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**TO:** Manufactured Home Installers  
**FROM:** Manufactured Housing & Modular Units Program  
**DATE:** May 15, 2014  
**SUBJECT:** Renewal of July 1, 2014 – June 30, 2015 Installer License

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Your annual HUD home installer license will expire on June 30, 2014. In order to process your renewal and receive your renewed installer license prior to the expiration date, submit your renewal application and fee, along with supporting documentation to the Manufactured Housing Department by June 15, 2014. The license period begins July 1 each year and runs through June 30. Included in the renewal packet are the necessary documents needed to renew your Missouri Installer License. Complete the renewal application insuring installer name, address, phone number, email address, etc., are printed legibly and correctly. The license renewal fee is \$150. (Renewal packets are available on our webpage @ [www.psc.mo.gov](http://www.psc.mo.gov); Manufactured Housing tab; Installer Information link. Information can be typed into these forms and printed.)

Installers are required to attend a continuing education class every three (3) years. **Applicants must submit a copy of their training certificate along with their renewal documentation.**

In accordance with 4 CSR 240-125.070(2), the licensed Installer **who purchased decals** must submit monthly decal reports with the Commission no later than the 10<sup>th</sup> of the following month even if no decal(s) were used for that month. **All monthly decal reports must be on file with the Commission prior to issuing a renewal license.**

Each applicant must submit proof of insurance coverage for **General Liability Insurance (\$300,000) and Workers' Compensation Insurance, if applicable. Submit from your insurance company a "Certificate of Liability Insurance" indicating dates and amount of insurance coverage.** Pursuant to Section 287.061 RSMo from the Division of Workers' Compensation (573-751-4231), if there is no Workers' Compensation Insurance, an Affidavit of Exemption of Workers' Compensation Insurance must be submitted (see renewal packet). Installers may be covered for these insurances by their employer; submit a copy of their insurances (Certificate of Liability Insurance) reflecting the name of the insured, coverage amounts and coverage period. However, if employment ends with this employer prior to the registration expiration date, the installer must obtain his own coverage and provide proof of coverage. The applicable insurance coverage must be effective for the entire license period. If coverage expires before the expiration of the current license year, it is up to the installer to submit the new insurance coverage documentation to the Commission.

**ATTENTION: As part of the federal standards, the Manufactured Housing Field Inspectors will perform random site inspections of new HUD installations.**



# Missouri Public Service Commission Application for Manufactured Home Installer License

Please fill the form out completely and legibly.

<b>PSC OFFICE USE ONLY</b>	Transmittal No.:	Check No.:	Check Amount
<b>GENERAL INFORMATION</b>			
<ul style="list-style-type: none"> <li>▪ Installer licenses are issued to an individual and cannot be used to license an entire entity.</li> <li>▪ License fee is \$150 per licensee. (Make Checks Payable To: Missouri Director of Revenue)</li> <li>▪ The Permanent Installer License is valid until June 30.</li> <li>▪ The Limited Use Installer License is valid for 180 days from the date of issuance.</li> <li>▪ Licenses are not transferable.</li> <li>▪ Licensee shall notify the Commission in writing within 30 days of any change of information required on this form.</li> </ul>			
<b>SECTION A   LICENSE INFORMATION</b>			
Check one: <input type="checkbox"/> Permanent Installer License <input type="checkbox"/> Limited Use Installer License The Limited Use License is valid for a period of 180 days and may be renewed one time, and must work with a supervising installer. The Commission may contact any person or entity to verify the experience of the applicant before issuing the Limited Use License.		Check one: <input type="checkbox"/> New <input type="checkbox"/> Renewal Installer License #:	
Supervisor's Name and License # of Limited Use Installer:			
<b>SECTION B   INSTALLER INFORMATION</b>			
Installer Name:		Email Address:	
Installer Address/City/State/Zip:			
County:	Phone Number:	Fax Number:	
<b>SECTION C   INSTALLER'S EMPLOYMENT</b> <input type="checkbox"/> Check here if license is being required by an employer. Complete employer information.			
Employer's Name:			
Employer's Address/City/State/Zip:			
Phone Number:	Fax Number:	Email Address:	
<b>CHECK-OFF REQUIRED ITEMS LISTED BELOW TO INSURE ALL NEEDED INFORMATION IS SUBMITTED:</b>			
<input type="checkbox"/> Completed Application (Sections A, B, D, E, F and C, if applicable) <input type="checkbox"/> Application fee of \$150 (Make Checks Payable To: Missouri Director of Revenue) <input type="checkbox"/> Certification: (check license type) ___ <u>New - Installer</u> : Copy of initial Installer Training Class Certificate <b>OR</b> ___ <u>Renewal - Installer</u> : Copy of Continuing Education Certificate (8 hrs. mandatory) as required every 3 <sup>rd</sup> year for installer renewal ___ <u>Limited Use - Installer</u> : Installer Training Class Certificate <b>not</b> required <input type="checkbox"/> Proof of General Liability Insurance (\$300,000) for the current licensing year <input type="checkbox"/> Proof of Workman's Compensation Insurance for the current licensing year <b>OR</b> <input type="checkbox"/> Exemption for Workers' Compensation Insurance, submitting a notarized affidavit of exemption for Workers' Compensation Insurance pursuant to 287.061 RSMo, Division of Workers' Compensation. (Questions concerning eligibility for Exemption to Workers' Compensation contact Division of Workers' Compensation at (573) 751-4231.) I am claiming exemption under Section 287 for Workers' Compensation for the following reason: (check one) ___ Sole Proprietor with no employees ___ Partner in a partnership with no employees ___ A corporation that has filed a Notice of Election with the Division of Worker's Compensation (include a copy of the Notice of Election).			
<b>SECTION D   FELONY INFORMATION:</b>			
Within the preceding ten (10) years, have you ever been convicted in any Federal or State court of a felony relating to the acquisition or transfer of a manufactured home or any other form of property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide: the date, court, conviction, sentence on separate sheet.			
<b>SECTION E   MISDEMEANOR INFORMATION:</b>			
Within the preceding five (5) years, have you ever been convicted in any Federal or State court of a misdemeanor relating to the acquisition or transfer of a manufactured home or any other form of property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide: the date, court, conviction, sentence on separate sheet.			
I CERTIFY that all statements and information furnished regarding this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that statements or information furnished on this form are subject to verification by the program director and I agree to furnish supporting documents or information when so requested.			
<b>SECTION F</b> Signature			Date

