

CONTINUING EDUCATION GENERAL INFORMATION

The continuing education program become effective on August 1, 2002.

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.*

Licensed salespersons must obtain a minimum of six (6) credit hours between now and June 30, 2003.

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. If a set-up contractor became licensed by passing the written examination administered by the NC Department of Insurance, then the person who took the exam on behalf of the contractor shall be the "qualifier". Otherwise, a "qualifier" meeting the above requirements shall be designated to obtain continuing education credits. Note that all set-up contractors must have at least one "qualifier" as described above in order to renew their license for the period beginning on or after July 1, 2003.

Information regarding approved continuing education courses is available at the NC Department of Insurance website as follows:

Go to www.ncdoi.com
Click on "Office of State Fire Marshall"
Click on "OSFM Divisions"
Select "Manufactured Building"
Select Option "Manufactured Housing"
Select Details "Continuing Education Information"
Click on "Continuing Education Course Offerings"

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.