

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 2021 TRAINING REQUIREMENTS

ADOH Installer Licensees:

Each current ADOH licensee (Qualifying Party) must participate in a Department of Housing ("Department") approved training on or before **November 30, 2021** 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

2021 APPROVED TRAINING

Department On line Training

Installation Training Classes offered through on-line computer based training

Cost: \$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 2021 through November 2021.

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.

<https://www.manufacturedhousing.org/online-training/>

Hit the white dot on the state of Arizona and fill out the registration there.

Local ISA Area/Installer On-site training

Attend local ISA Area training, Every County within Arizona has a training course that is provided by Arizona Department of Housing, This course is ran in different areas throughout the year and is mainly held to train the local inspectors, and to help maintain constancy within an Arizona.

For more information email MH.Training@azhousing.gov

Installer Inspection Guideline Training Via Zoom

This course will be offered from May 1st 2021 through May 31 2021. This course will cover the basics of how the Arizona Department of Housing views the inspection process. This course will be interactive and will have Inspection Management on the call. This course is currently being offered at NO COST.

For morning information on registering click the link below.

<https://housing.az.gov/sites/default/files/2021%20Installation%20Training%20Notice.pdf>

Each licensee is responsible to submit proof of attendance at the approved training option(s) to the Department's Licensing Department by **November 30, 2021**. 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
2021 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.