

# How to Become a Licensed Manufactured Housing Installer

Below are the details on how to access the online training through the Learning Center (Commonwealth of Virginia Learning Center)

Link to Learning Center: <https://covlc.virginia.gov>

1. From the main page, select "Need an account?". Then, you will select the "domain" that you want to access. From the drop-down box, select "DHCD – Virginia Building Code Academy"
2. This approval request will come to DHCD and we'll approve within 1-2 business days. You'll get another email notification once your access is approved.
3. Once you are logged in, enter "manufactured home" into the search box. You should see three results: modules 1, 2, and 3.
4. Once all three modules are complete, follow instructions to print the Attendance certificates (there are 3 total certificates to print – one for each of the three modules)
5. Mail attendance certificate and \$50 fee (check made payable to the Treasurer of Virginia) to:

Jeff Brown  
DHCD/SBCO  
600 East Main Street, Suite 1100  
Richmond, VA 23219

Once we receive this, expect to receive your completion certificate within 7-10 business days. Once you have the certificate, you can then start the process with DPOR to have the MHC designation added to your contractor's license.

DPOR Information: (contact DPOR for questions or more details regarding their process)

- Once you receive your Manufactured home certification from us (DHCD), here is the DPOR web page that has the license application: <http://www.dpor.virginia.gov/Boards/Contractors/>
- Under the "contractors" heading, you'll see the link for "additional license specialty designation application". (I recommend internet explorer browser on their site)
- The specialty designation you'll want to select is "MHC" (Manufactured Home Contracting). DPOR does allow you to send in a credit card payment form to pay their \$110 fee.