



PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

Before paying for your examination registration, be sure you understand the contents of this bulletin. Please retain and use it as a reference when contacting PSI.

OFFICE OF REAL ESTATE AND BUILDING CODE PROFESSIONS
SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING, AND REGULATION

MANUFACTURED HOUSING EXAMINATION
CANDIDATE INFORMATION BULLETIN

Examinations by PSI licensure:certification..... 1
Guidelines for License Application/Qualification..... 1
Tips for Preparing for your License Examination..... 1
Description of Examinations & Content Outlines.....2
Examination Summary Table.....2
Pretest Items.....2
Examination Content Outlines.....2
Registration and Scheduling Procedures.....3
Standard Mail Registration.....3
Telephone Registration.....3
Fax Registration.....4
Internet Registration.....4
Social Security Confidentiality.....4
Exam Accommodations.....4
Scheduling an Appointment.....4
Canceling or Rescheduling an Appointment.....4
Missed Appointment or Late Cancellation.....5
Emergency Examination Center Closing.....5
Examination Center Locations.....5
Reporting to the Examination Center.....5
Required Identification.....5
Security Procedures.....6
Taking the Examination by Computer.....6
Identification Screen.....6
Tutorial.....7
Test Question Screen.....7
Examination Review.....7
Score Reporting.....7
Duplicate Score Reports.....7
Licensure Requirements.....8
Examination Registration Form.....9
Exam Accommodations/Out-of-State Request Form.....11

Please refer to www.psiexams.com for the latest updates to this bulletin.

EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a manufactured housing professional in South Carolina. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations. South Carolina's Office of Real Estate and Building Code Professions (state) has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in South Carolina. PSI works closely with the state to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

In order to apply for a license you must pass the licensing examination with PSI.

The following are the examinations offered by PSI:

- Contractor (Manufactured Housing Contractor, Installer, and Repairer)
- Manufactured Housing Retail Dealer
- Salesperson (Manufactured Housing Retail Salesperson/Multi-lot Salesperson)

All questions and requests for information about examinations should be directed to:

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

Questions about applications for licensure should be directed to the:

South Carolina Manufactured Housing Board
Synergy Office Park
110 Centerview Drive
Kingstree Building, Suite 102
PO Box 11329
Columbia, SC 29211-1329
(803) 896-4621

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

To make the license qualification process go as smoothly as possible, be certain that you:

1. Send the Registration Form found at the end of this Candidate Information Bulletin along with the correct payment for the examination(s).
2. Prepare for the examination by using the examination content outline in this Candidate Information Bulletin and the suggested study materials that cover the outline topics.
3. Be sure to take proper identification with you to your scheduled examination appointment.
4. Upon passing the examination, you may apply to the state for your license within 6 months of passing your exam.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your license examination. Planned preparation, in addition to the required classroom hours, increases your likelihood of passing.

- Use the examination content outline in this Candidate Information Bulletin as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

DESCRIPTION OF EXAMINATIONS AND EXAMINATION CONTENT OUTLINES

The Examination Summary Table below shows the number of questions and the time allowed for each examination portion.

EXAMINATION SUMMARY TABLE		
Examination	# of Questions	Time Allowed
CONTRACTOR (Manufactured Housing Contractor, Installer, and Repairer)	60	120 Minutes
DEALER	60	120 Minutes
SALESPERSON (Manufactured Housing Retail Salesperson and Multi-lot Salesperson)	50	120 Minutes

PRETEST ITEMS

In addition to the number of examination questions specified in the examination summary table, a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against testing time. The administration of such nonscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION CONTENT OUTLINES

The Examination Content Outlines have been approved by South Carolina's Office of Real Estate and Building Codes Professions. These outlines reflect the minimum knowledge required by manufactured housing professionals to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines. Examination questions may be drawn from all areas of the reference materials.

Use the outline as the basis of your study. The outlines list the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

MANUFACTURED HOUSING CONTRACTOR, MANUFACTURED HOUSING INSTALLER, MANUFACTURED HOUSING REPAIRER

This examination is OPEN book. Reference materials may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached).

References may be tabbed/indexed with permanent tabs only. (Permanent tabs are defined as tabs that would tear the page if removed). Temporary tabs, (defined as Post-It notes) or other tabs that may be removed without tearing the page) are not allowed and must be removed from the reference before the exam will begin.

THESE REFERENCES WILL NOT BE AVAILABLE IN THE EXAMINATION CENTER.

Candidates may use only the following material:

NASCLA Contractors Guide to Business, Law and Project Management, South Carolina, Manufactured Housing 3rd Edition., 2019, National Association of State Contractors Licensing Agencies, PO Box 14941, Scottsdale, AZ 85267. (See order form at the end of this bulletin.)

