENT OF HIGHWAY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
MANUFACTURED HOUSING SECTION**

**EXAM REGISTRATION FORM
FOR FLORIDA'S INSTALLATION OF MANUFACTURED HOMES**

Applicant Information

Last Name	First Name	Middle Initial	Drivers License Number
Street Address (including Apt. number)			
City		State	ZIP Code
Daytime Phone Number (including area code) ()		Evening Phone Number (including area code) ()	

EXAM TITLE	FEE
Manufactured Home Set-Up and Tie-down Exam	\$ 100.00

Payment: Fee may be paid by personal check, certified check, cashier's check or money order.

Exam Date	Location

By signing and submitting this form, I certify that I am the candidate named above and I agree to comply with all examination rules and regulations. I understand failure of the exam will require another \$100.00 registration fee to retake the exam.

Note: Cell phones, cameras, video recorders, etc will not be allowed in the examination room. Possession of any such device may disqualify your test and your ability to retake the exam.

Applicant Signature: _____ Date: __

for office use only - do not write below this line

Date received _____ Amount Received: _____

Authorized Signature _____

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ATTACHMENT F

MOBILE HOME INSTALLER LICENSE APPLICANT ATTENDANCE CARD

Attendee's Name: _____ <small>(Please print your Name as it appears on your Driver's License)</small>
Address: _____
City/State/Zip Code: _____
Telephone Number: () - _____
Driver License Number: _____ State: _____
Installer/Dealer License # (If Applicable): _____
Signature & Date: _____ <small>(1st Day)</small>
Signature & Date: _____ <small>(2nd Day)</small>

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**ATTACHMENT G
EXAMPLE INSTALLER TRAINING CLASS CERTIFICATE**

**STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES**

This is to Certify that

Joseph M. Smedley

*has satisfactorily completed an 12-hour training course on
Installation of Mobile Homes
as prescribed by Florida Statutes 320.8249*



In Witness of, we hereby affix our signatures *on this 19th day of March, 2015*

Julie Baker, Bureau Chief

James McGowan, Field Services Manager

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ATTACHMENT H



DEPARTMENT OF HIGHWAY AND MOTOR VEHICLES

DIVISION OF MOTORIST SERVICES

MANUFACTURED HOUSING SECTION

EXAM SCORE

FOR FLORIDA'S INSTALLATION OF MANUFACTURED HOMES

Candidate Information

Last Name	First Name	Middle Initial
Street Address (including Apt number)		
City	State	ZIP Code
Driver's License Number		

Exam Date	Exam Location

EXAM RESULTS

Circle One

Pass

Fail

Score by percentage

Strength and weakness report		
Area of study	Number of questions	Number correctly answered
OSHA Regulations	4	
Rules, Regulations, Statutes	14	
Site Preparation	7	
Close Up	6	
Anchor and Tie-downs	17	
Footing and Foundations	27	
Utilities	5	

NOTE: If you received a failing score, the table above will show you where you need to concentrate your study efforts before retaking the exam.

James McGowan, Field Service Manager

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ATTACHMENT I
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
BUREAU OF DEALER SERVICES
MANUFACTURED HOUSING SECTION
MOBILE/MANUFACTURED HOME INSTALLER PROGRAM

Continuing Education Course Registration
Attendee Information, Please Print Clearly

_____	Name	_____	Date		
_____	Course Title	_____	Course Approval Number		
_____	Location	_____	Course Length		
_____	Instructor	_____	Time In	_____	Time Out

License Number(s):

Self or Employer _____
 Address _____
 City _____ State _____ Zip _____
 Phone (_____) _____ FAX (_____) _____

COURSE EVALUATION

Please provide your response by circling the most appropriate numeric value for each question.

5= Excellent 4= Above Average 3= Average 2= Below Average 1= Poor

Was the topic content applicable to your job?	5	4	3	2	1
Were the materials relevant and useful?	5	4	3	2	1
Are you better prepared due to this training?	5	4	3	2	1
Will you be able to use the knowledge or the skill gained?	5	4	3	2	1
Would you recommend this training to others?	5	4	3	2	1

Additional Comments: _____

Signature of Attendee

MANUFACTURED HOUSING SECTION

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Attachment J

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

INSTALLATION COURSE FOR MANUFACTURED HOMES

BCAI BOARD COURSE NUMBER 0002944

Rules and Regulations for the Installation of HUD Manufactured Homes

Presented by:

Manufactured Housing Installer Licensing Section

Four (4) hour training class

Four (4) CEU's

Course Title:

INSTALLATION STANDARDS FOR MANUFACTURED/MOBILE HOMES

Agenda:

Introduction: 55 minutes

Break: 5 minutes

Site Preparation, Block and Level, 55 minutes

Break 5 minutes

Tie down, 55 minutes

Break, 5 minutes

Exterior close up and questions and answers, 60 minutes

(Syllabus Attached)

MANUFACTURED HOUSING SECTION

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Attachment J1

INSTALLATION STANDARDS FOR MANUFACTURED/MOBILE HOMES

BCAI Board Course Number 0002944

Course Syllabus

Course Description: This four (4) hour presentation is designed to introduce and/or reinforce the requirements of Florida Administrative Code 15C-1 and the requirements of HUD Model Installation Standards. The review with participants will center on the intricate and detailed requirements of the proper installation of manufactured homes and installation requirements as it relates to permitting, site preparation, anchorage, foundations and putting the home together. The use of approved products for the installation of mobile homes will be covered.

