



# Kansas Manufactured Housing Program

## Home Installers License Manual

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## *Kansas Licensed Manufactured Home Installers Program Manual*

### **Authority**

The Kansas Manufactured Housing Act (“Act”) located at K.S.A. 58-4216 *et seq.*, gave the Kansas Housing Resources Corporation (“KHRC”) authority to draft installation standards for manufactured housing in the State of Kansas. The installation standards are located in administrative regulations (“Regulations”) found at K.A.R. 127-2-1 *et seq.*

The Act also required KHRC to issue and oversee installer licenses in the State of Kansas, including examination, certification, and revocation of licenses. Accordingly, KHRC created the Kansas Licensed Manufactured Home Installer’s Program (“Program”).

The Act further gave KHRC the authority to resolve disputes between the owners and installers of manufactured homes. This dispute resolution program is more fully described in a separate Kansas Manufactured Home Dispute Resolution Program Manual.

This Kansas Licensed Manufactured Home Installers Program Manual (“Program Manual”) provides the policies and procedures for licensing of manufactured housing installers, as well as apprentice installers.

### **Installation Standards**

The installation standards located at K.A.R. 127-2-2 are available on KHRC’s website at [www.kshousingcorp.org](http://www.kshousingcorp.org) or can be requested by writing KHRC at the following address:

Attn: Manufactured Housing Program  
Kansas Housing Resources Corporation  
611 S. Kansas Ave., Suite 300  
Topeka, KS 66603-3803

### **Preemption of Local Standards**

The Act states that no municipality may impose additional licensing requirements beyond the KHRC installation standards and licensing.

However, a municipality may continue to require a building permit prior to the installation of a manufactured home.

### **Administration of Program**

The Program is being administered by KHRC’s Housing with Supportive Services Division. The Program may be contacted at:

E-mail: [rhojm@kshousingcorp.org](mailto:rhojm@kshousingcorp.org) or  
[info@kshousingcorp.org](mailto:info@kshousingcorp.org)  
Phone: 785-217-2064 or 785-224-9642

### **License Requirements**

Any person installing manufactured homes in Kansas must either hold a manufactured home installer’s license issued by KHRC or work under the supervision of a licensed installer. The installer’s license entitles a licensee to install manufactured homes in Kansas, including installation of the heating and air conditioning system and the hookup of electric, gas, and water utilities from the utility meters to the manufactured home.

An installer’s license shall be valid for three years from the date of issue and may be renewed in accordance with the Renewal of License section of this Program Manual.

An apprentice installer’s license shall be valid for two years from the date of issue and may be renewed in accordance with the Renewal of License section of this Program Manual.

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A person who installs a manufactured home on property owned by himself or herself and solely for the use of his or her family does not need to obtain an installer's license.

### **Qualifications for Installer's License**

To obtain an installer's license from KHRC, an applicant must:

1. Be at least 18 years old;
2. Successfully complete an installation training course and corresponding examination certified by KHRC;
3. Submit an application in accordance with the application process described in this Manual;
4. Not have been found responsible for the violation of any portion of the Act or Regulations; and
5. Carry liability insurance having limits of not less than \$200,000. KHRC must be listed as the certificate holder.

### **Qualifications for Apprentice Installer's License**

To obtain an apprentice installer's license from KHRC, an applicant must:

1. Be at least 18 years old;
2. Successfully complete an installation training course and corresponding examination certified by KHRC;

3. Submit an application in accordance with the application process described in this Manual; and
4. Not have been found responsible for the violation of any portion of the Act or Regulations.

### **Application for Installer's License**

An application for an installer's license shall be made on the Application for Installer's License form enclosed.

Applications for license should be sent to the Manufactured Housing Program at KHRC and must be accompanied by a nonrefundable \$300 check or money order payable to Kansas Housing Resources Corporation.

### **Application for Apprentice Installer's License**

An application for an apprentice installer's license shall be made on the Application for Apprentice Installer's License form enclosed.

Applications for an apprentice installer's license should be sent to the attention of the Manufactured Housing Program and must be accompanied by a nonrefundable \$75 check or money order payable to Kansas Housing Resources Corporation.

## **Certification of Training Courses**

KHRC staff will certify training courses every three years in the State of Kansas. These training courses have met the minimum requirements of adequately educating students on the installation standards. In addition, the courses provide examinations developed by persons recognized in the manufactured housing industry for the purpose of testing persons to ensure their qualifications for the installation of manufactured homes.

Certified training courses and examination centers can be found on the Certified Training Courses and Examination Centers designated Attachment C which is incorporated by reference herein.

Applicants for installer's or apprentice installer's licenses must successfully complete a certified training course, as well as adequately pass the corresponding examination prior to obtaining a license.

## **Renewal of Licenses**

Licenses for installers expire three years after their issuance. An installer may apply for renewal of a license by submitting the attached Renewal of License form designated Attachment D, along with a check or money order payable to the Kansas Housing Resources Corporation for \$300.00.

Licenses for apprentice installers expire two years after their issuance. Apprentice installer licenses may be renewed by submitting the attached Exhibit E, along with a check or money order payable to the Kansas Housing Resources Corporation for \$75.00.

If a renewal does not occur within the first 90 days from the date of initial expiration of issuance, a \$50.00 late-filing fee will be assessed to the installer in addition to the \$300.00 application fee. Such late-filing fee will be maintained for an additional 90 days from the date which initiates the \$50.00 penalty. Once the above two 90 day periods expire, the licensee will be required to go through the initial application procedure in its entirety including the installation training course and examination. Payment of the \$50.00 late-filing fee and the actual cost of the installer's license will be required of the applicant prior to participation in the training course and examination.

