



DEPARTMENT OF BUSINESS AND INDUSTRY
MANUFACTURED HOUSING DIVISION

1830 E. College Parkway, Suite 120
Carson City, NV 89706
(775) 684-2945 • Fax: (775) 684-2949
mhd.nv.gov

CONTINUING EDUCATION FOR GENERAL SERVICEPERSONS

The following online course has been approved by the Division 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 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 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 submit to the Nevada MHD for your license renewal.

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

Please see page 2 for possible alternate Continuing Education courses for General Servicepersons.



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Due to the limited number of online courses currently offered by private vendors, alternate educational resources may be acceptable. 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

You must obtain preapproval from the Education Officer of the MHD prior to taking the class. To request approval for an alternate class, please provide the Education Officer with the following information:

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

Please allow 3 to 4 weeks for the Education Officer to approve the course.