

Texas Department of Housing and Community Affairs

MANUFACTURED HOUSING DIVISION
 P. O. BOX 12489 Austin, Texas 78711-2489
 (877) 313-3023, (512) 475-2200 FAX (512) 475-3506
 Internet Address: www.tdca.state.tx.us/mh/index.htm

**MANUFACTURED HOUSING LICENSING EDUCATION CLASSES
 ENROLLMENT FORM**

STEP 1 – Check the applicable box or boxes below to indicate your class selection:

- | | |
|--|--|
| <input type="checkbox"/> March 6, 2018, 8:00 a.m. – 12:00 p.m.
(Retailer Education Class, \$50.00)
<input type="checkbox"/> March 6, 2018, 1:00 p.m. – 5:00 p.m.
(Installer Education Class, \$50.00)
<input type="checkbox"/> March 7, 2018, 8:30 a.m. – 5:30 p.m.
(Core Education Class, \$150.00)
March 8, 2018, 8:30 a.m. – 5:30 p.m. (Exam) | <input type="checkbox"/> May 8, 2018, 8:00 a.m. – 12:00 p.m. (Retailer Education Class, \$50.00)
<input type="checkbox"/> May 8, 2018, 1:00 p.m. – 5:00 p.m. (Installer Education Class, \$50.00)
<input type="checkbox"/> May 9, 2018, 8:30 a.m. – 5:30 p.m. (Core Education Class, \$150.00)
May 10, 2018, 8:30 a.m. – 5:30 p.m. (Exam) |
|--|--|

****Check-in will begin one hour before class.**

License Type	Education Requirements	Cost
Manufacturer	Core Education Class	\$150
Salesperson	Core Education Class	\$150
Broker	Core Education Class	\$150
Retailer	Core Education Class, Retailer Class	\$200
Retailer/Broker	Core Education Class, Retailer Class	\$200
Installer	Core Education Class, Installer Class	\$200
Retailer/Installer	Core Education Class, Retailer Class, Installer Class	\$250
Retailer/Broker/Installer	Core Education Class, Retailer Class, Installer Class	\$250

CLASSES WILL BE HELD AT:

*University of Texas at Austin
 Joe C. Thompson Conference Center
 2405 Robert Dedman, Austin, Texas 78712
 26th Street (also known as Dean Keeton) and Red River Street
 Parking in Lot 40 (see map on page 2)*

STEP 2 – Provide the following information (please print):

Attendee's Name: _____ Date of Birth: _____
 Mailing Address: _____
 City/State/Zip: _____ Telephone (Daytime): (_____) _____ - _____
 Email Address: _____

(Salespersons Only)
 Sponsoring Retailer/Broker: _____
 Salesperson's 90 Day License #: _____ Sponsoring Retailer/Broker License #: _____

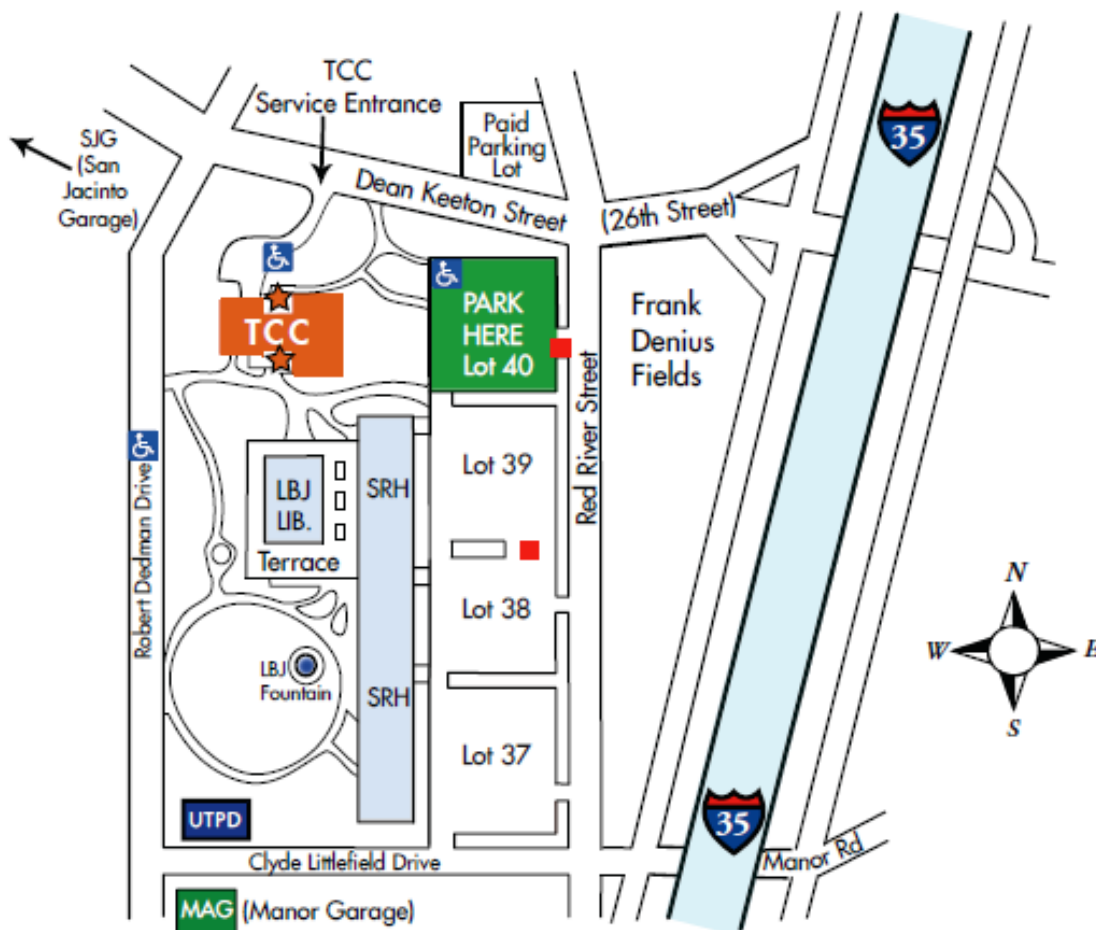
STEP 3 - Mail, at least one week in advance, this completed form along with a Cashier's Check or Money Order (no personal checks) for the appropriate amount (no visitors, spouses, guests, etc.) to:

**TDHCA – Manufactured Housing Division
ATTN: Licensing
P. O. Box 12489
Austin, Texas 78711-2489**

If the Enrollment Form is being mailed within one week of the Licensing Classes, please do not mail the Cashier's Check or Money Order, but bring the payment to the class. The Enrollment Form may be submitted separately the week prior to the Licensing Classes.

These classes are a prerequisite for anyone applying for a Manufacturer, Retailer, Broker, or Installer's License. You **WILL NOT** receive your license when you complete the class. Your license will be issued within seven (7) days after you have completed all licensing requirements and the Department has received the appropriate application for a new license, based on the class(es) you have successfully completed. A Salesperson's License may be applied for prior to completing the required educational class. This license will only be active for 90 days. The Salesperson's license will be updated to a two-year license upon successful completion of the Core education class. **For questions call 877-313-3023.**

**PARTIAL MAP OF UNIVERSITY OF TEXAS
AND THOMPSON CONFERENCE CENTER (TCC)**



(MAP BY ANN DOBBS, TCC, ON 8/04/06, ©THE UNIVERSITY OF TEXAS AT AUSTIN)