## **Unlawful Acts of Licensees or Applicants for Licenses**

No licensed installer, apprentice installer, or applicant for either license shall:

1. Obtain a license by fraud or misrepresentation;
2. Be convicted of or enter a plea of no contest to a crime in any jurisdiction which directly relates to the installation of manufactured homes;
3. Commit fraud or deceit in the practice of manufactured home installing contracting; or
4. Violate any lawful order of the president or staff of KHRC.

### **Penalties for Unlawful Acts of Licensees or Applicants for Licenses**

Depending on the severity, penalties for unlawful acts of licensees or applicant for licenses may include:

1. Written reprimand giving notice of noncompliance;
2. Refusal of license application;
3. A requirement to take and pass, or retake and pass, a certified examination;
4. Suspension of License;
5. Revocation of license; or
6. A civil penalty not to exceed \$1,000 per violation.

### **Unlawful Acts of Unlicensed Persons**

Under the Act, a person shall not falsely represent or impersonate himself or herself as a licensed installer or licensed apprentice installer. In addition, a person shall not knowingly give false evidence to the corporation or use an expired, suspended, or otherwise invalid license. Moreover, a person shall not engage in the business of installing manufactured housing without having a license.

### **Penalties for Unlawful Acts of Unlicensed Persons**

Under the Act, an unlicensed person who causes an unlawful act may be subject to a civil penalty not to exceed \$1,000 per violation, as well as criminal or civil prosecution by the Kansas Attorney General.

### **Complaints of Unlawful Acts**

A homeowner, manufacturer, dealer, or installer of manufactured housing concerned that a licensee or applicant for a license has caused an unlawful act or failed to meet the minimum installation standards may file a complaint with the Program. The complaint must be in writing and signed by the complainant.

Program staff may designate the complaint a dispute to be better addressed by the dispute resolution program.

### **Administrative Hearings**

Prior to administering penalties for unlawful acts as described in this Program Manual, KHRC may hold a hearing for the purpose of determining the evidence and assessing what penalties, if any, shall apply.

KHRC will contract with the Department of Administration's Division of Administrative Hearings to conduct the hearings in accordance with the Kansas Administrative Procedures Act.

# KANSAS HOUSING

## Application for Manufactured Home Installer License

Please fill the form out completely and legibly.

<b>OFFICE USE ONLY</b>	Transmittal Number	Check Number	Check Amount
<b>SECTION A</b>	<b>GENERAL INFORMATION</b>		
<ul style="list-style-type: none"> <li>• Installer licenses are issued to an individual and cannot be used to license an entire entity.</li> <li>• License fee is \$ 300.00 per licensee.</li> <li>• The Installer License is valid for a period of 3 years from the date of issuance.</li> <li>• Licenses are not transferable.</li> <li>• Licensee shall notify the Corporation in writing within 30 days of any Change of information required on this form.</li> </ul>			
<b>SECTION B</b>	<b>PLEASE COMPLETE THE FOLLOWING</b>		
<input type="checkbox"/> Existing License		<input type="checkbox"/> New License	If Existing, please provide copy of license
<b>SECTION C</b>	<b>COMPANY'S INFORMATION (if applicable)</b>		
Company Name			
Company Address			
Company City/State/Zip			
County			
Phone Number		Fax Number	
<b>SECTION D</b>	<b>INSTALLER'S INFORMATION</b>		
Installer Name		Date of Birth: (mm/dd/yyyy)	
Installer Address			
Installer City/State/Zip			
Phone Number		Fax Number	
<b>LICENSE APPLICATION CHECKLIST</b>			
<input type="checkbox"/> Completed Application			
<input type="checkbox"/> License fee of \$300.00			
<input type="checkbox"/> Copy of passing certificate issued by KHRC certified exam center			
<input type="checkbox"/> Proof of General Liability Insurance (\$200,000)			
<input type="checkbox"/> Proof of Workman's Compensation Insurance or Proof of Workman's Compensation exemption (A copy of the exemption is required.)			
<p>I am claiming exemption under Section 287 for worker's compensation for the following reason:</p> <p><input type="checkbox"/> Sole Proprietor with no employees</p> <p><input type="checkbox"/> Partner in a partnership with no employees</p> <p><input type="checkbox"/> A corporation that has filed a Notice of Election with the Division of Worker's Compensation (include a copy of the Notice of Election).</p>			
<b>Questions concerning affidavit for exemption to Worker's Compensation contact Division of Worker's Compensation at 800-332-0353.</b>			
By my signature below, I represent under penalty of perjury that my representations on this application are true and complete and I have not been found responsible in any administrative action for any Violation of the Kansas Manufactured Housing Act or its rules. I further commit to abide by the Act and its rules if I am successful in receiving a license.			
<b>SECTION E</b>	Signature		Date
<b>PLEASE MAIL COMPLETED APPLICATION &amp; FEE TO:</b>		<b>MAKE CHECKS PAYABLE TO:</b> Kansas Housing Resource Corporation	
Kansas Housing Resource Corporation Manufactured Housing Program 611 South Kansas Avenue, Suite 300 Topeka, KS 66603-3803		PHONE: 800-752-4422 FAX: 785-232-8084 E-MAIL: info@kshousingcorp.org WEB: www.kshousingcorp.org	