

# Oklahoma Manufactured Home Installation Inspector

Fee: \$200

## Applications For Mfd Home Installation Inspector Accepted By:

### Fax or E-mail:

(405) 634-5355

mhao@mhao.org

Attention: Mfd Housing Advisory Committee

\$200 fee - 3 year Mfd Home Installation Inspector Certification

### Mail:

Mfd Housing Advisory Committee

c/o MHAO

6400 S. Shields Blvd.

OKC, OK 73149

## Qualifications and Education Requirements

To be qualified as an Manufactured Home Installation inspector the applicant needs to show proof that he or she has been an existing licensed installer in the State of Oklahoma for a minimum of 1 year or be in the industry for a minimum of 3 years or other equivalent professional qualifications the Manufactured Housing Advisory Committee deems acceptable.

Applicants must have attended training provided by the state in conjunction with the Manufactured Housing Association of Oklahoma (MHAO) and must pass the installation program examination **every 3 years**. Education shall include at a minimum, eight (8) hours of training in a classroom setting, visual/picture test, and four hours in on-site training.

**Note: If you fail any test you can retake the test in 90 days. If you fail twice you will not be eligible for another testing until 12 months from 1st testing date..**

## Disqualifications:

- Applicant cannot have a Manufactured Home Installation Certification if the applicant has any outstanding complaints filed with the Used Motor Vehicle and Parts Commission.
- The Manufactured Home Advisory Committee would recommend the UMV&Parts Commission & MHAO revoke the Certification of any Manufactured Home Installation Inspector who fails to maintain the minimum requirements for the certification, has a conflict of interest impairing their ability to make impartial inspections or if the investigation of complaints by the UMV&Parts Commission reveals that the Manufactured Home Installation Inspector has repeatedly failed to enforce the requirements of the program.
- Has committed any unlawful act which resulted in the revocation of any similar licenses in another state (i.e. installer or retailer license)
- If within the last 12 months you *approved* a New Home Installation using the I-Form and the UMV&Parts Commission or Manufactured Home Advisory Committee finds this installation actually failed to meet the installation standards, as set forth by the UMV&Parts Commission, you will not be certified as an installation inspector. You must wait a minimum of (1) year from the date this installation was found to be non-compliant before you can reapply.
- If a certified installation inspector has "approved" an installation AND/OR a licensed installer is found to have knowingly improperly installed a new or used home in the last 12 months the inspector certification will be revoked or application denied.
- An Installation Inspector Certification will not be issued to an **installer or retailer** who has previously had multiple substantial or negligent violations or complaints filed with the Used Motor Vehicle and Parts Commission. This applies to both New and Used Homes.

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Fee: \$200

## Role and Responsibility of the Installation Inspector

The inspection of a manufactured home is very important. The Manufactured Home Installation Inspector must take this responsibility seriously. Below are some essential responsibilities of the Manufactured Home Installation Inspector:

- There will be a \$200 Certification fee when submitting an application **for** a three year Manufactured Home Installation Inspectors Certification.
- OSBI background report must be submitted with an Manufactured Home Installation Inspections Certification Application. Applicant must submit copies of Judgment and Sentencing documents for all convictions including all three search's (Violent Offender, Name Based, and Sex Offender). Felony applicants are required to make a personal appearance before the Manufactured Housing Advisory Committee and the UMV & Parts Commission. **Call OSBI at 405/848-6724.**
- A standard installation inspection form shall be used when inspecting a home. The inspector must inspect the 35 items as set forth by the UMV&Parts Commission.
- Determine what method was used to install the home (i.e. manufacturers manual, plan by professional engineer or state generic code.)
- Determine if the site was prepared properly
- Verify that a 2x3 installation label is affixed by the breaker box
- When a manufactured home installation is found not to be in compliance, the installer and dealer shall be notified in writing by the inspector. Copies of the report are to be given to the dealer and installer.
- If an installation or subsequent repair of an installation by an installer fails to meet the manufacturer's installation instructions within the time limit allowed by the inspector, the inspector shall notify the installer that the installation is in default. The installer shall be given 10 working days after notification of default to bring the installation into compliance.
- Any independent inspector that knows of an installation that is in default and has not been corrected by subsequent repair may request that the Manufactured Housing Advisory Committee arrange for an investigation of the installation. The Manufactured Housing Advisory Committee at its discretion shall determine whether there is a basis for an investigation.
- The UMV&Parts Commission, or a Manufactured Home Installation Certified Inspector at the request of the UMV&Parts Commission, shall at the UMV&Parts Commission's sole discretion, inspect the installation of any manufactured home inspected by the Manufactured Home Installation Certified Inspector.
- The inspection shall be paid for by the party that requested the inspection unless during the inspection it is found that the installation does not comply with the manufacturer's installation instructions or standards adopted by the UMV&Parts Commission, in which case the INSTALLER SHALL reimburse the UMV&Parts Commission or MHAO for the cost of the inspection and shall also pay for any subsequent repairs and inspections of those repairs to bring the installation into compliance.
- Funds received for the Certification Program will help fund the inspection program.

