



DEPARTMENT OF BUSINESS AND INDUSTRY  
 NEVADA HOUSING DIVISION  
**MANUFACTURED HOUSING**  
 1830 E. College Pkwy, Suite 120  
 Carson City, Nevada 89706  
 (775) 684-2945 • Fax: (775) 684-2949  
 mhd.nv.gov



## Renewal Application for a General Serviceperson License

To maintain an active license, **all** of the following items must be **received by mail to the Division** on or before your expiration date. We cannot accept emails or faxes of renewal applications.

1	Fee of \$350.00 Payable to <u>Nevada Housing Division</u>	NRS 489.4971 NAC 489.360
2	This Renewal Application	NAC 489.347
3	Child Support Statement	NRS 489.342
4	Copy of your local business license (County or City where the business is located)	NAC 489.347(3)
5	Copy of current Certificate of Liability Insurance	NAC 489.347(4)
6	Proof of 8 hours of continuing education taken in the past 2 years. To review a list of approved classes go to: <a href="http://mhd.nv.gov">mhd.nv.gov</a>	NRS 489.323

If the complete renewal application is received after the expiration date, the license is inactive and you must cease all business activities related to manufactured housing. You may choose to have your license reinstated by submitting a complete renewal application, including the late renewal fee of \$450. If the late renewal application is not received within 30 days of the expiration date, you must retake and pass the applicable examination and submit a new application including the fees required for a new license.

**Working with an expired license is unlawful and may subject you, your business, and each individual licensee to disciplinary action.**

### CURRENT CONTACT INFORMATION – Please Print:

Name of Business: \_\_\_\_\_ MH License #: \_\_\_\_\_

Name of Licensee: \_\_\_\_\_

Physical Address of the Business: \_\_\_\_\_

Mailing Address of the Business: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature of licensee: \_\_\_\_\_ Date: \_\_\_\_\_



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## CHILD SUPPORT STATEMENT

**NRS 489.342 Payment of child support: Statement by applicant for license; grounds for denial of license; duty of Division. [Effective until the date of the repeal of the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.]**

1. A natural person who applies for the issuance or renewal of a manufacturer’s, dealer’s, distributor’s, general serviceperson’s, specialty serviceperson’s, salesperson’s or responsible managing employee’s license shall submit to the Division the statement prescribed by the Division of Welfare and Supportive Services of the Department of Health and Human Services pursuant to [NRS 425.520](#). The statement must be completed and signed by the applicant.

2. The Division shall include the statement required pursuant to subsection 1 in:

- (a) The application or any other forms that must be submitted for the issuance or renewal of the license; or
- (b) A separate form prescribed by the Division.

3. A manufacturer’s, dealer’s, distributor’s, general serviceperson’s, specialty serviceperson’s, salesperson’s or responsible managing employee’s license may not be issued or renewed by the Division if the applicant is a natural person who:

- (a) Fails to submit the statement required pursuant to subsection 1; or
- (b) Indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

4. If an applicant indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order, the Division shall advise the applicant to contact the district attorney or other public agency enforcing the order to determine the actions that the applicant may take to satisfy the arrearage.

Please mark the appropriate statement. Failure to mark one of the three will result in denial of the application.

\_\_\_\_\_ I am not subject to a court order for the support of a child.

\_\_\_\_\_ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or

\_\_\_\_\_ I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date



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## **CONTINUING EDUCATION FOR GENERAL SERVICEPERSONS WHO INSTALL MANUFACTURED STRUCTURES**

A "Certificate of Completion" for the following online course must be submitted by all General Servicemen who install manufactured structures in Nevada. This course has been approved by Manufactured Housing and does not require preapproval.

### **MHEI – Manufactured Housing Education Institute**

To register for the *NEVADA - Manufactured Home Installer 8-Hour Continuing Education (General Serviceman License)* online course, go to [www.mhei.myicourse.com](http://www.mhei.myicourse.com) and click on "new user" on the upper right side of the page. The person that should be registered in the online training system is the person needing credit for taking the course. After you have registered in the system you can select the course and pay for it by credit card. The fee for this online course is \$250.

The course for Nevada General Serviceman licensees is the second one listed in the Course Catalog under "multicourse modules." After paying for your course it will be available immediately. This newly updated program consists of nine course modules and a final exam. You will be given access to the modules one at a time, and must complete the module before having access to the next module. Once you have completed the nine modules you will be ready to take the final exam for the course. A document that accompanies the training will be emailed to you by MHEI. Individuals taking the course may wish to print the document to follow along with the training. The document can also be saved for future reference.

After you pass the final exam with a score of 70% or higher, a "Certificate of Completion" and a letter stating that you have passed the final exam will be emailed to you. The course does not have to be completed all at one time. Each time you close the course it will save your place in the course. When you want to return to the course, you can access it by returning to [www.mhei.myicourse.com](http://www.mhei.myicourse.com) and clicking on "Login" on the upper right side of the page.

Enter the login information that you created and then click on "My Enrolled Courses" and you will see your course. Click on "View Course" to begin the course. Please ensure that you are hearing the audio that is included on almost every page of the course.

**The "Certificate of Completion" that is emailed to you a day or two after you have taken the final exam, is the document you must mail to the Nevada Housing Division for your license renewal.**

If you have any questions about the online training system, you may call MHEI at (703) 558-0653.



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### CONTINUING EDUCATION FOR GENERAL SERVICE PERSONS WHO DO NOT INSTALL MANUFACTURED STRUCTURES

Due to the limited number of online courses currently offered by private vendors, alternate educational resources may be acceptable. **You must obtain preapproval from the Education Officer, 3 to 4 weeks prior to taking the class. To request approval for an alternate class, please provide the following information:**

- Name of company, contact info and/or website of the resource
- Course description
- Credit hours to be given

Suggested alternate classes could include:

- OSHA 10 or OSHA 30 Certification
- Seminars or conferences related to the repairs of Manufactured Structures
- University classes related to Manufactured Housing Industry
- Product trouble shooting seminars
- Industry product introductions