

Next steps

Congratulations on completing your certification!

Remember that simply completing this training does not automatically grant you certification. This sheet is a summary of what we went over to make sure that you send your certification application paperwork in correctly.

You will need the correct application. Applications can be found at:

<https://dos.ny.gov/code/manufactured-homes>

Make sure you get the correct application. If you are certifying as an individual, working for another certified individual or company, you need the application for limited certification. Fill it in completely, and mail the application with your certificate and payment of \$25 to: New York State Department of State Division of Licensing Services P.O. Box 22001 Albany, NY 12201-2001

If you are certifying your business, use the application for what type of business you are certifying, ie: retailer, installer, mechanic. Fill it in completely, and mail the application with your payment and financial security proof to New York State Department of State Division of Licensing Services P.O. Box 22001 Albany, NY 12201-2001

Financial security paperwork is found at the website above, just under the applications.

If you are applying for more than one type of business certification, you need to complete an application for each type. Please be aware that the fees are cumulative, so if you are applying as a retailer/installer, that would be \$400. The same is true for limited applications, in that if you apply for more than one limited certification, that is \$25 for each.

Please remember that if you are applying for an installer or mechanics certification, the attached training completion certificate is only valid for 6 months from the date on the certificate. You WILL have to retake the certification classes to be eligible for certification if you do not.