Course Objectives: The objective of this four (4) hour presentation is to assist the construction professional in general and BCAI licensees in improving their knowledge and understanding of the installation of manufactured homes. Building departments throughout Florida are required by Florida Statute 320.8285 to inspect the installation of manufactured homes in their jurisdiction to assure compliance with the department's uniform installation standards. The course will familiarize course participants with detailed information relating to the State and the Housing and Urban Development's requirements in all aspects of the installation of manufactured/mobile homes. Building Departments are taught the same requirements as state licensed manufactured home installers, but from an inspection viewpoint.

Method of Instruction: Presentation methods include lecture, discussion and handouts such as the F.A.C. Rule 15C-1 & 2 booklet and the department's detailed training manual titled "Installation Course for Manufactured Homes". A PowerPoint presentation has been developed with a large number of slides showing participants installation violations as they relate to all aspects of installation.

Method of Evaluation: The course instructor will use class discussions along with question and answer periods to confirm that the course objectives have been obtained by participants. Also, the registration sheets have an evaluation section on the form.

MANUFACTURED HOUSING SECTION

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Attachment K
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
INSTALLATION COURSE FOR MANUFACTURED HOMES
BCAI BOARD COURSE NUMBER 0003468

Rules and Regulations for the Installation of HUD Manufactured Homes

Presented by

Manufactured Housing Installer Licensing Section

Two (2) Hour Training Class

Two (2) CEU's

Course title:

**ANCHOR AND TIE DOWN INSTALLATION FOR
MANUFACTURED HOMES**

AGENDA:

REQUIREMENTS FOR ANCHORING A MANUFACTURED HOME: 55 MINUTES

BREAK: 5 MINUTES

ANCHORING SYSTEMS AND THEIR INSTALLATION: 60 MINUTES

(SYLLABUS ATTACHED)

MANUFACTURED HOUSING SECTION

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Attachment K 1

ANCHOR AND TIE DOWN INSTALLATION FOR MANUFACTURED HOMES

BCAI Board Course Number 0003468

Course Syllabus

Course Description: This 2 hour (2) presentation is designed to introduce and/or reinforce the requirements of Florida Administrative Code 15C-1. The review with participants will center on the intricate and detailed requirements of the proper installation of manufactured homes and installation requirements as it relates to anchors, anchor installation, determining anchor length, hurricane strap attachments, vertical/diagonal ties, concrete anchors, and longitudinal/lateral protection. The use of approved products for the installation of mobile homes will be covered.

Course Objectives: The objective of this 2 hour presentation is to assist the construction professional in general and BCAI licensees in improving their knowledge and understanding of the installation of manufactured homes. Building departments throughout Florida are required by the Florida Statutes 320.8285 to inspect the installation of manufactured homes in their jurisdiction to assure compliance with the department's uniform installation standards. The course will familiarize course participants with detailed information relating to the State and the Housing and Urban Development's requirements for the installation of mobile homes as it relates to anchoring and approved products. Building Departments are taught the same requirements as state licensed manufactured home installers, but from an inspection viewpoint.

Method of Instruction: Presentation methods include lecture, discussion and handouts such as the F.A.C. Rule 15C-1 & 2 booklet and the department's detailed training manual titled "Installation Course for Manufactured Homes". A PowerPoint presentation has been developed with a large number of slides showing participants installation violations as they relate to the anchorage of the home.

Method of Evaluation: The course instructor will use class discussions along with question and answer periods to confirm that the course objectives have been obtained by participants. Also, the registration sheets have an evaluation section on the form.

Rev . 11/03/15

MANUFACTURED HOUSING SECTION

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Attachment L

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

INSTALLATION COURSE FOR MANUFACTURED HOMES

BCAI BOARD COURSE NUMBER 0003469

Rules and Regulations for the Installation of HUD Manufactured Homes

Presented by:

Manufactured Housing Installer Licensing Section

Two (2) hour training class

Two (2) CEU's

Course Title:

FOUNDATION AND PIER INSTALLATION FOR MANUFACTURED HOMES

Agenda:

Requirements for Foundations: 55 minutes

Break: 5 minutes

Requirements for Pier Construction and Placement: 60 minutes

(Syllabus attached)

MANUFACTURED HOUSING SECTION

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Attachment L 1

FOUNDATION AND PIER INSTALLATION FOR MANUFACTURED HOUSING

BCAI Board Course Number 0003469

Course Syllabus

Course Description: This TWO hour (2) presentation is designed to introduce and/or reinforce the requirements of Florida Administrative Code 15C-1. The review with participants will center on the intricate and detailed requirements of the proper installation of manufactured home and installation requirements as it relates to site preparation, soil conditions, piers, footers and foundations. The use of approved products for the installation of mobile homes will be covered.

