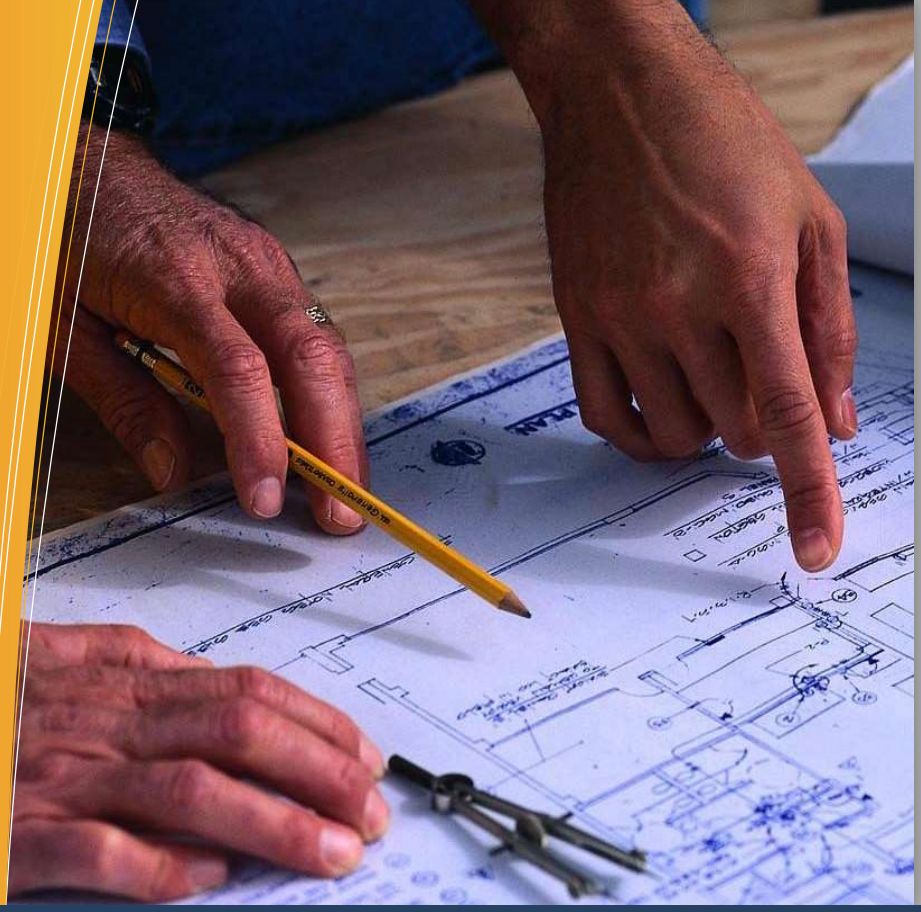

Indiana Professional Licensing Agency

INDIANA MANUFACTURED HOME INSTALLER LICENSING BOARD

MANUFACTURED HOME INSTALLER LICENSING PROCEDURES

For all MHI licensees or applicants

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Instructions

You should use this page if you have not been licensed as a Manufactured Home Installer in the State of Indiana. Renewal and reinstatement information can be found on the FAQ page 3 and page 9.

Quick Steps

1. Forms you must complete:
   - ✓ **MHI Application** - State Form 53858 – 2 pages
     - *Important Notice: Be sure to answer ALL questions. If the question does not pertain to your situation, enter "N/A" or "none" to assure your application is processed quickly*.
2. Forms to submit:
   - ✓ Verification of Supervised Experience – To be completed by your licensed supervisor, notarized, and then submitted directly to the Board.

     Or
   - ✓ 3 Professional Reference Forms – To be completed by three (3) different references, two (2) of which must hold active MHI licenses. Out of state licensed references are accepted but must include a copy of their license for verification.
   - ✓ Certificate of Completion from Board approved Pre-Licensure Course.
   - ✓ Proof of Limited Liability Insurance with a minimum of $100,000 per occurrence.
   - ✓ Proof of out of state licensure (if applicable).
3. Fee: Application fee of $150 is due with submission of application.
4. Mail: Completed Forms to:

   Indiana Professional Licensing Agency
   Attn: Manufactured Home Installer Licensing Board
   402 West Washington Street, Room W072
   Indianapolis, Indiana 46204-2700

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What Happens Next – Initial applicant

1. Once you submit your application, a customer service representative will review your information and course completion certificate. If you have failed to complete the forms properly, you will be contacted by email to remedy the problem.

