

RECERTIFICATION: NEXT STEPS

Congratulations on completing your 3-hour Continuing Education Course!

Remember that simply completing this training does not automatically grant your certification renewal. This sheet is a summary of what we went over to make sure that you send your recertification 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 recertifying 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: NYS Dept of State, Division of Licensing Services, P.O. Box 22001, Albany, NY 12201-2001. **Be sure to include your complete Certification Number** on your renewal paperwork. Examples include: 1INT00123; 1MEC00123; 1RET0012L09; etc. **Make sure your BUSINESS CERTIFICATION is up-to-date**, otherwise your Limited recertification will be rejected.

Please note: In NYS language “limited” = “employee.”

If you are recertifying your business, use the application for what type of business you are certifying, ie: retailer, installer or 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 & requirements are found at the website above, just under the applications.

If you are applying for more than one type of business recertification, 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 recertification, **your 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.

We have heard from the Division of Licensing Services that applications are being rejected about 35% of the time. **Key problems include:** missing course completion certificates; missing the last four of your social security number; and not enough detail of your previous work experience in the manufactured housing industry.

Applications also get rejected if the fees included are not correct. Licensing suggests you send a separate check for each application, otherwise ALL applications will automatically be rejected.