



**OKLAHOMA USED MOTOR VEHICLE, DISMANTLER, AND
MANUFACTURED HOUSING COMMISSION**

421 NW 13th Street, Suite 330, Oklahoma City, OK 73103

Phone: (405)521-3600 Fax: (405)521-3604

Email: mh@oumvdmhc.ok.gov

CERTIFIED MANUFACTURED HOME INSPECTOR INSTRUCTION SHEET

Applications for license are presented to the Commission Board for consideration the second Tuesday of each month. The below requirements must be submitted eleven days prior to that meeting. **Applications that are incomplete will delay the application process.** The license will be issued only after all of the requirements have been met. Submitting an application does **NOT** authorize you to conduct any business as a Certified Manufactured Home Inspector.

Qualifications and Education Requirements

1. Applicant must be licensed as an installer in the State of Oklahoma for a minimum of 1 year or be in the industry for a minimum of 3 years or other equivalent professional qualifications that must be approved by the Manufactured Housing Advisory Committee.
2. Education shall include a minimum (8) hours of training in a classroom setting, visual/picture test, and four hours of on-site training that has been approved by our office.

Note: If any test is failed, it can be retaken in 90 days. If the second test is failed the test can be retaken in 12 months from original test date.

Application Requirements

1. Initial Application completed in full.
2. OSBI Report. All applicants are required to submit a current report from the Oklahoma State Bureau of Investigations (OSBI Report). The report must include all three searches: Name Based, Sex Offender and Violent Offender. You may contact OSBI at (405)848-6724 or visit their website at <https://www.ok.gov/osbi/>. **Felony Applicants: Felony Applicants must submit copies of the Judgment and Sentencing documents for all convictions. Felony applicants are required to make a personal appearance before the Manufactured Home Advisory Committee and the Board of Commissioners. All documentation must be in our office BEFORE your appearance will be scheduled.**
3. Copy of Current Driver's License.
4. Copy of 8-hour training Certificate.
5. Copy of visual/picture test results.



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INITIAL APPLICATION FOR CERTIFIED MANUFACTURED HOME INSTALLATION INSPECTOR

SECTION ONE: APPLICANT INFORMATION			
LAST NAME		FIRST NAME	
PHONE		EMAIL	
DATE OF BIRTH	SOCIAL SECURITY NO.	ARE YOU A U.S. CITIZEN?	
HOME ADDRESS		CITY	STATE ZIP CODE
MAILING ADDRESS		CITY	STATE ZIP CODE
SECTION TWO: EMPLOYMENT INFORMATION			
EMPLOYER NAME		EMPLOYER PHONE	
EMPLOYER ADDRESS		CITY	STATE ZIP CODE
IN WHAT CAPACITY ARE YOU EMPLOYED?		HOW LONG HAVE YOU BEEN EMPLOYED?	
SECTION THREE: BACKGROUND INFORMATION			
Have you ever been convicted of or pled guilty or "no contest" to a felony?			<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION FOUR: BUSINESS REFERENCES			
CONTACT NAME	BUSINESS NAME	PHONE	CITY/STATE
CONTACT NAME	BUSINESS NAME	PHONE	CITY/STATE
CONTACT NAME	BUSINESS NAME	PHONE	CITY/STATE
SECTION FIVE: GENERAL INFORMATION			
1. Have you completed the 8-hour Oklahoma Installation 101 Course in the past 3 years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed the Visual/Picture test conducted?			<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you completed the 4 hours on -site inspection of a new manufactured home installation?			<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you hold any other professional trade licenses that would be applicable to the inspector license?			<input type="checkbox"/> Yes <input type="checkbox"/> No
5. List qualifications, experience, current licenses you have:			
6. List preferred counties in Oklahoma that you are willing to provide your services:			
SECTION SIX: ATTESTATION			
I hereby certify that the statements in or attached to this application are true and correct to the best of my knowledge and belief; that I am familiar with the provisions of the law under which this application is made. I further understand that this application has no legal effect in the use of the benefits of certified manufactured home installation inspector until such time as the application is approved and issued to the applicant by the Oklahoma Used Motor Vehicle, Dismantler, and Manufactured Housing Commission. Failure to provide information or material misrepresentation is grounds for denial or subsequent revocation of license or \$1,000.00 fine.			
Date	Signature		Title