


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 

DATE: February 25, 2022

RE: Manufactured Home Registered Installer and Certified
Inspector Registration and Training for Year 2022-2023

The licensing for the manufactured home installers and inspectors will expire June 30, 2022. Anyone wishing to renew their license must do so by June 30, 2022, or they will no longer be able to install or inspect new manufactured homes in North Dakota.

Active Registered Installers and Certified Inspectors must complete the enclosed Registration Application (SFN 58299).

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 and Inspectors License and Training Fee	\$200.00
Participating Jurisdiction Inspector License Fee	\$50.00
Guidelines Training Manual (if needed)	\$25.00

Any potential **new** installers or inspectors, or anyone that received their license this past year by taking the online course, must attend the full day training and pass the required test. This training will be held June 16, 2022 from 9:00 AM to 5:00 PM at

WSI Multipurpose Room; 1600 East Century Ave Suite 6, Bismarck, ND (North Door)

New Installer and Inspector Fee: \$225.00 (includes license fee, training, and training manual)

1600 E Century Avenue, Suite 6 | P.O. Box 2057 | Bismarck, ND 58502

PHONE: 701-328-5300 | TOLL FREE: 1-866-4DAKOTA | ND RELAY TTY: 1-800-366-6888 | VOICE: 1-800-366-6889

| NDCommerce.com

Enclosed is the Registered Installer and Inspector Manufactured Home Application (SFN 58299). The application must be completed, notarized, and returned to the Division of Community Services with payment by the close of business on the deadline dates listed above.

Refresher courses will be held in Fargo June 7, 2022 and Bismarck June 15, 2022. Please see the application for the times and locations. Make sure to mark the training you will be attending.

You must pass the test with at least 70% in order to receive your license.

You will need to bring your ND Model Manufactured Home Installation Guideline book to the training. You will need this for the test. If you do not have one, you can purchase a book for \$25.00.

The enclosed application along with all fees must be sent to our office by May 27, 2022. You can call Tammy at 701-328-5305 to pay by credit card and email me all of the forms required.

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

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

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Enclosure