2. Upon receipt of all necessary information and forms, your customer service representative will either issue your license or prepare your documents to be reviewed by the Manufactured Home Installer Licensing Board if needed.

3. Once the Board has made their decision, you will be notified by email or mail.

4. Please be advised that it is the responsibility of the applicant to ensure the file is complete. Your application will be considered abandoned after one (1) year from the date it was originally received by the Indiana Professional Licensing Agency. If all the requested information has not been received within this one (1) year you must reapply in order to be considered for licensure.

5. Take a few minutes to review the Manufactured Home Installer Licensing Board Statutes and Rules Compilation which can be found on our website.

Download the Manufactured Home Installer Licensing Board Statutes and Rules!

Indiana Professional Licensing Agency

Frequently Asked Questions Regarding Manufactured Home Installer Licenses

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Question: ***How many years of experience do I need to meet the requirements?***
Answer: At least one (1) year of experience.

Question: ***Who can verify my work experience?***
Answer: An **active licensed installer** (can be licensed in any state as long as verification is provided with form) who is familiar with your work OR three (3) professionals familiar with your work of which two (2) individuals are licensed active installers (again, can be licensed in any state as long as verification is provided with form).

Question: ***Do you have to go to school to become a Manufactured Home Installer?***
Answer: Yes, a pre-licensing course with an approved provider must be completed before licensure can be granted. You can find the pre-licensing course information on Page 4 of this packet.

Question: ***How often do I need to renew my license and what is the fee?***
Answer: Your license as a Manufactured Home Installer has a period of four (4) years. The expiration date is January 1 every four (4) years on the odd year (ie: 2017, 2021, etc.). Currently, the renewal fee is $50.00.

Question: ***Is there a late fee if my renewal is received after January 1 of the expiration year?***
Answer: Yes. For any renewal application received after January 1 of the expiration year, a restoration fee of $50 is added, making your overall fee for a late renewal of $100.00.

Question: ***When does the Board meet and how do I know if the application I submitted will be presented to them for a decision?***
Answer: The Board meeting dates can be found on our website.

Question: ***Do I have to give my Social Security Number on the application?***
Answer: Yes. Your Social Security Number is required under IC 4-1-8-1. All other fields must be completed. If a field does not apply to you, please write “not applicable” or “N/A.”

Question: ***What is the CE requirement if I choose to renew active?***
Answer: The CE requirement for an active license is 10 hours.

Question: ***How do I report my CE?***
Answer: When you complete your renewal form, you are affirming that you have fulfilled the requirements as specified in 879 IAC 1-8. If you are selected in a random audit conducted by the Board, you will be notified and are required to submit documentation at that time.

Question: ***How do I activate my inactive license?***
Answer: Apply to the Board and submit proof of 10 hours of continuing education taken within the four year period preceding the date of the reactivation application is filed. The CE hours used to activate a license CANNOT be used for the current renewal period. Once you are activated, dependent upon the date within the current renewal period, you may have prorated CE hours to obtain as per the following CE schedule:

Date of Issuance or Activation	Hours Required to Renew
During the first year	10
During the second year	8
During the third year	6
During the fourth year	4

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Pre-Licensing Information for MHI Applicants

General Requirements

Applicants for licensure as a manufactured home installer must meet the following general requirements:

- Be at least eighteen (18) years of age
- Provide documentation of successful completion of the board approved installation training courses
- Have verified documentation of at least one (1) year of experience installing manufactured homes
- Have not been convicted of an act that would constitute a ground for disciplinary action in this or another state in connection with the installation of manufactured homes

Training Course Requirements

Applicants for licensure as a manufactured home installer must meet the following training course requirements:

