

State of Mississippi



Department of Insurance
OFFICE OF THE FIRE MARSHAL

NEW LICENSE AND RENEWAL LICENSE
TRAINING SEMINAR SCHEDULE
JULY 2025 THROUGH MAY 2026

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

These seminars will be held on-line and in-person. **Please follow the instructions in the registration form. NOTE: We have relocated our offices to the Robert E. Lee Building, 239 N. Lamar Street, Suite 101, Jackson, MS 39201**

July 16, 2025 – (Tentative Date) State Fire Marshal's Office (in-person seminar)
Robert E. Lee Building, 239 N. Lamar Street, Jackson, MS - 12th floor Ballroom

September 10, 2025 - (on-line seminar)

January 14, 2026 – (Tentative Date) State Fire Marshal's Office (in-person seminar)
Robert E. Lee Building, 239 N. Lamar Street, Jackson, MS - 12th floor Ballroom

March 11, 2026 – (on-line seminar)

May 6, 2026 – (on-line seminar)

May 27, 2026 – (Tentative Date) State Fire Marshal's Office (in-person seminar)
Robert E. Lee Building, 239 N. Lamar Street, Jackson, MS - 12th floor Ballroom

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

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

All New License Applicants must register for an in-person class in order to take the required exam.

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, Regulation MH-5

REGISTRATION INSTRUCTIONS:

Please fill out each registration form completely and accurately and return to the State Fire Marshals Office. **For all on-line seminars, you may return the registration form by email to: mhlicense@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.

PARKING INSTRUCTIONS FOR IN-PERSON CLASSES:

Free parking is available on the **8th floor** of the Robert E. Lee Parking Garage. The parking garage is located behind the Robert E. Lee Building on James Meredith Drive. Entrance to the parking garage is accessible from James Meredith Drive. **NOTE: All spaces on floors 1- 7 are reserved and cannot be used for visitor parking. Violators will have their vehicle towed.**

Handicap parking, if required, is available in the open parking lot at the south side of the Robert E. Lee Building but you must have and display your Official Handicap card from the review mirror. If there are no handicap spaces available you may park in one of the 2-hr open visitors spaces and display the handicap card from your mirror.

At the current time, on-street parking spaces around the Lamar Street area may be used, if any are available, at the time of your arrival. Be cautioned that the City of Jackson is beginning to use parking kiosks on the curb for street parking that require you to enter you license number and a credit or debit card to pay the going parking rate (\$5.00 for 2 hours)

There is an open space pay-to-park facility located at 203 N. Lamar Street. You can pay with your phone by text or by QR code. Directions are on the sign (see below):



You will enter the Robert E. Lee Building by the doors located on the South side of the building. You must pass through the metal detector before approaching the guard at the reception desk. They will have you sign in and will direct you to the elevators to the left of the reception desk. After exiting the elevator on the 12th floor, you will turn left and go down the hall to another corridor on your left. The Ballroom will be through the doors at the end of that hallway.

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

**EACH PERSON ATTENDING MUST SUBMIT A REGISTRATION FORM AND MUST
ATTEND THE ENTIRE 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)

**All New License Applicants must register for the in-person seminar only, in order
to take the required exam which must be completed at the end of the seminar.**

Each seminar will begin promptly at 8:30 a.m. and end at 1:30 p.m. each day.

For the on-line seminars you will need access to a computer

Please check one of the following;

I will be attending:

- () July 16, 2025– State Fire Marshal’s Office (in-person seminar)
Robert E. Lee Building, 239 N. Lamar Street, Jackson, MS - 12th floor Ballroom
- () September 10, 2025 - (on-line seminar)
- () January 14, 2026– Location to Be Determined
- () March 11, 2026 – (on-line seminar)
- () May 6, 2026 – (on-line seminar)
- () May 27, 2026 – State Fire Marshal’s Office (in-person seminar)
Robert E. Lee Building, 239 N. Lamar Street, Jackson, MS - 12th floor Ballroom

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, 239 North Lamar Street, Suite 101, Jackson, MS 39201

Print Form

Clear Form