Course Objectives: The objective of this 2 hour presentation is to assist the construction professional in general and BCAI licensees in improving their knowledge and understanding of the installation of manufactured homes. Building departments throughout Florida are required by the Florida Statutes 320.8285 to inspect the installation of manufactured homes in their jurisdiction to assure compliance with the department's uniform installation standards. The course will familiarize course participants with detailed information relating to the State and the Housing and Urban Development's requirements for the installation of mobile homes as it relates to foundation of the home and approved products. Building Departments are taught the same requirements as state licensed manufactured home installers, but from an inspection viewpoint.

Method of Instruction: Presentation methods include lecture, discussion and handouts such as the F.A.C. Rule 15C-1 & 2 booklet and the department's detailed training manual titled "Installation Course for Manufactured Homes". A PowerPoint presentation has been developed with a large number of slides showing participants installation violations as they relate to the foundation and piers of manufactured homes.

Method of Evaluation: The course instructor will use class discussions along with question and answer periods to confirm that the course objectives have been obtained by participants. Also, the registration sheets have an evaluation section on the form.

Rev. 11/03/15

MANUFACTURED HOUSING SECTION

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Attachment M

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

INSTALLATION COURSE FOR MANUFACTURED HOMES

BCAI BOARD COURSE NUMBER 0002973

Rules and Regulations for the Installation of HUD Manufactured Homes

Presented by:

Manufactured Housing Installer Licensing Section

One (1) hour training class

One (1) CEU

Course Title:

Review of Department Rules for Manufactured Homes

Agenda:

Review of Department Installation Requirements: 60 minutes

(Syllabus attached)

MANUFACTURED HOUSING SECTION

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Attachment M1

REVIEW OF DEPARTMENT RULES FOR MANUFACTURED/MOBILE HOMES

BCAI Board Course Number 0002973

Course Syllabus

Course Description: This 1 hour (1) presentation is designed to introduce and/or reinforce the requirements of Florida Administrative Code 15C-1. The review with participants will center around the intricate and detailed requirements of the proper installation of manufactured homes and installation requirements as it relates to the F.A.C. Rule 15C-1 & Rule 15C-2.

Course Objectives: The objectives of this one hour (1) presentation is to assist the construction professional in general and BCAI licensees in improving their knowledge and understanding of the installation of manufactured homes. Building departments throughout Florida are required by Florida Statute 320.8285 to inspect the installation of manufactured homes in their jurisdiction to assure compliance with the department's uniform installation standards. This course will familiarize course participants with detailed information relating to the State and the Housing and Urban Development's requirements for the installation of mobile homes as it relates to the F.A.C. Rule 15C-1. Building departments are taught the same requirements as state licensed manufactured home installers, but from an inspection viewpoint.

Method of Instruction: Presentation methods include lecture, discussion and handouts such as the F.A.C. Rule 15C-1 & 2 booklet and the department's detailed training manual titled "Installation Course for Manufactured Homes".

Method of Evaluation: The course instructor will use class discussions along with question and answer periods to confirm that the course objectives have been obtained by participants. Also, the registration sheets have an evaluation section on the form.

Rev. 11/03/15

MANUFACTURED HOUSING SECTION

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Attachment O

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
BUREAU OF DEALER SERVICES
MANUFACTURED HOUSING SECTION
MOBILE/MANUFACTURED HOME INSTALLER PROGRAM

COVER SHEET

Continuing Education Course Registration

Instructor _____

Date _____

Time Start _____ Time finished _____

Name of Building Department or _____

Location of Training Class _____

Course Name _____

Course Number _____ Course Hours _____

Number of Participants _____

This cover form is to be filled out by the course instructor and attached to the Continuing Education Course Registrations.

Florida Administrative Code 61 G19-9-9.007 Records required to be maintained by course providers.

- (1) Course providers shall maintain the following records with respect to each course:
- (a) The time, Date, and place each course is conducted;
 - (b) The name, address, and qualifications of each instructor who teaches any portion of the course.
 - (c) The name, address, and certificate number of each person who registered for the course.
 - (d) The original sign in sheet used at the site of the course to register people attending each course. Course providers shall require every person to print their name and license number, and sign their name on the course sign in sheet; and
 - (e) The course syllabus used for each course.
 - (f) Certificates of completion for each person completion for each person completing a course containing the name and the license number of the person who completed the course.