



MEMORANDUM

TO: Active Manufactured Home Registered Installers and Certified Inspectors

FROM: Rory J. Hoffmann, Manufactured Home Installation Program Administrator
 ND Department of Commerce, Division of Community Services *Rory J. Hoffmann*

RE: Manufactured Home Registered Installer and Certified Inspector
 Registration and Training for Year 2018-2019

DATE: January 5, 2018

The North Dakota Department of Commerce will be holding a refresher course for installers and inspectors. The installer and inspector training will be held at the Ramkota on February 7, 2018.

Active Registered Installers and Certified Inspectors must complete the appropriate Registration Application that is enclosed (Registered Installer – SFN 58299 or Certified Inspector – SFN 58300).

The Training Registration Form must also be completed by every participant and returned with the Installer/Inspector Application form.

Bismarck – Wednesday, February 7, 2018 (CST)
Best Western Plus Ramkota Hotel – 800 South 3rd Street - (701) 258-7700
Installer Refresher - 9:00 to 12:00 a.m.
Inspector Refresher - 1:00 to 5:00 p.m.

The Registration and Certification fee is set by law in the Manufactured Home Installation Program administrative rules. The set fee for the training is to help offset the cost of the training and the cost of the facility.

Installers Registration and Inspectors Certification Fee	\$150.00
Installers and Inspectors Training Fee	<u>\$50.00</u>
Total for Each Attendee	\$200.00

NOTE: A late fee of \$25 will be assessed for all registrations after the January 31, 2018 deadline.

Please bring your **North Dakota Model Manufactured Home Installation Guideline manual to the training session in Bismarck.** If you need a copy, please send an additional **\$25** and make a note on your application.

Enclosed are the respective registration applications and the training form. All participants must complete the appropriate registration and training forms. The applications must be completed and returned to the Division of Community Services by the close of business on **January 31, 2018**. Both the State Registration Form and Training Registration Form must be completed and returned along with payment.

Installers - the following information is REQUIRED:

- According to North Dakota Manufactured Home Installation Program administrative rules, the **Registered Installer's Application (SFN 58299) must be completed and NOTARIZED in order to attend the 2018-2019 Manufactured Home Registered Installer Training.**
- Copy of contractor's liability insurance in the amount not less than \$100,000 with provision to notify the DCS upon cancellation.
- Copy of letter of credit, certificate of deposit, or surety bond in the amount of \$10,000 with provision to notify the DCS upon cancellation.

Should anyone require auxiliary aids or services, or need additional information, please email the Division of Community Services at dcx@nd.gov, or call (701) 328-5300, TTY 800-366-6888, Spanish TTY 800-435-8590, or Relay ND Voice 800-366-6889.

We will still offer training classes this spring in Minot, Dickinson, Fargo, and Bismarck.

If you have any questions, don't hesitate to contact me at (701) 486-3330, (701) 391-4382, or email me at rjhoffmann@nd.gov.

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Enclosures