Manufactured Housing Installation, 2nd edition, George Porter, Manufactured Housing Institute.

https://netforumpro.com/eweb/shopping/shopping.aspx?site=mhi&prd_key=e08fdf37-fc90-45a8-9eae-0a35bbc24930

Many of these reference materials are available for purchase at www.psionlinestore.com or by calling the PSI Online Store, toll-free, at (866) 589-3088.

Titles currently in stock are listed on the order form near the end of this candidate information bulletin.



CONTENT OUTLINE

- A. Rules, Regulations, and Standards (8 Items)
- B. Business and Law (4 Items)
- C. Transportation (1 Item)
- D. Site Preparation (1 Item)
- E. Pier Foundations (2 Items)
- F. Placement (10 Items)
- G. Anchors and Tie-downs (12 Items)
- H. Marriage Line Connections (8 Items)
- I. Skirting and Ventilation (2 Items)
- J. Utility Connections (2 Items)

MANUFACTURED HOUSING RETAIL DEALER

This examination is CLOSED book. No notes, books, or materials may be used during the examination. The examination is based on the following reference materials:

NASCLA Contractors Guide to Business, Law and Project Management, South Carolina, Manufactured Housing 3rd Edition., 2019, National Association of State Contractors Licensing Agencies, PO Box 14941, Scottsdale, AZ 85267. (See order form at the end of this bulletin.)

CONTENT OUTLINE

- A. Rules, Regulations, and Standards (30 Items)
- B. Business and Law (6 Items)
- C. Retail Dealer/Sales Ethics (15 Items)
- D. General Installation Knowledge (9 Items)

MANUFACTURED HOUSING RETAIL SALESPERSON/MULTI-LOT SALESPERSON

This examination is CLOSED book. No notes, books, or materials may be used during the examination. The examination is based on the following reference materials:

NASCLA Contractors Guide to Business, Law and Project Management, South Carolina, Manufactured Housing 3rd Edition., 2019, National Association of State Contractors Licensing Agencies, PO Box 14941, Scottsdale, AZ 85267. (See order form at the end of this bulletin.)

CONTENT OUTLINE

- A. Rules, Regulations, and Standards (30 Items)

B. Retail Dealer/Sales Ethics (20 Items)

REGISTRATION AND SCHEDULING PROCEDURES

The registration form is found at the end of this Candidate Information Bulletin. Be sure the registration form is complete, accurate, and signed and that you include all attachments and the correct fees. Your registration is valid for 1 examination only. You must first register for an examination and then schedule an appointment.

ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

Standard Registration \$50

STANDARD MAIL REGISTRATION

1. Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees can be made by valid credit card (VISA, MasterCard, American Express or Discover), company check, money order or cashier’s check, made payable to PSI. Print your name on the check or money order to ensure that your fees are properly assigned. CASH is not accepted.
2. Upon receipt of your completed form and fees, a Registration Confirmation Notice will be mailed to you. **If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.**
3. Please allow 1 week to process your registration. If you do not receive your Confirmation Notice within 2 weeks, call (800) 733-9267 to verify your status.

TELEPHONE REGISTRATION

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover).

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
2. PSI registrars are available at 800-733-9267, Monday-Friday between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to take the information on your Registration Form and to schedule your appointment.



FAX REGISTRATION

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover).

1. Complete the Examination Registration Form, including your credit card number and expiration date.
2. Fax the completed form to PSI at (702) 932-2666. Fax Registrations are accepted 24 hours a day.
3. Please allow 4 business days to process your Registration. After 4 business days, you may call PSI to schedule the examination(s), (800) 733-9267.

INTERNET REGISTRATION

The examination registration form is available at PSI's website, <http://www.psiexams.com>. You may register and schedule for an examination via the Internet 24 hours a day.

1. Complete the registration form on line and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your examination.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security Number only as an identification number in maintaining your records and reporting your examination scores to the state. A federal law requires state agencies to collect and record the Social Security numbers of all licensees of the professions licensed by the state. If you elect not to disclose your Social Security number to PSI, please enclose a separate letter explaining this with your examination registration form. However, you **MUST** provide it to the state.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements with PSI. Requests for exam accommodations should be made in writing, describing the specific accommodations that will be needed, and

must include supporting documentation from a licensed professional.

SCHEDULING AN APPOINTMENT

After you have received the confirmation notice of PSI's acceptance of your registration packet, you are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination center location and time that is most convenient for you. To schedule with a PSI registrar, call (800) 733-9267 Monday through Friday, between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00pm ET. Please be prepared to offer alternative examination appointment choices.

Note: only the candidate may schedule an appointment through a CSR, not a friend or relative.

