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**TITLE 879 MANUFACTURED HOME INSTALLER
LICENSING BOARD**

LSA Document #04-272

To: The Honorable Michael Young, Chairperson
Administrative Rules Oversight Committee

From: Medana C. Davis
Staff Counsel

Date: October 6, 2004

Re: Rules for Manufactured Home Installer Licensing Board

Cc: Sarah Burkman, Staff Attorney, LSA
Gerald Quigley, Executive Director, PLA
Deborah Widemon, Board Director

On behalf of the Indiana Professional Licensing Agency and Manufactured Home Installers Licensing Board ("Board"), I am submitting this memorandum to the Administrative Rules Oversight Committee ("AROC") pursuant to IC § 4-22-2-19(c)(2) because the agency did not institute the rulemaking process within sixty (60) days after the effective date of the statute that authorizes the rule.

Pursuant to IC § 25-23.7-3-8 and IC § 25-23.7-6-5, effective July 1, 2003, the Board may adopt rules under Ind. Code § 4-22-2 for the administration and enforcement of IC 25-23.7 and establishing the continuing education required for renewal. The Board could not begin the rulemaking process within the sixty (60) day period because the Board appointments were just completed and the Board held its first meeting in April 2004. However, after becoming familiar with the rulemaking process and reviewing other states' requirements governing home installers, the Board is now prepared to proceed with administrative rules to establish the requirements for licensure, competent practice, renewal, continuing education, and fees. The Board has filed its Notice of Intent to be published in the November 1st edition of the *Indiana Register*.

Your understanding of these circumstances is greatly appreciated. If you have any further concerns or require additional information, please do not hesitate to contact me at 317-234-2912 or email me at mdavis@hpb.state.in.us.

Sincerely,

Medana C. Davis
Staff Counsel