

DOUGLAS A. DUCEY
Governor



CAROL DITMORE
Director

STATE OF ARIZONA
DEPARTMENT OF HOUSING
1110 WEST WASHINGTON, SUITE 280
PHOENIX, ARIZONA 85007

(602) 771-1000 WWW.AZHOUSING.GOV
FAX: (602) 771-1002

ARIZONA'S MANUFACTURED HOUSING INSTALLATION PROGRAM 2018 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 participate in a Department of Housing ("Department") approved training on or before **November 30, 2018** as a condition of licensure.

Registrar of Contractor (ROC) Licensees:

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 ROC Contractors who perform work on commercial use FBBs; an installation certificate is still required to be affixed to the building.

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

2018 APPROVED TRAINING

Department Training

Installation Training Classes offered through on-line computer based training
\$100.00

<https://housing.az.gov/general-public/manufactured-housing/installation-training>

Attend monthly Manufactured Housing of Arizona's Chapter meetings – a minimum of 3 scheduled meetings from January 2018 through November 2018. *Arizona Housing Association Chapter meeting information can be obtained via its website <http://azhousing.org/events/list/>*

Manufactured Home Installation Course through Manufactured Housing Institute
Please contact MHI to confirm cost.

<http://mhei.myicourse.com>

Modular Building Institute

2018 World of Modular Annual Convention & Tradeshow – Hollywood, Florida
March 22 - 25, 2018

Please contact Modular Building Institute to confirm cost.

Proof of attendance will satisfy the annual installer training requirements.

<http://www.modular.org/>

MHI 2018 National Congress & Expo –Paris Hotel, Las Vegas, NV

April 23 – 26, 2018

Please contact MHI to confirm cost.

Proof of attendance will satisfy the annual installer training requirements.

<http://www.congressandexpo.com>

Manufactured Housing of Arizona's Annual Convention & Golf Tournament

May 15 – 17, 2018

Please contact Arizona Housing Association to confirm date and cost.

<http://azhousing.org/event/2018-az-mh-conference/>

Each licensee is responsible to submit proof of attendance at the approved training option(s) to the Department's Licensing Department by **November 30, 2018**. 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
2018 TRAINING REGISTRATION FORM

NAME _____
(QUALIFYING PARTY NAME)

COMPANY NAME _____

LICENSE NUMBER _____ PHONE NUMBER _____

****E-MAIL:** _____
(**REQUIRED**)

ADDRESS: _____

(PLEASE INCLUDE CITY, STATE, ZIP CODE)

Payment by mail:

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

Payment Online:

Please email registration form and online payment receipt to MH.Training@azhousing.gov.

Link to payment portal: <https://events.azhousing.gov/payments/>

Payment options to select for TRAINING (\$100.00):

Payment category: **MFG Housing –Other Fees**

Select payment type: **Manufactured Housing Training**

THE QUALIFYING PARTY WILL RECEIVE AN EMAIL WITH THE LINK TO THE TRAINING COURSE, A USER NAME AND A TEMPORARY PASSCODE ONCE THE TRAINING APPLICATION HAS BEEN PROCESSED.