Please mail completed application & fee to: Missouri Public Service Commission, Manufactured Housing & Modular Units Program, P.O. Box 360, Jefferson City, MO 65102; phone: 800-819-3180; fax: 573-522-2509.

**AFFIDAVIT OF EXEMPTION  
WORKERS' COMPENSATION INSURANCE  
APPLICABLE STATUTORY PROVISIONS  
Excerpts**

**Construction Licensing Requirement:** § 287.061. 1. Any city or county which issues an occupational or business license for a contractor in the construction industry shall require a certificate of insurance for workers' compensation coverage or an affidavit, the form of which shall be developed by the division, signed by the applicant attesting that the contractor is exempt. No city or county shall have the duty to investigate any certificate of insurance or affidavit filed pursuant to this section.

2. Any contractor who fails to comply with the provisions of subsection 1 of this section shall be denied such a license until he or she furnishes a certificate of insurance.

3. It is unlawful, pursuant to section 287.128, for any contractor to provide fraudulent information pursuant to this section.

**Definition of Employer:** § 287.030.1. The word "employer" as used in this chapter shall be construed to mean:

(1) Every person, partnership, association, corporation, limited liability partnership or company, trustee, receiver, the legal representatives of a deceased employer, and every other person, including any person or corporation operating a railroad and any public service corporation, using the service of another for pay;

(2) The state, county, municipal corporation, township, school or road, drainage, swamp and levee districts, or school boards, board of education, regents, curators, managers or control commission, board or any other political subdivision, corporation, or quasi-corporation, or cities under special charter, or under the commission form of government;

(3) Any of the above-defined employers must have five or more employees to be deemed an employer for the purposes of this chapter unless election is made to become subject to the provisions of this chapter as provided in subsection 2 of section 287.090, except that construction industry employers who erect, demolish, alter or repair improvements shall be deemed an employer for the purposes of this chapter if they have one or more employees. An employee who is a member of the employer's family within the third degree of affinity or consanguinity shall be counted in determining the total number of employees of such employer.

**Sole Proprietor and Partner Exclusion:** § 287.035. 1. The benefits provided by this chapter resulting from work-related injuries shall apply to partners or sole proprietors, only when such partners or sole proprietors have individually elected to procure insurance policy protection for themselves against injuries sustained while in the pursuit of their vocation, profession or business.

**Corporate Exemption (Two Owners/Employees):** § 287.090. 5. A corporation may withdraw from the provisions of this chapter, when there are no more than two owners of the corporation who are also the only employees of the corporation, by filing with the division notice of election to be withdrawn. The election shall take effect and continue from the date of filing with the division by the corporation of the notice of withdrawal from liability under this chapter. Any corporation making such an election may withdraw its election by filing with the division a notice to withdraw the election, which shall take effect thirty days after the date of the filing, or at such later date as may be specified in the notice of withdrawal.

**Criminal Penalties:** § 287.128. 1. It shall be unlawful for any person to:

(8) Knowingly make or cause to be made any false or fraudulent material statement or material representation for the purpose of obtaining or denying any benefit;

3. Any person violating any of the provisions of subsections 1 and 2 of this section or section 287.129, shall be guilty of a class A misdemeanor and, in addition, shall be liable to the state of Missouri for a fine not to exceed ten thousand dollars or double the value of the fraud whichever is greater. Any person who has previously pled guilty to or has been found guilty of violating any of the provisions of subsections 1 and 2 of this section or the provisions of section 287.129 and who subsequently violates any of the provisions of subsections 1 and 2 of this section or the provisions of section 287.129 shall be guilty of a class D felony.

4. Any person who knowingly misrepresents any fact in order to obtain workers' compensation insurance at less than the proper rate for that insurance shall be guilty of a class A misdemeanor. Any person who has previously pled guilty to or has been found guilty of violating any of the provisions of this section or the provisions of section 287.129 and who subsequently violates any of the provisions of this section or the provisions of section 287.129 shall be guilty of a class D felony.

5. Any employer failing to insure his liability pursuant to this chapter shall be guilty of a class A misdemeanor and, in addition, shall be liable to the state of Missouri for a penalty in an amount equal to twice the annual premium the employer would have paid had such employer been insured or twenty-five thousand dollars, whichever amount is greater. Any person who has previously pled guilty to or has been found guilty of violating any of the provisions of this section or the provisions of section 287.129 and who subsequently violates any of the provisions of this section or the provisions of section 287.129 shall be guilty of a class D felony.

