



Ohio Manufactured Home Inspector or Plans Reviewer Application for Certification

Return To: Ohio Manufactured Homes Commission
5100 Parkcenter Avenue, Suite 103
Dublin, OH 43017

Phone: 614-734-6010 Fax: 614-734-6012 Website: <http://www.omhc.ohiogov>

The non-refundable
application fee is \$50

Please complete this form completely and legibly. If you need additional space to complete an answer please use # (7) or attach a separate sheet.

STEP 1: Inspector Personal Information – use home address (please print)

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: () _____ Fax: () _____ Cell Phone: () _____

Email: _____

Social Security Number _____

STEP 2: Employer Information

Employer*: _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

Office Phone: () _____ Fax: () _____

Email: _____

STEP 3: Examination and Training Requirement

Enclosed is proof of completion of an OMHC approved installation/inspection training course as well as evidence of passing the inspector's state examination.

OR

I will be scheduling my OMHC approved installation/inspection training course. After completion of the course, I understand I must also take and pass the inspector's state examination that is separate from the course. The state examination is NOT the test given at the end of the 12 hour training course. I understand that I must submit proof of completion of the 12 hour training course along with proof of passing the state inspector's examination before my application will meet final approval.

STEP 4: Department or Agency Type:

- BBS Certified Department: _____
- Other: Zoning, Planning, Flood Hazard, Engineering, Building but not BBS certified _____
- Works for Certified Inspection Department (name department) _____
- Works for Third Party Agency (name agency) _____
- Contracts with Agency or Department (name all agencies and/or departments. Attach list if necessary)
- _____
- _____

STEP 5: EMPLOYMENT HISTORY

Skip this step if you have a current valid residential or commercial building inspection, or plans reviewer certification from BBS or ICC. Otherwise, consecutively list your experience beginning with you present or most recent position. Describe in detail your related duties and responsibilities, technical areas, type of buildings and occupancies, etc. If more space is needed to list experience, attach additional sheets.

Employer's name:	Period of employment	
Address:	From:	To:
Phone:	Hours worked per week:	
Describe work performed:	Position/title:	
Employer's name:	Period of employment	
Address:	From:	To:
Phone:	Hours worked per week:	
Describe work performed:	Position/title:	
Employer's name:	Period of employment	
Address:	From:	To:
Phone:	Hours worked per week:	
Describe work performed:	Position/title:	

STEP 6: EMPLOYMENT HISTORY

Skip this step if you have a current valid residential or commercial building inspection, or plans reviewer certification from BBS or ICC. Otherwise, applicants must submit a separate experience verification, filled out and signed by their most recent employer to qualify for a certification. (See page 4)

STEP 7: EDUCATION

If you do not have appropriate BBS or ICC certification, education may be used to meet certification requirements. If you intend to substitute education for experienced, attach a copy of college transcript, diploma, certificate, or degree and check here: Education documents attached

STEP 8: BBS OR ICC CERTIFICATION

List current valid certification from BBS or ICC or Architectural or Engineering registrations. (Attach copies)

Type:	No.:	Expires:
Type:	No.:	Expires:
Type:	No.:	Expires:

STEP 9: QUALIFICATIONS LIST

A manufactured home installation inspector works conducts field inspections of work performed by manufactured home installers. A manufactured home installation plans reviewer conducts installation plans review for work performed by manufactured home installer.

Requirements: In order to be certified as a manufactured home inspector or plans reviewer, an applicant shall have one of the following:

- (a) Three years experience in a responsible, directly related construction position such as foreman, which required the ability to effectively read and interpret building plans and specifications;
- (b) Three years experience in an architect or engineer office performing building design or drafting duties or construction supervision;
- (c) An associate's degree (two years) from a college or university in architecture, engineering, or building technology;
- (d) Three years as a quality assurance inspector or field service technician in a manufactured homes manufacturing plant;
- (e) Three years as an Ohio licensed manufactured home installer;
- (f) State (Board of Building Standards) or national (International Code Council) certification as a building inspector, residential inspector, or plans examiner; or
- (g) Any combination of experience and education in the manufactured homes construction industry or building construction industry totaling three years (as approved by the Commission).
- (h) Other equivalent experience as approved by the commission.

Applicant must take and pass the OMHC approved course and state exam. The examination covers current editions of the Ohio Manufacture Home Installation Standard.

VERIFIER INFORMATION

Name of verifier: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

VERIFIED EXPERIENCE

Describe your knowledge of the applicant's experience. Fill in the name of employer and dates of employment. Describe applicant's position and type of work performed. Describe the types of buildings, structures, or projects on which the applicant worked. Give any other details that will aid in evaluating experience. Additional pages may be attached.

I certify that I know the applicant and have direct knowledge that the applicant was employed for at least three years.

From _____ To _____ as a:

Applicant's positional/title: _____

Company Name: _____

Duties and responsibilities: _____

How was your knowledge of the applicant's experience acquired? _____

I certify that the foregoing statements are true and correct

Signature of verifier: _____ Date: _____

NOTARY

State of: _____

County of: _____

Signed and sworn before me on (date): _____

This space reserved for Notary Seal

Notary public: _____

My commission expires: _____

STEP 11: CHECKLIST FOR APPLICANTS

- Application form completed
- \$50 payment
- Application signed
- One of the following:
 - Proof of BBS or ICC Certification or
 - Employment history (page 2) with Employment Verification Form (page 4) or
 - College transcript, diploma or other proof of education or
 - Proof of other qualification as listed on page 3
- Signed statement of completion of the OMHC approved 12 hour training course and state examination attached.

By my signature, I affirm the information I provide is true, correct and complete. I understand incorrect statements or omission of material facts may result in denial of the application.

Applicant _____
Signature _____ Date: _____

<i>Office Use Only:</i>	Check # _____	Date: _____	Amount _____
CC: Last 4 #'s _____	Approval # _____	Date _____	Amount _____
Office Notes: _____			