- Successfully complete eight (8) hours of total classroom instruction by an approved provider. These hours should consist of:
- A minimum of two (2) hours of classroom instruction in the following:
  - IC 25-23.7, Indiana manufactured home installer's act
  - IC 25-1-11, professional licensing standards of practice
  - 675 IAC 14, Indiana residential code, as adopted by the fire prevention and building safety commission
  - 410 IAC 6-6. mobile home park sanitation and safety, as adopted by the Indiana State Department of Health
  - Applicable federal and Indiana statutes, rules, and regulations governing manufactured home installation.
- A minimum of one-half (1/2) hour in professional ethics
- A minimum of two (2) hours in installation manual in the following subject areas:
  - Manufacturer's installation manuals and requirements
  - Preparation of manufactured housing sites
  - Installation of foundation systems
- A minimum of two (2) hours in safety in the following subject areas:
  - Blocking, perimeter support, and leveling of manufactured homes
  - Structural connections of sections and major components
  - Installation of anchoring systems and components
  - Installation of vapor barriers, curtain walls, access, and ventilation for crawlspace areas
- A minimum of one-half (1/2) hour in utility connections between sections in the following subject areas:
  - Electrical connections between sections
  - Plumbing connections between sections
  - Mechanical equipment connections between sections
  - Gas equipment and appliance connections within the home
  - Connections of vents, ducts, carpet, and other nonstructural components

The educational topics listed are minimums for each topic. Additional classroom time, over and above those listed above, shall be detailed within the educational outline information and is to be in areas relating to the installation of manufactured homes.

Contact information can be found by utilizing the ***search and verify*** option on our website. The Board does not maintain a course schedule for any provider. Please contact the provider for course offerings and other information. Proof of completion of the pre-licensing course must accompany the application.

Insurance Requirement

- Submit proof of insurance issued by an insurance company authorized to transact business in Indiana showing that the applicant, either directly or through the applicants employer, is covered by a policy of general liability insurance with products/completed operations coverage in the minimum amount of one hundred thousand dollars ($100,000) per occurrence, one million dollars ($1,000,000) aggregate.
  OR
- Post with the board a surety bond that:
  - Names the applicant as the principal
  - Obligates the surety in the amount of one hundred thousand dollars ($100,000) to the board in favor of the state
  - Requires the principal , if granted a license, to install manufactured homes in conformance with the manufacturer's installation manual and to observe all applicable federal, state, and local statutes and regulations
  - Authorizes the board to declare the bond in default and to levy against the surety and the principal under the bond for the payment of actual damages to any person who is harmed as a result of the principal's violation of the requirements

The license fee schedule is as follows:

Description	Fee	Authorization
A. Issuance	$150.00	879 IAC 1-4-1(a)(1)
B. Renewal	$50.00	879 IAC 1-4-1(a)(2)
C. Restoration Fee plus renewal fee	$50.00	879 IAC 1-4-1(a)(3)
Duplicate Pocketcard: **mylicense.in.gov/egov**	$10.00	879 IAC 1-4-1(a)(5)
Certification of License: ***search and verify***	$10.00	879 IAC 1-4-1(a)(6)

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Completing the Forms

- You may use the **Auto Fill Feature** within the application PDF to assure that your information is easy to read. The auto fill feature allows you to click onto the spaces that need filled in and type the information. Once completed, you can print and sign.
- If you choose to download the form and complete, be sure that you print clearly.

Manufactured Home Installer Application – State Form 53858 – 2 pages

Page 1

You must complete this form in its entirety.

Section – ***Applicant Information***

- ✓ Be sure to insert information in all blank areas. If it does not apply, insert "None" or "N/A"
- ✓ You must have a Social Security number to obtain a license in Indiana.

Section – ***Pre-Licensing Course Information***

- ✓ Complete with all information which coincides with the submitted documentation.

Section – ***Insurance/Surety Bond***

- ✓ Complete with all information which coincides with the submitted documentation.
  - The documentation itself must include your name either in the insured or description box.

Section – ***Supervised Experience Information***

- ✓ This section does not need to be completed if you are utilizing the professional references option.

Page 2

Section – ***Professional Reference Information***

- ✓ This section does not need to be completed if you are utilizing the supervised experience option.

Section – ***Other State Licensure/Certification/Registration/Permit***

- ✓ Complete this section only if applicable.

