

Jim Long  
Commissioner of Insurance  
State Fire Marshal



MANUFACTURED BUILDING DIVISION

**Date:** April 2, 2003

**To:** Manufactured Housing Set-Up Contractors, Salespersons and Dealers

**From:** C. Patrick Walker, PE  
Deputy Commissioner  
Manufactured Building Division

**Re:** CONTINUING EDUCATION REMINDER

Each licensed Manufactured Home Salesperson must complete six (6) hours of continuing education (CE) prior to renewing their license. At least one certified qualifier for each licensed Manufactured Housing Set-up Contractor must complete four (4) hours of continuing education prior to the contractor's license being renewed. All licenses expire on June 30, 2003.

Neither Salesperson nor Set-up Contractors license will be renewed if the continuing education requirements have not been satisfied. It is illegal to operate in the capacity as a Salesperson or as a Set-up Contractor after June 30, 2003 without a valid license.

The time remaining to complete the continuing education requirement for license renewal is getting very short. A complete listing of all approved courses and contact information is posted on NC Department of Insurance Web Page. The website address is as follows:

Go to [www.ncdoi.com](http://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"

For newly licensed Salesperson and Set-up Contractors, if you received your Salesperson's license or Set-Up Contractor's after January 1, 2003, the continuing education requirements are waived for this licensing period. You will be required to obtain the required continuing education hours prior to renewing your license for the licensing period beginning July 1, 2004.

If you have questions concerning the continuing education, feel free to contact this office at 919-661-5880.