CANCELING OR RESCHEDULING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

IMPORTANT NOTE ABOUT SCHEDULING OR RESCHEDULING!

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule for your re-examination.



MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, and you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- ❑ Do not cancel your appointment 2 days before the scheduled examination date; or
- ❑ Do not appear for your examination appointment; or
- ❑ Arrive after examination start time; or
- ❑ Do not present proper identification when you arrive for the examination; or

EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

EXAMINATION CENTER LOCATIONS

GREENVILLE / SPARTANBURG

Park East, Anderson Building
150 Executive Center Drive, Suite 218
Greenville, South Carolina 29615

From I-85, take I-385 North towards Greenville. Take Roper Mountain exit (Exit 37) and go right (East). Turn right at first street (Independence Blvd). Go 0.7 miles and turn left on Executive Center Drive. The Anderson Building will be on your right.

COLUMBIA

Synergy Business Park
Congaree Building
121 Executive Center Drive, Suite 247
Columbia, South Carolina 29210

From I-20, take exit 63 (Bush River Road). Proceed West and turn right on Berryhill Road. Turn left on Executive Center Drive. Exit elevator/stairs on second floor, turn right. At the end of the corridor, turn right. PSI, Suite 247, is the second door from the end on the right.

CHARLESTON

4600 Goer Drive, Suite 112A
North Charleston, South Carolina 29406*At juncture of I-26 and I-526, head Southeast in the direction of Charleston. Next exit is Montague Ave, exit East Montague. Take first right at Goer Drive (Marriot Hotel).*

BEAUFORT / HILTON HEAD

Regions Bank Building
69 Robert Smalls Pky/SC-170, Unit 4D
Beaufort, South Carolina 29906

From I-95, take the US-17N exit (Exit Number 33) towards Beaufort. After approximately 9 miles, US 21 splits off to the right and goes to Beaufort and US 17 goes to the left towards Charleston. Continue towards Beaufort on US 21 for approximately 12 miles. Turn sharp right onto SC 170 (McDonalds is on the corner) and continue for .3 miles. The building is on your left.

MYRTLE BEACH

1601 North Oak Street, Suite 305
Myrtle Beach, South Carolina 29577

From SC-17, take SC-501 East toward Myrtle Beach. SC-501 becomes Main Street. Turn left on Oak Street. At 16th Street, turn left into Myrtle Offices driveway. Loop around counter clockwise to the back of the building.

CHARLOTTE

Tyvola Executive Park 1
5701 Westpark Dr, #202
Charlotte, NC 28217

*From I-77S towards Columbia, exit Tyvola Road (Exit #5). Turn left at Tyvola Road. Make a right at Westpark Dr.
From I-77N, exit Tyvola Road (Exit #5) towards Coliseum Area. Bear right at Tyvola Road. Turn right at Westpark Dr.*

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

REQUIRED IDENTIFICATION

You must provide 2 forms of identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form and your Examination Eligibility Form.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. **Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.**



SECURITY PROCEDURES

The following security procedures will apply during the examination:

- No notes or books will be allowed for Dealer and Salesperson examinations.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT

count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The “Function Bar” at the top of the test question provides mouse-click access to the features available while taking the examination.



The screenshot shows a web-based examination interface. At the top, there is a 'Function Bar' with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 359'. The main question area contains the text: '3. What do the stars on the United States of America's flag represent?'. Below the question, it says '(Choose from the following options)'. There are four radio button options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom of the question area, there are two buttons: '<< Back' and 'Next >>'.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with South Carolina's Office of Real Estate and Building Code Professions, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the examination available to candidates.**

SCORE REPORTING

In order to pass the examination, you must achieve a minimum score of 75%.

Your score will be given to you immediately following completion of the examination. Examination results are confidential and will be reported only to you and the state.

The following summary describes the score reporting process:

On screen - Your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.

- If you **pass**, you will immediately receive a successful notification and performance summary on the screen.
- If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination center.

On Paper - An official result report will be printed at the examination center.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by calling 800-733-9267 or by emailing scorerreport@psionline.com.

LICENSURE REQUIREMENTS

MANUFACTURED HOUSING CONTRACTOR, MANUFACTURED HOUSING INSTALLER, AND MANUFACTURED HOUSING REPAIRER

1. Obtain a South Carolina Tax Identification number issued by the South Carolina Tax Commission.
2. Obtain a Federal Identification Number issued by the Internal Revenue Service.
3. Obtain a SLED background check. The SLED telephone number is (803) 896-2019. For partnerships, the background check is required for each partner. For corporations, the background check is required for each corporate officer, principal share holder(s), and authorized official. SLED reports acquired from the internet are acceptable as long as it indicates that there is no record of convictions.
4. Obtain a certificate of completion of the Installation/Contractors Certification Course. For additional information, call (302) 645-5552.
5. Manufactured Housing Contractor, Installer and Housing Repairer licensing candidates are required to have a Surety Bond in the amount of \$5,000 made payable to the South Carolina Manufactured Housing Board when they apply for their license. You will be sending this bond to the South Carolina Manufactured Housing Board along with the other original documents mentioned above AFTER you have passed the examination.

