



Tennessee Manufactured Housing Online Educational Class Access

READ CAREFULLY!

NON-Member- Course Access:

If you **are not** an existing dues-paying member of the Tennessee Housing Association, please go directly to the online educational class platform at education.tnmha.org. Follow the guidelines below:

- If you are new to the educational platform, create an account by entering your personal work e-mail or your personal home e-mail address, then create a password (something easy for you to remember). If you have created an account for yourself in the past, you will utilize the sign on you previously created (your e-mail, plus your password). The system will guide you through re-setting your password if you have forgotten. (**Companies:** Multiple students cannot utilize the same identical e-mail address!)
- You may pay for your [Initial Licensing Class](#)* or [Continuing Education Class](#) directly through the online portal and begin your curriculum whenever you are ready. Upon successful completion of the educational curriculum, a certificate of attendance will be available to print, right from your student dashboard.

THA Annual Dues-Paying Member:

If **you are** an existing dues-paying member of the Tennessee Housing Association, please email THA directly at Office@tnmha.org, for your educational discount code, **prior to purchasing your class**. THA cannot issue refunds through the automated system. Rhonda will e-mail a link to the members' landing page for the class you designate, which will include your member discount rate on the payment screen. Follow the guidelines below:

- If you are new to the educational platform, create an account by entering your personal work e-mail or your personal home e-mail address, then create a password (something easy for you to remember). If you have created an account for yourself in the past, you will utilize the sign on you previously created (your e-mail, plus your password). The system will guide you through re-setting your password if you have forgotten. (**Companies:** Multiple students cannot utilize the same identical e-mail address!)
- You may pay for your member-discounted class directly through the online portal and begin your curriculum whenever you are ready. Upon successful completion of the educational curriculum, a certificate of attendance will be available to print, right from your student dashboard.

***Note for Initial Education Class Students: Class fees cover Phase I and Phase II, with exceptions*.**

- **Phase I includes** a series of lessons which contains downloadable class reference materials, online narrated instructional modules/videos, as well as content examinations. Take notes, as you will have a final master curriculum exam for the educational course. Upon successful completion of the educational curriculum, a certificate of attendance will be available to print, right from your student dashboard.
- **Phase II** of meeting initial licensing/certification statutory requirements will be passing a State issued exam, given by Morris & McDaniel, Inc, which is the contracting proctor firm hired by the State of Tennessee. At the completion of your Phase I education, the Association will be notified via the online portal, and will inform Morris & McDaniel, Inc. you are an eligible candidate to schedule a final state examination. You will receive an e-mail to schedule that exam. ***If you fail your first state exam, you will be responsible for paying Morris & McDaniel, Inc directly for all subsequent exams at a rate of \$125. There is a \$40.00 no show fee for candidates and rescheduling an exam less than two hours in advance will incur an additional \$12 on-demand scheduling fee.**