

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](http://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"/> July 10, 2018, 8:00 a.m. – 12:00 p.m.<br>(Retailer Education Class, \$50.00)<br><input type="checkbox"/> July 10, 2018, 1:00 p.m. – 5:00 p.m. (Installer<br>Education Class, \$50.00)<br><input type="checkbox"/> July 11, 2018, 8:30 a.m. – 5:30 p.m.<br>(Core Education Class, \$150.00)<br>July 12, 2018, 8:30 a.m. – 5:30 p.m. (Exam) | <input type="checkbox"/> September 11, 2018, 8:00 a.m. – 12:00 p.m.<br>(Retailer Education Class, \$50.00)<br><input type="checkbox"/> September 11, 1:00 p.m. – 5:00 p.m. (Installer<br>Education Class, \$50.00)<br><input type="checkbox"/> September 12, 8:30 a.m. – 5:30 p.m.<br>(Core Education Class, \$150.00)<br>September 13, 8:30 a.m. – 5:30 p.m. (Exam) |
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**\*\*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  
 26<sup>th</sup> 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 #: \_\_\_\_\_

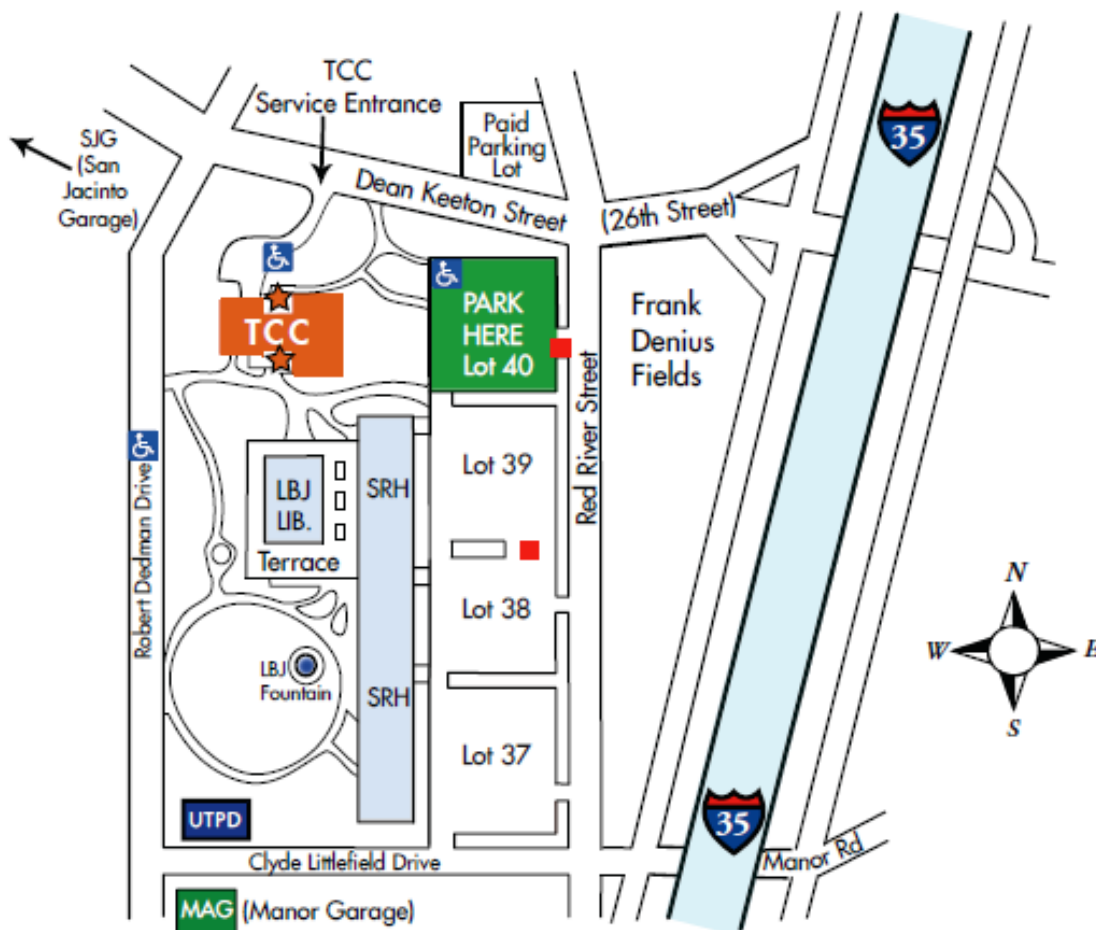
**STEP 3** - Mail, at least one week in advance, this completed form along with a Cashier's Check or Money Order (no personal checks) for the appropriate amount (no visitors, spouses, guests, etc.) to:

**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)