MANUFACTURED HOUSING RETAIL DEALER

1. Obtain a reviewed Financial Statement prepared by a CPA (Certified Public Accountant) or a PA (Public Accountant).
2. Obtain articles of Incorporation or Partnership Agreement (Not required for Sole Proprietors).
3. Obtain one bank reference letter or 2 business reference letters from companies doing business with the applicant.
4. Obtain a SLED background check. The SLED telephone number is (803) 896-2019. For partnerships, the background check is required for each partner. For corporations, the background check is required for each corporate officer, principal share holder(s), and authorized official(s). SLED reports acquired from the internet are acceptable as long as it indicates that there is no record of convictions.

5. Obtain a certificate of completion of training from either the South Carolina Manufactured Housing Academy (888) 315-4539 or the FYI Seminars (803) 787-7075.
6. Manufactured Housing Retail Dealer licensing candidates are required to have a Surety Bond in the amount of \$30,000 made payable to the South Carolina Manufactured Housing Board when they apply for their license. You will be sending this bond to the South Carolina Manufactured Housing Board along with the other original documents mentioned above AFTER you have passed the examination.

MANUFACTURED HOUSING RETAIL SALESPERSON / MULTI-LOT SALESPERSON

1. Obtain a SLED background check. The SLED telephone number is (803) 896-2019. SLED reports acquired from the internet are acceptable as long as it indicates that there is no record of convictions.
2. Obtain a certificate of completion of training from either the South Carolina Manufactured Housing Academy (888) 315-4539 or the FYI Seminars (803) 787-7075.

NOTE: Manufactured Housing Retail Salesperson/Multi-lot Salesperson licensing candidates are required to have a Surety Bond in the amount of \$15,000 made payable to the South Carolina Manufactured Housing Board when they apply for their license. You will be sending this bond to the South Carolina Manufactured Housing Board along with the other original documents mentioned above AFTER you have passed the examination.

SOUTH CAROLINA MANUFACTURED HOUSING EXAMINATION Registration Form

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. Legal Name:
Last Name (Jr. III)

First Name MI

2. Social Security: - - **(FOR IDENTIFICATION PURPOSES ONLY)**

3. Mailing Address:
Number, Street Apt./Suite

-
City State Zip Code

4. Telephone: Cell - Office -

5. Email _____ @ _____

6. Birthdate: - -
M M D D Y Y

7. Test: (check one) Contractor \$50 Salesperson \$50 Retail Dealer \$50
 FIRST TIME RETAKE

8. Total Fees Included: \$_____. Pay by credit card, company check, money order, or cashier's check. Make check or money order payable to "PSI" and write your social security number on it. Cash and personal checks are not accepted.

If paying by credit card, check one: VISA MasterCard American Express Discover

Card No: _____ Exp. Date: _____

For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.

Card Verification No: _____

Cardholder Name (Print): _____ Signature: _____

9. I am submitting the Exam Accommodations Request (at the end of this bulletin) and required documentation. Yes No

10. Affidavit: *I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the examination information bulletin.*

Signature _____ **Date** _____

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED. NOTE: SELD REPORTS THAT ARE FAXED ARE ACCEPTABLE AS LONG AS IT INDICATES THAT THERE IS NO RECORD OF CONVICTION.

Complete and forward this registration form with the applicable examination fee to:
PSI licensure:certification * ATTN: Examination Registration SC MH, 3210 E Tropicana, Las Vegas, NV 89121
FAX (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com

PSI respects your privacy and will never release your social security or identification numbers. However, PSI believes that past candidates have benefited from receiving offers from reputable third parties about products or services. If you do not wish to receive this information, please check the following box:



To place an order for one or more of the following items listed, you may:

- Order online at www.pSIONlinestore.com
- Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at www.pSIONlinestore.com

Business Management and Law for Manufactured Housing - South Carolina Edition
Published by NASCLA. Copyright: 2003 (2nd ed.)

Please note: Inventory and pricing subject to change without notice.



EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: _____ SS#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

Check any exam accommodations you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended time (Additional time requested: _____)
- Large-print written examination
- Other _____
- *Out-of-State Testing Request (this request does not require additional documentation) _____

Site requested: _____
**You may email your out-of-state request to OutofStateRequest@psionline.com.*

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.



PSI licensure:certification

3210 E TROPICANA
LAS VEGAS, NV 89121