

DOUGLAS A. DUCEY
Governor



MICHAEL TRAILOR
Director

ARIZONA DEPARTMENT OF HOUSING

1110 W. Washington, Suite 280
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ARIZONA'S MANUFACTURED HOUSING INSTALLATION PROGRAM 2017 TRAINING REQUIREMENTS

ADOH Installer Licensees and New ADOH Installer Applicants:

All new Installer Applicants must complete the Manufactured Housing Institute's on-line course for Installers to ensure a comprehensive overview of installing manufactured homes and pass the on-line test. Applicants must also successfully complete a technical skills/business management training test at the Department's Office and pass the written test.

Each current ADOH licensee (Qualifying Party) must acquire **three (3)** on-going installation-related training credits on or before **November 30, 2017** as a condition of licensure.

Registrar of Contractor (ROC) Licensees:

Effective January 1, 2015 –All ROC licensees (Qualifying Party/Corporate Officer) who perform installation work on residential FBB's and/or mobile/manufactured homes must attend an installation-related training course as offered in this announcement. The training requirement is a pre-requisite for purchasing insignia/certificates required to be affixed to these homes.

The annual training requirement is waived for all ROC Contractors who perform work on commercial use FBBs; an installation certificate is still required to be affixed to the building.

Training options are detailed on page 2, below.

Installation Training Registration

Please submit your registration form and payment for classes offered by the Arizona Department of Housing to:

**Arizona Department of Housing,
Installer Training
P. O. Box 6280
Phoenix, AZ 85005**

Seating at these sessions may be limited, so please register early
Low registration for a scheduled class may result in cancellation of that class

ALL ADOH Installer Licensees and Residential Registrar of Contractors Licensees must complete the on-going training requirements by November 30, 2017.

2017 APPROVED TRAINING	Number of Credits
<p>Arizona Department of Housing (ADOH) Installation Training Classes \$100.00</p> <p>https://housing.az.gov/general-public/manufactured-housing/installation-training</p>	3
<p>Attend monthly Manufactured Housing of Arizona’s Chapter meetings</p> <p><i>Arizona Housing Association Chapter meeting information can be obtained via its website http://azhousing.org/events or email info@azhousing.org</i></p>	1
<p>Manufactured Home Installation Course through Manufactured Housing Institute (MHI)</p> <p><i>Please contact MHI to confirm cost.</i></p> <p>http://mhei.myicourse.com</p>	3
<p>Modular Building Institute 2017 World of Modular Annual Convention & Tradeshow – Tucson, AZ March 17 - 20, 2017</p> <p><i>Please contact Modular Building Institute to confirm cost. Proof of attendance will satisfy the annual installer training requirements.</i></p> <p>http://www.modular.org/HtmlPage.aspx?name=2017_world_of_modular_welcome</p>	3
<p>MHI 2017 National Congress & Expo –Caesars Palace, Las Vegas, NV May 2 - 4, 2017</p> <p><i>Please contact MHI to confirm cost. Proof of attendance will satisfy the annual installer training requirements.</i></p> <p>http://www.congressandexpo.com</p>	3
<p>Manufactured Housing of Arizona’s Annual Convention & Golf Tournament</p> <p><i>Please contact Arizona Housing Association to confirm date and cost.</i></p> <p>http://azhousing.org/events</p>	3

Each licensee is responsible to submit proof of attendance at the approved training option(s) to the Department’s Licensing Department by **November 30, 2017**. The proof of attendance must be in the form of a certificate of completion from a State-approved training course or a receipt verifying attendance for Chapter meetings or an MHI or AHA event.

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ARIZONA'S MANUFACTURED HOUSING INSTALLATION PROGRAM
2017 TRAINING REGISTRATION FORM

NAME _____
(QUALIFYING PARTY NAME)

COMPANY NAME _____

LICENSE # _____ PHONE # _____

E-MAIL _____

ADDRESS _____
(Please include City, State, Zip Code)

**I HAVE ENCLOSED THE FEE AND REQUEST ENROLLMENT IN THE
FOLLOWING ADOH INSTALLATION TRAINING CLASS:**

Date _____ Time _____

2017 INSTALLATION TRAINING SCHEDULE			
	DATES:	TIME:	LOCATION:
FLAGSTAFF	Friday, May 19, 2017	12:00 pm to 3:00 pm	City Hall 211 W. Aspen Ave Flagstaff, AZ 86001
KINGMAN	Friday, July 21, 2017	12:00 pm to 3:00 pm	Mohave County Public Works 3715 Sunshine Drive Kingman, AZ 86409
PHOENIX	Friday, April 21, 2017 Friday, October 27, 2017 Friday, October 27, 2017	9:00 am to Noon 9:00 am to Noon 1:30 pm to 4:30 pm	AZ Industrial Commission Auditorium 800 W. Washington St. Phoenix, AZ 85007

Training Schedule continues next page

2017 INSTALLATION TRAINING SCHEDULE			
PINETOP	DATES:	TIME:	LOCATION:
	Friday, September 15, 2017	12:00 pm to 3:00 pm	Game & Fish 2878 E. White Mountain Blvd. Pinetop, AZ 85935
TUCSON	DATES:	TIME:	LOCATION:
	Friday, June 23, 2017 Friday, October 13, 2017 <i>(*New Location)</i>	9:00 am to Noon 9:00 am to Noon	*Game & Fish 555 N. Greasewood Rd Tucson, AZ 85745
YUMA	DATES:	TIME:	LOCATION:
	Friday, August 18, 2017	12:00 pm to 3:00 pm	Department of Development Services 2351 W. 26th Street Yuma, AZ 85364

The cost for the Installation Training is \$100.00 and must be attended by the Licensee
THE DEPARTMENT HIGHLY RECOMMENDS ENTIRE CREWS ATTEND AT NO EXTRA COST

CASH will not be accepted at the training session.

Checks or money orders are accepted at the training session.
 Debit/credit card payments should be made through our web payment portal
 at <https://housing.az.gov/portals/adoh-payment-portal>

For your added convenience, a computer is available at our
 Phoenix office to access the web payment portal.