

## **FAQ for Installer Licensing**

**Q:** Who is required to be a licensed installer?

**A:** Installation is very broadly defined. You are an installer if you are the **supervisor** for any of the following work:

- Foundations, anchors, piers, slabs or footings for manufactured homes,
- Set- up including blocking and tie-down, lagging, joining and connecting
- all of the manufactured home components,
- Close-up work on manufactured homes.

Park operators are required to be licensed if they supervise moving manufactured homes around on existing lots within the park unless they use a crew with a licensed installer supervising;

Retailers are required to be licensed if they supervise an unlicensed grader or back hoe operator doing foundation work, or an unlicensed team doing close-up work.

The on-site supervisor for a set crew is required to be licensed, even if the retailer is licensed, unless the retailer is present, on-site and supervising throughout the installation.

Toters who do no installation work are not required to be licensed. Crew members at work when a licensed installer is present and supervising do not have to be licensed. Repair and service personnel do not have to be licensed unless they also install homes.

For all installation work done on a manufactured home, except the foundation work, a supervisor must be present on-site. Only for foundation work, may the licensed installer supervise but not be present. A licensed installer is responsible for all work the installer supervises, even if the installer is not present.

**Q:** Do I have to renew my license by application?

**A:** Yes, every two years. You should renew during the 30 days prior to the expiration date printed on your license.

**Q:** How do I find out where training, continuing education courses and exams are being offered?

**A:** Check the OMHC website at [www.omhc.ohio.gov](http://www.omhc.ohio.gov). We will post that information as it is available.