# MANUFACTURED HOME INSTALLATION INSPECTOR APPLICATION

Mail Completed Application and attachments to: MHAO, 6400 S. Shields Blvd., OKC, OK 73149

**Application Fee: \$200 (Renewal every 3 years)**

To be qualified as an inspector the applicant needs to show proof that he or she has been an existing license installer in the State of Oklahoma for a minimum of 1 year or be in the industry for a minimum of 3 years or other equivalent professional qualifications the state advisory committee deems acceptable.

## Applicant Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Where are you currently employed?** \_\_\_\_\_

Address of Employer \_\_\_\_\_

Phone Number of Employer \_\_\_\_\_ Fax Number of Employer \_\_\_\_\_

In what capacity are you employed? \_\_\_\_\_ How long \_\_\_\_\_

**How many years have you been in the manufactured housing industry?** \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ If no, are you authorized to work in the U.S.? \_\_\_\_\_

***ALL APPLICANTS MUST SUBMIT AN OSBI BACKGROUND REPORT. OSBI BACKGROUND REPORT MUST BE SUBMITTED WITH THREE SEARCHES: VIOLENT OFFENDER, NAME BASED AND SEX OFFENDER. CALL OSBI AT 405/848-6724 ON HOW TO OBTAIN A REPORT, COST IS APPROXIMATELY \$19 FOR THE THREE SEARCHES. NO OTHER BACKGROUND REPORT WILL BE ACCEPTED FROM ANY OTHER ENTITY/SOURCE.***

**If Licensed Installer:** Give 3 references from businesses you installed manufactured homes for.

**If not an installer:** Give 3 references from businesses you've provided services for in the manufactured housing industry.

**1)** Individuals name: \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_

City/State \_\_\_\_\_ Phone \_\_\_\_\_ Can we contact this individual/Company? Y or N

**2)** Individuals name: \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_

City/State \_\_\_\_\_ Phone \_\_\_\_\_ Can we contact this individual/Company? Y or N

**3)** Individuals name: \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_

City/State \_\_\_\_\_ Phone \_\_\_\_\_ Can we contact this individual/Company? Y or N

**Education**

High School \_\_\_\_\_ City/State \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you Graduate? Y or N

Higher Education Institutions \_\_\_\_\_ City/State \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you Graduate? Y or N Degree \_\_\_\_\_

Trade Schools \_\_\_\_\_ City/State \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you Graduate? Y or N Degree \_\_\_\_\_

***Have you completed an 8 hour Oklahoma Installation 101 Course in the past 3 years? Y or N***

**Have you completed the Visual/Picture Test conducted by MHAO? Y or N**

**Have you completed the 4 hour on-site inspection of a new home installation? Y or N (If Yes attach Certification)**

**APPLICATIONS WILL NOT BE APPROVED IF THE FOLLOWING SECTIONS BELOW ARE NOT COMPLETED IN FULL.**

**List qualifications, experience, current licenses you have or attach a resume.**

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**List city/county areas where applicant is willing to serve as an independent Certified Installation Inspector:**

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**☞ Would you like to be contacted by others who need Installation Inspections completed? Y or N If so, your name will be on the list published by the UMV&Parts Commission and the Manufactured Housing Advisory Committee.**

**I \_\_\_\_\_ declare under penalty of perjury, that all information provided in this application is accurate to the best of my knowledge.**

**Date: \_\_\_\_\_ Signature: \_\_\_\_\_**