



Required Actions

Upon completion of the 15-Hour **Initial Licensing/Certification** Course and Exam

The Tennessee Housing Association does not process your test or mail your test scores. If you have questions relative to your test, please contact the firm of Morris & McDaniel (Kristy@MorrisandMcDaniel.com). Direct Line: 769-287-0548.

If you fail your state exam, you do not need to take the initial training again, but you will need to coordinate the re-taking of your exam. There will be an additional charge of \$125 each time you re-take the exam. **You** must call or contact Morris & McDaniel directly to re-schedule your exam. Neither the Association nor the Department of Commerce & Insurance will do this for you.

1. Once you receive a passing test score via email or mail, complete the following:

- a) **Certification only** - Visit the State of TN's website at:
<https://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).

Email or mail the Eligibility Verification Form, a copy of your proof of class attendance (certification of completion) and a copy of your passing test grade to Commerce & Insurance [as noted below]. You should receive your Certification card in the mail shortly thereafter.

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

Email: manufactured.housing@tn.gov

- b) **License for Retailer or Installer** - 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**' (copies are included in this class addendum, for informational purposes only).

1. License Application
2. Bond Application, plus a Certificate of Bond, provided by your insurance company
3. Eligibility Verification Form
4. Class Certificate – this was given to you at the end of your educational class
5. Copy of your passing test grade which you received via email or mail.



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License for Retailer or Installer – (continued)

You have 3 options for submitting the noted documents and forms, along with the appropriate License Application 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 application may be delayed):

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

YOU MUST attend a 5-Hour Continuing Education class within the year prior to your certification or licensing expiration date. Annual class access and registration forms are posted online at <https://tnmha.org/education/licensing/>.