

State of Mississippi



Department of Insurance
OFFICE OF THE FIRE MARSHAL

INSTALLER/TRANSPORTERS NEW LICENSE AND
RENEWAL LICENSE TRAINING SEMINAR SCHEDULE
JULY 2022 THROUGH MAY 2023

The Factory-Built Home Division of the State Fire Marshal's Office is authorized to conduct monthly set-up education seminars (at no cost to the participants) for installer/ transporters. **These seminars are for new applicants and all renewal applicants.**

Due to the current health protocols, these seminars will be held on-line. **Please follow the instructions in the registration form.**

Wednesday, July 13, 2022	Wednesday, January 11, 2023
Wednesday, August 3, 2022	Wednesday, February 1, 2023
Wednesday, September 7, 2022	Wednesday, March 1, 2023
Wednesday, October 5, 2022	Wednesday, April 5, 2023
Wednesday, November 2, 2022	Wednesday, May 3, 2023
Wednesday, December 7, 2022	To Be Determined***

The seminar will begin promptly at **8:30 a.m.** and end approximately **1:00 p.m.**

Please **complete and return** the enclosed pre-registration form **10 days** prior to date attending. You will be notified by email and will include the seminar access link.

These seminars will be applied toward the Continuing Education credits (CEUs) as set forth in the Rules and Regulations for the Factory-Built Homes Law, Section 202 (V) and Section 203 b(AB).

*** This will be the only in-person class, to be held at the State Fire Academy, for persons that do not have the facilities to attend an on-line seminar.

REGISTRATION INSTRUCTIONS:

Please fill out each registration form completely and accurately and return to the State Fire Marshals Office. You may return the registration form by email to: mblicense@mid.ms.gov
Include a scanned photograph (.jpg file) (top of head to shoulder) to be used for creating a photo ID. Do not send a copy of your driver's license.

If you have any questions, please contact our office at (601) 359-1061.

REGISTRATION INSTRUCTIONS:

- Complete and email a Pre-Registration Form for each attendee to mblicense@mid.ms.gov for each person of your company who will attending the chosen seminar.
- Pre-Registration forms must be received 10 days prior to the date of the chosen seminar for each person planning to attend.
- Include in the email of each pre-registration form a clear scanned photograph (top of head to shoulder - .jpg file) of the person named on the form for creating a photo ID card.
- **Do not send a copy of your driver's license.**
- Several days prior to the on-line seminar date each registered person will receive an email invitation with instructions to access the on-line seminar.
- If you have questions, please contact our office at 601-359-1061.

These Seminars and the Seminars sponsored by the Mississippi Manufactured Housing Association (MMHA) will be applied toward the Continuing Education Credits (CEUs) as set forth in the Rules and Regulations for the Factory-Built Homes Law, Section 202 (V) and Section 203 b (AB).

All License Holders: Please be advised that failure to attend a sales and set-up educational seminar will affect the renewal of your privilege license.

YOU MUST BE PRE-REGISTERED and MUST ATTEND THE ENTIRE ON-LINE SEMINAR PERIOD IN ORDER TO RECEIVE A TRAINING CERTIFICATE.

NOTE:

- SALES PERSONNEL** ARE REQUIRED TO ATTEND ONE OF THESE TRAINING SEMINARS WITHIN THE **FIRST YEAR** OF HIRE AND MUST ATTEND A RENEWAL SEMINAR ONCE EVERY **THREE YEARS** THEREAFTER.
- INSTALLER/TRANSPORTERS (OWNERS AND ALL FULL-TIME EMPLOYEES)** ARE REQUIRED TO ATTEND EIGHT HOURS EACH LICENSURE PERIOD (**JULY 1st THROUGH JUNE 30th OF THE NEXT YEAR**).
- ALL NEW LICENSE APPLICANTS** ARE REQUIRED TO REGISTER FOR AND ATTEND ONE OF THE POSTED TRAINING SEMINARS, TAKE AND PASS AN ON-LINE EXAMINATION AND PASS A BACK GROUND CHECK PRIOR TO THE PROCESSING OF THE LICENSE APPLICATION.

If you have any questions, please contact our office at (601) 359-1061.

ON-LINE SALES AND SET-UP EDUCATIONAL SEMINAR PRE-REGISTRATION FORM

EACH PERSON ATTENDING MUST BE PRE-REGISTERED AND MUST ATTEND THE ENTIRE ON-LINE SEMINAR PERIOD IN ORDER TO RECEIVE A TRAINING CERTIFICATE.

NAME*: _____

COMPANY NAME*: _____

* Please check appropriate box: ☐ Existing Licensee/Owner ☐ Employee ☐ New Licensee

ADDRESS*: _____

TELEPHONE*: _____ FAX: _____

EMAIL ADDRESS*: _____

(* Required Information)

The program will begin promptly at 8:30 a.m. and end at 1:00 p.m. each day. **You will need to have access to a computer, tablet or smartphone to participate in the seminar.**

I will be attending:

- () Wednesday, July 13, 2022
- () Wednesday, August 3, 2022
- () Wednesday, September 7, 2022
- () Wednesday, October 5, 2022
- () Wednesday, November 2, 2022
- () Wednesday, December 7, 2022
- () Wednesday, January 11, 2023
- () Wednesday, February 1, 2023
- () Wednesday, March 1, 2023
- () Wednesday, April 5, 2023
- () Wednesday, May 3, 2023
- () To Be Determined

Please email the registration form(s) and the required photograph(s) to mhlicense@mid.ms.gov, OR you may mail your registration form and photograph to:
State Fire Marshal's Office, 660 North Street, Suite 100B, Jackson, MS 39202