



# Kansas Manufactured Housing Program

## Home Installers License Manual

## **TABLE OF CONTENTS**

<b>Authority</b>	<b>3</b>
<b>Administration of Program</b>	<b>3</b>
<b>Installation Standards</b>	<b>3</b>
<b>Preemption of Local Standards</b>	<b>3</b>
<b>License Requirements</b>	<b>3</b>
<b>Qualifications for Installer’s License</b>	<b>4</b>
<b>Application for Installer’s License</b>	<b>4</b>
<b>Qualifications for Apprentice Installer’s License</b>	<b>4</b>
<b>Application for Apprentice Installer’s License</b>	<b>4</b>
<b>Renewal of Licenses</b>	<b>5</b>
<b>Certification of Training Courses</b>	<b>5</b>
<b>Unlawful Acts of Licensees or Applicants for Licenses</b>	<b>5</b>
<b>Penalties for Unlawful Acts of Licensees or Applicants for Licenses</b>	<b>6</b>
<b>Unlawful Acts of Unlicensed Persons</b>	<b>6</b>
<b>Penalties for Unlawful Acts of Unlicensed Persons</b>	<b>6</b>
<b>Complaints of Unlawful Acts</b>	<b>6</b>
<b>Administrative Hearings</b>	<b>6</b>
<b>Application for Installer’s License Form</b>	<b>7</b>
<b>Application for Apprentice Installer’s Form</b>	<b>8</b>
<b>Affidavit of Exempt Status Under the Workers Compensation Act</b>	<b>9</b>
<b>Exempt Status Fact Sheet</b>	<b>10</b>

## *Kansas Licensed Manufactured Home Installers Program Manual (v. 12/24)*

### **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.

### **Administration of Program**

The Program is being administered by KHRC’s Community Solutions Division and may be contacted at:

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

Phone: 785-217-2040 or 785-217-2001

E-mail: [ccamblin@kshousingcorp.org](mailto:ccamblin@kshousingcorp.org) or  
[info@kshousingcorp.org](mailto:info@kshousingcorp.org)

### **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 contacting KHRC at the address provided in this manual.

### **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.

### **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.

*Kansas Licensed Manufactured Home Installers Program Manual (v. 12/24)*

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 completed 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.

**Application for  
Installer's License**

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

Applicants for installer's licenses must successfully complete a certified training course and pass the corresponding examination prior to obtaining a license.

Applications 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.

**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 completed 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  
Apprentice Installer's License**

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

Applicants for apprentice installer's licenses must successfully complete a certified training course and pass the corresponding examination prior to obtaining a license.

Applications should be sent to the Manufactured Housing Program at KHRC

*Kansas Licensed Manufactured Home Installers Program Manual (v. 12/24)*

and must be accompanied by a nonrefundable \$75 check or money order payable to Kansas Housing Resources Corporation.

### **Renewal of Licenses**

Licenses for installers expire three years after their issuance and may be renewed by submitting an Application for Manufactured Home Installer's License form enclosed, 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 and may be renewed by submitting an Application for Apprentice Manufactured Home Installer's License form enclosed, 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 a 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.

### **Certification of Training Courses**

KHRC staff will certify training courses as needed and appropriate. These training courses have met the minimum requirements of adequately educating students on the installation standards in the State of Kansas. 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.

Information on certified training courses and examination centers is available on KHRC's website at [www.kshousingcorp.org](http://www.kshousingcorp.org) or can be requested by contacting KHRC at the address provided in this manual.

### **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 Executive Director 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 (v. 12/24)

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 KHRC in writing within 30 days of any change of information required on this form.</li> </ul>			
<b>SECTION B</b>	PLEASE COMPLETE THE FOLLOWING		
<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>		Email
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 <b>OR</b> notarized Affidavit of Exempt Status Under the Workers Compensation Act and Exempt Status Fact Sheet			
I am claiming exemption under Section 287 for worker's compensation for the following reason:			
____ Sole Proprietor with no employees			
____ Partner in a partnership with no employees			
____ A corporation that has filed a Notice of Election with the Division of Worker's Compensation (include a copy of the Notice of Election).			
<b>Questions concerning Affidavit for Exempt Status Under the Worker's Compensation Act 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	

# KANSAS HOUSING

## Application for Apprentice Manufactured Home Installer License (v. 12/24)

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 \$75.00 per licensee.</li> <li>• The Apprentice License is valid for a period of 2 years from the date of issuance.</li> <li>• Licenses are not transferable.</li> <li>• Licensee shall notify KHRC in writing within 30 days of any change of information required on this form.</li> </ul>			
<b>SECTION B</b>	PLEASE COMPLETE THE FOLLOWING		
<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>APPRENTICE INFORMATION</b>		Email
Apprentice Name		Date of Birth: (mm/dd/yyyy)	
Apprentice Address			
Apprentice City/State/Zip			
Phone Number		Fax Number	
<b>LICENSE APPLICATION CHECKLIST</b>			
<input type="checkbox"/> Completed Application			
<input type="checkbox"/> License fee of \$75.00			
<input type="checkbox"/> Copy of passing certificate issued by KHRC certified exam center			
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	



