



KEEPING AMERICA'S DREAM AFFORDABLE

Tennessee Housing Association
P.O. Box 569, Mt. Juliet, TN 37121
615.256.4733
Fax: 615.255.8869

15-HOUR INITIAL CERTIFICATION RETAILER AND INSTALLER COURSE 2019

15-HOUR COURSE DESCRIPTION

This course is designed to educate retailers, installers and other interested parties, in the manufactured housing industry in Tennessee, for the purpose of applying with the Tennessee State Fire Marshal's Office as a licensed or certified manufactured housing retailer or installer. Individuals attending this course will receive instruction on the proper and legal aspects of required manufactured home installation. This Course is also needed for employees of licensed companies who will be on-site during the installation process. Tennessee law requires at least one (1) person on the active job-site must have attended the course and passed a state exam.

TESTING

Once you have completed the 15-Hour course, a state exam will be administered, by Morris & McDaniel on the second day. **You must present a photo I.D. in order to take the exam.**

FEES AND GENERAL

The fee for the **15-Hour Course** is **\$350 for THA members and \$550 for non-members**. This registration fee **includes your \$125 state exam fee, a copy of the ANSI Code, and text book.** Lunch will be provided.

[Only direct employees of member companies will be allowed to take the educational discount. Subcontractors of member companies are not allowed to use a member's discount.] **THA does not facilitate lodging reservations for attendees.**

Please use the "THA Registration Form" to register for this course. Payment must be submitted with your registration form. Please use one form per registrant. (You may make copies of the form as needed.) No refunds will be issued. **Check in begins at 7:45 a.m. on the first day. The 15-Hour course is limited due to space. Please register early.** THA reserves the right to cancel courses with an insufficient number of students, prior to the course date.

Please read and follow all instructions.

- Fill out and return the THA Registration Form, with payment, **at least two weeks prior to class date.**
- Cancellations must be received within 14 days prior to the start of class. No Refunds will be issued for cancellations made after the 14 day cut off.
- No firearms are allowed on the premises at anytime.

Special Note: Americans with Disabilities Act (ADA) – Modifications to the administration of the state's required examination are available for candidates who qualify. If you need special accommodations you must contact Morris & McDaniel at (769) 287-0548, to request an application. **This must be done 30 days in advance in order to process eligibility.**

15-HOUR [Two day] COURSE SCHEDULE & Notes

<input type="checkbox"/> January 15 – 16, 2019 <input type="checkbox"/> April 23 – 24, 2019 <input type="checkbox"/> July 09 – 10, 2019 <input type="checkbox"/> October 01 – 02, 2019	THA Office 1002 Meb Court, Suite B Mt. Juliet, TN 37122
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TIME: Day 1: [7:45 am sign in]; 8:00am – 8:00pm CST

Day 2: 8:00am- 4:30pm CST