

Kentucky Manufactured Housing Institute

REGISTRATION AND PAYMENT FORM FOR 5-HOUR INSTALLER COURSE

Please print or type the following information.

Please Note: Individual's Name and Company Name (if provided) will appear on Certificate of Attendance as written.

COMPANY NAME _____

INDIVIDUAL'S NAME _____

ADDRESS _____
(Please list preferred mailing address to receive confirmations and future information and schedules.)

CITY _____ STATE _____ ZIP _____

OFFICE # _____ CELL# _____

EMAIL _____ WEBSITE _____

I will be attending: COURSE DATE _____ COURSE LOCATION _____

5-Hour Continuing Education Installer Course

\$60.00 (KMHI Member) *OR* \$310.00 (Non-Member) \$ _____
+ \$15.00 (If fee is not received two weeks prior to course or
if fee is paid at door) \$ _____
Total Amount Enclosed \$ _____

Payment:

Check (Make payable to Kentucky Manufactured Housing Institute or KMHI.)

VISA MasterCard American Express

Card Number: _____ Exp. Date: _____

Signature: _____ Security Code on Back: _____

I agree to pay the total amount according to the card issuer's agreement.

Please send registration form, including payment to the following address:

**KMHI • 2170 US 127 South • Frankfort, KY 40601
800-467-6590 • 502-223-0490 • 502-223-7305 (fax)**

PLEASE NOTE: Payment **must** be submitted with your registration form, and **no refunds will be issued.** Pre-registration payment must be received two weeks before course or additional fee must be added. ***NO EXCEPTIONS!*** Registrants will be responsible for making their own hotel room reservations if necessary. Please use one form per registrant. ***KMHI reserves the right to cancel courses with an insufficient number of students two (2) weeks prior to the course date.***

KMHI office use only:
Amount Paid _____ Date _____ Check Number _____

KENTUCKY MANUFACTURED HOUSING INSTITUTE 5-Hour Continuing Education Installer Course Schedule for 2017

| DATE | COURSE | LOCATION | TIME |
|-----------------------------------------|----------------------------------------------|-----------------------------------------------------------------------|-------------------------------------|
| January 17, 2017 <i>(Tuesday)</i> | 5-Hour Continuing Education Installer Course | Crowne Plaza, (formerly Executive West), Louisville (502) 367-2251 | 1:00 PM – 6:00 PM (Eastern Time) |
| March 15, 2017 <i>(Wednesday)</i> | 5-Hour Continuing Education Installer Course | Mountain Arts Center, Prestonsburg (606) 889-9125 | 1:00 PM – 6:00 PM (Eastern Time) |
| April 12, 2017 <i>(Wednesday)</i> | 5-Hour Continuing Education Installer Course | KMHI Office, Frankfort (502) 223-0490 | 1:00 PM – 6:00 PM (Eastern Time) |
| May 24, 2017 <i>(Wednesday)</i> | 5-Hour Continuing Education Installer Course | Holiday Inn, Hopkinsville (270) 886-4413 | 1:00 PM – 6:00 PM (Central Time) |
| August 9, 2017 <i>(Wednesday)</i> | 5-Hour Continuing Education Installer Course | KMHI Office, Frankfort (502) 223-0490 | 1:00 PM – 6:00 PM (Eastern Time) |
| November 15, 2017 <i>(Wednesday)</i> | 5-Hour Continuing Education Installer Course | KMHI Office, Frankfort (502) 223-0490 | 1:00 PM – 6:00 PM (Eastern Time) |

THE 5-HOUR COURSES WILL BE FACILITATED BY BETTY WHITTAKER, EXECUTIVE DIRECTOR, KENTUCKY MANUFACTURED HOUSING INSTITUTE AND OTHER INSTRUCTORS AS APPROVED BY KMHI AND THE CERTIFICATION AND LICENSURE BOARD AND WILL INCLUDE A DISCUSSION OF REGULATIONS COMPLIANCE AND QUESTION/ANSWER SESSION PRESENTED BY A REPRESENTATIVE OF THE MANUFACTURED HOUSING SECTION, BUILDING CODE ENFORCEMENT DIVISION.

The course may also include additional presentations made by other persons qualified in specific fields in the manufactured housing industry.

Course Description:

This course is designed to serve as a refresher course for retailers and installers in the manufactured housing industry in Kentucky for the purpose of applying for re-certification with the Building Code Enforcement Division as a certified manufactured housing installer. Individuals attending this course will receive instruction on various aspects of the required manufactured home set-up and installation.

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PLEASE NOTE:

The fee for the 5-hour course is *\$60.00 for members and \$310.00 for non-members.*

Please use the KMHI "Registration and Payment Form" to register for the course, and payment must be submitted with your registration form. No refunds will be issued. Pre-registration payment must be received two weeks before the course or *additional fee of \$15.00* must be added to registration cost. Registrants will be responsible for making their own hotel room reservations if necessary. Please use one form per registrant. KMHI reserves the right to cancel courses with an insufficient number of students two (2) weeks prior to the course date. Course is limited to 40 people at the KMHI Office.

Registration begins at 12:00 Noon for the 5-hour course. Breaks throughout the day will be provided for the course participants.