# KANSAS HOUSING

## Affidavit of Exempt Status Under the Workers Compensation Act (v.12/24)

State of Kansas  
County of \_\_\_\_\_

I, \_\_\_\_\_ state under oath as follows:

1. I, \_\_\_\_\_ (Independent Contractor) operating as \_\_\_\_\_ (Independent Contractor's business name), have agreed to provide services to \_\_\_\_\_ (Contractor) during calendar year \_\_\_\_.\*
2. I have read, signed, and attached the Exempt Status Fact Sheet and understand that an Independent Contractor is one who engages to perform certain services for another, according to his/her own manner, method, free from control and direction of his/her contractor in all matters connected with the performance of the service, except as to the result or product of the work.
3. I understand that based upon the representations in this Affidavit of Exempt Status, I am requesting that \_\_\_\_\_ (Contractor) consider my business to be that of an independent contractor; that I am not an employee under the Workers Compensation Act and the policy issued by \_\_\_\_\_ (Insurance Carrier).
4. I am an independent contractor, not an employee of the contractor. I do not want workers' compensation insurance and understand that I am not eligible for workers' compensation benefits.
5. I agree to obtain workers compensation and employers' liability insurance for my employees, if any, or otherwise be responsible for payment of earned premium for employees determined to be mine, unless they are otherwise determined to be exempt from the requirements of the Workers' Compensation Act.
6. I have read, signed, and attached the Exempt Status Fact Sheet describing an independent contractor and the information provided is not the result of force, threats, coercion, compulsion, or duress.
7. I understand that the execution of the Affidavit shall establish a rebuttable presumption that {the executor} is not an employee for purposes of the Workers Compensation Act.
8. I understand that the execution of the affidavit shall not affect the rights or coverage of any employee of the individual executing the affidavit.
9. **I understand that knowingly providing false information on an Affidavit of Exempt Status Under the Workers Compensation Act shall constitute a misdemeanor punishable by a fine not to exceed One Thousand Dollars (\$1,000.00) per violation. See K.S.A. §44-5,127(d)(1) (Supp. 2020).**

<b>Independent Contractor Signature (to be notarized)</b>	Date _____
Name _____	Title _____
Signature _____	Business Name _____

Signed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_.

My commission Expires: \_\_\_\_\_ Commission # \_\_\_\_\_

Notary Public

<b>Contractor Signature Acknowledging Receipt</b>	Date _____
Name _____	Title _____
Signature _____	Business Name _____

\*This form is to be signed and notarized at the state of a job/project for this contractor and is good for the job/project or any similar job/project for the contractor for one year from the date of notary. Please ensure that the Exempt Status Fact Sheet is signed and attached to this Affidavit.

**Note: It is a crime to falsify the information on this form.**

# KANSAS HOUSING

## Exempt Status Fact Sheet (v.12/24)

An independent contractor is defined by law as one who engages to perform certain services for another, according to his/her own manner, method, free from control and direction of his/her contractor in all matters connected with the performance of the service, except as to the result or product of the work.

Below are statements to help you decide if you are an independent contractor. No one statement is controlling, and your status is based on all the facts in your situation.

1. The nature of the contract between you and the contractor shows you are independent from the contractor. For example: Is there a written contract where you agree that you are an independent contractor? Do you maintain commercial general liability insurance or other business insurance?
2. The contractor exercises very little control over the details of your work or independence. Do you exercise control over most of the details of your work? Do you create plans or specifications for the job? Do you set your own hours?
3. You are engaged in a distinct occupation or business for others. Do you work for companies or individuals other than the contractor? Do you work for competitors of the contractor? Does your business have a logo or uniform?
4. Your job is the kind of occupation where the work is usually performed by a specialist without supervision, and not under the direction of the contractor?
5. Your occupation requires special skills, license, education, or training?
6. The contractor does not supply the things needed to perform your job such as the tools and the place of work. Do you operate a vehicle owned by the contractor? Was the work performed at your business or the contractor's business or jobsite?
7. The length of the job and how long you have worked for the contractor does not show that you are really an employee. For example: Is this a one-time job, or will you be doing this for the contractor regularly?
8. You are paid as a separate contractor, not as an employee. Do you invoice the contractor for your services? Do you file a federal income tax return for your business? Do you expect to receive an IRS Form 1099 from the contractor?
9. Your work is not the regular business of the contractor.
10. You do not have the right to terminate the relationship without liability. For example: If you quit before the job is finished, is there a penalty?

**Based upon these factors, do you believe that you are an independent contractor with exempt status?**

\_\_\_\_\_  
(WRITE YES OR NO)

Signature \_\_\_\_\_  
(INDEPENDENT CONTRACTOR/EXECUTOR)

**Note: Employers who knowingly and willfully require an employee or subcontractor to execute an affidavit when the employers knows that the employee or subcontractor is required to be covered under a workers' compensation insurance policy shall be liable for a civil penalty of up to \$1,000.00 per offense. See K.S.A. §44-5,127(d)(1) (Supp. 2020).**