

MEMORANDUM

DATE: August 29, 2002

TO: Licensed Manufactured Home Salespersons, Set-Up Contractors, and Other Interested Parties

FROM: C. Patrick Walker, P.E.
Deputy Commissioner -- Manufactured Building Division

RE: Continuing Education Requirements

As established by the NC Manufactured Housing Board and authorized by § 143-143.11B, in order to renew an active manufactured housing salesperson or set-up contractor's license *for license periods beginning on or after July 1, 2003, the licensee shall have completed the number of credit hours specified by the Board, by June 30 of the previous license year.* The continuing education program become effective on August 1, 2002. Licensed salespersons must obtain a minimum of six (6) credit hours and licensed set-up contractors must obtain a minimum of four (4) credit hours between now and June 30, 2003. For set-up contractors, the person obtaining the required credit hours shall be known as a "qualifier", defined as a person who is associated with the licensee and is actively engaged in the work of the licensee for a minimum of twenty hours per week or a majority of hours operated by the licensee, whichever is less.

Credit hours will be obtained by attending courses, seminars, etc., that will be offered at locations throughout the State. Only those courses, seminars, etc., that have received advance approval and accreditation by the Board will be acceptable for obtaining the required credit hours. Notice of course completion and certified credit hours will be reported to the Board by the course sponsor on behalf of participating licensees.

The complete text of the APA Rules for continuing education is available at the NC Department of Insurance website at:

www.ncdoi.com

The Manufactured Building Division is now receiving proposed continuing education courses from prospective sponsors for review and approval. As each course is approved, information regarding the course and the address and phone number of the sponsor will be posted on the website given above. We will post schedules for the courses as this information becomes available.

Any licensee who fails to complete the credit hour requirements by June 30 of a given license year will not have his or her license renewed. A licensee may renew at any time prior to the following June 30 by paying the required fee and furnishing to the Board documentation of having completed the required credit hours. A licensee whose license has expired may not operate as either a manufactured housing salesperson or set-up contractor until such time as the above requirements are met.