Section – ***Criminal History & License Disciplinary Information***

- ✓ Answer all questions.
- ✓ If you have any convictions, you must supply the supporting legal documentations regarding the conviction(s).

Section – ***Applicant Affirmation***

- ✓ Sign and Date.

Section – ***Authorization for the Release of Information***

- ✓ Read carefully.

Section – ***Affirmation***

- ✓ Sign and Date.

Section – ***Certification of Notary Public***

- ✓ Complete this section in the presence of a notary to be notarized.

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Verification of Supervised Experience Form and Professional Reference Forms

As per IC 25-23.7-5-2(1)(D) an applicant for MHI licensure must have at least one (1) year of experience and installing manufactured homes under the direction and supervision of a licensed installer; or three (3) professional references, two (2) of whom are licensed installers familiar with the individual's work experience and competency.

Renewal and Reinstatement Information for MHI Licensees

General Information

- All MHI licenses have a license period of four (4) years which expire January 1st of every other odd year starting 2013 which continue: 2017, 2021, etc.
- All MHI licensees will be sent notification of an upcoming renewal within 60 days prior to the expiration date as per IC 25-1-2-6(c).
    - If you have an email address on file with the Board your notification will be sent via email.
    - If you do not have an email address on file with the Board, your notification will be sent to the via United States mail to the mailing address on file.
        - Please note: it is the licensee's responsibility to ensure the contact information on filed with the Board is correct.

Renewal of a Manufactured Home Installer license as per 879 IAC 1-7-1 (ACTIVE STATUS)

The Manufactured Home Installer licensee must do the following:

- ✓ Payment of the fee required for renewal - $50.00
- ✓ Complete an application for renewal on a form provided by the board.
- ✓ Complete the required continuing education required by 879 IAC 1-8
- ✓ Submit proof of insurance coverage with a minimum of $100,000 in covered as (required by 879 IAC 1-5)
- ✓ Sign a statement under penalty of perjury that
    - The hours submitted are correct
    - The licensee attended and completed the courses taken; and
    - To the best of the licensee's knowledge, the courses completed meet the requirements of 879 IAC 1-8 (see the States and Rules for the specific topics to be covered)

Renewal of Manufactured Home Installer license as per 879 IAC 1-8-8 (INACTIVE STATUS)

Manufactured Home Installers may apply to the Board to renew their licenses in an inactive status. No continuing education is required to renew inactive. An inactive manufactured home installer may not practice manufactured home installation or approve the installation work of another person while in an inactive status.

Reactivation of an Inactive License as per 879 IAC 1-8-9 (REACTIVATION OF INACTIVE)

To reactivate an inactive license, a manufactured home installer must apply to the Board for the reactivation on the application form supplied by the board. The licensee must provide documentation as proof of obtaining ten (10) hours of continuing education within the four (4) year period immediately before the date the reactivation application is filed. The continuing education must be obtained by a Board approved Course Provider as found on our website or listed below:

Continuing Education Providers

The Indiana Manufactured Home Installer Licensing Board does not have a schedule of course offerings from any provider. Please contact the provider directly for a course schedule and with any other questions. Use the search and verify page of our website to access the contact information for a provider.

Reinstatement of an expired or lapsed license as per 879 IAC 1-8-10 (REINSTATEMENT OF EXPIRED LIC.)

An individual whose license has expired or lapsed and wishes to reenter the practice of manufactured home installation must file an application to renew the expired or lapsed license. The application shall include:

- ✓ Payment of the fee required to renew and restore - $100.00
- ✓ Evidence of completion of ten (10) hours of continuing education prior to filing the application
  - Must have been obtained no earlier than four (4) years prior to the date on application
  - Meet the requirements in this rule
- ✓ CE obtained by the licensee to renew an expired license or lapsed license under this section cannot be double counted by also using them for credit in the renewal period in progress.

Your Resources

Manufactured Home Installers Licensing Board

Website: **in.gov/pla/mfghome.htm**

Email: pla12@pla.in.gov

Phone: (317) 234-3031

Mail: Indiana Professional Licensing Agency
Attn: Manufactured Home Installers Licensing Board
402 West Washington Street, Room W072
Indianapolis, IN 46204