



Required Actions
Upon completion of the 5-Hour Continuing Education
Licensing/Certification Course

License Renewals only:

Visit the State of TN's website at:

<https://www.tn.gov/commerce/fire/sections-programs/fire-manufactured-housing.html>

Print the following forms which are found under '**Valuable Resources**'.

1. License Application - please write **RENEWAL** and include your **license number** on the top of this form.
2. Proof of Bond Certificate or continuation form, from insurance provider.
3. [Eligibility Verification Form](#).
4. Class Certificate of Attendance - Directions were provided to you upon completion of the Continuing Education course.

You have 3 options for submitting the noted (4) documents and forms, along with the appropriate License Renewal fee, to the State of Tennessee.

1. Via Online (preferred):

Visit the State of TN'S website: <http://core.tn.gov> and create a new account or access your existing account. Follow the provided instructions. There are video tutorials available for your convenience. You will have an option to submit the required forms and application fee.

2. Via Email: manufactured.housing@tn.gov

3. Via Mail (last resort, and your license for renewal may be delayed):

TN Dept. of Commerce and Insurance
500 James Robertson Parkway
Manufactured Housing & Modular Building Unit, Davy Crockett Tower
Nashville, TN 37243

Should you have any questions regarding the status of your License renewal, you will need to call the Tennessee Department of Commerce and Insurance at (615) 741-7192, Option 1. **It is your responsibility to know when your license expires.** As a courtesy, the State of Tennessee sends out Renewal Notices 72 days before your expiration date. Please inform them as soon as possible if your address changes, or log into your online account and update the necessary information.

Access to annual class offerings may be found online at:

<https://education.tnmha.org/>

Please ensure you register and complete your education in a timely manner.
The Association is not responsible for the expiration of your license credentials.



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Licensing/Certification Course
Certification Renewals only:

1. Print your **Class Certificate of Attendance**. Directions were provided to you upon completion of the Continuing Education Course.
2. Visit the Association's website at: <https://tnmha.org/mh-licensing>

Scroll down to the bottom of the page to download and print the “**Certification Application Form**” or use this link [Certification Application Form](#).

3. Visit the State of TN's website at:
www.tn.gov/commerce/fire/sections-programs/fire-manufactured-housing.html

Print the **Eligibility Verification Form** found under 'Valuable Resources' (a copy is included in this class addendum, for informational purposes only or use this link for [Eligibility Verification Form](#)).

Fill out and submit the noted (3) forms to the State of Tennessee. Once processed, you will receive your renewal Certification Card in the mail shortly thereafter.

1. **Via Email:** manufactured.housing@tn.gov
2. **Via Mail:** TN Dept. of Commerce and Insurance
500 James Robertson Parkway
Manufactured Housing & Modular Building Unit, Davy Crockett Tower
Nashville, TN 37243

Should you have any questions regarding the status of your Certification renewal, you will need to call the Tennessee Department of Commerce and Insurance at (615) 741-7192, choose Option #1. **It is your responsibility to know when your certification expires. There is NO grace period if you allow your credentials to expire.**

As a courtesy, the State of Tennessee sends out Renewal Notices 72 days before your expiration date. Please inform them as soon as possible if your address changes, or log into your online account and update the necessary information.

YOU MUST attend a 5-Hour Continuing Education class within the year prior to your certification or licensing expiration date.
Access to annual class offerings may be found online at:

<https://education.tnmha.org/>

Please ensure you complete your education in a timely manner.
The Association is not responsible for the expiration of your certification credentials.