

South Carolina Manufactured Housing Board – Continuing Education

The South Carolina Manufactured Housing Board's Chairman appointed members to a study committee to review the need for Continuing Education in the Manufactured Housing Industry. The verbiage for [Regulation 79-6 \(D\)](#) was presented to the Board and approved. The regulation was then reviewed by the South Carolina General Assembly on January 10, 2018, and the effective date of the amended regulation was May 25, 2018. Continuing Education is now required for all Manufactured Housing Board licensees, with the exception of manufacturers and apprentices. Provided below are guidelines and information for both licensees and course providers.

Licensees

To qualify for registration renewal a registrant must accumulate a minimum of six (6) hours of continuing education per two-year licensing period. One (1) hour of continuing education shall be awarded for each hour of active participation in Continuing Education approved by the Board. Classes are offered at various locations within the South Carolina, as well as online.

All courses must be approved by the South Carolina Manufactured Housing Board in order for a licensee to receive credit, and they must concern Federal laws and South Carolina regulations and judicial decisions that affect the sale, installation, or repair of manufactured homes.

Licensees may be required to submit a copy of their CE record at the discretion of the Board. Proof of successful course completion will be recorded on-line. The information will be formatted so licensees may copy or print their continuing education history.

Courses taken through the Manufactured Housing Institute of SC are available on line at [Continuing Education Hour Tracking](#).

A COURSE PARTICIPANT HAS THE RIGHT TO CHALLENGE THE VALUE OF THE COURSE CONTENT OR THE ABILITY OF THE INSTRUCTOR. A CHALLENGE MUST BE IN WRITING AND MUST STATE THE REASON FOR WHICH THE CLAIM IS BASED.

Course Providers

All Manufactured Housing Board licensees, except manufacturers and apprentices, are required to obtain six (6) hours of continuing education per two-year license cycle.

Before a course is accepted for continuing education credit, the [Request for Course Approval Form](#) must be completed and submitted to the Board for review and approval, accompanied by a bio for all course instructors or moderators. The bio should include the following: name; current title or

position; amount of experience in the course subject matter; and for in-house training, proof of demonstrable expertise in the field. Course providers may submit continuing education courses as either a structured course or an in-housing training course. Each course is valid for two (2) years, after which time it must be resubmitted for continued approval.

Structured Courses. A structured course is a formal course which may be given to licensees in a classroom, webinar, or computer-based setting.

In-house Training. In-house training is informal and technical in nature, and must reference specific manufactured housing topics and general practices. Two or more entities may conduct in-house training as a joint project. The instructor must demonstrate expertise in the subject area. Debates, personal philosophy, or individual theory are not acceptable areas of in-house training.

Providers are fully responsible for verifying the attendance of each participant through attendance records, and must provide this documentation to the Board upon request. The document must contain the name of the licensee, name of the course, date of course completion, number of hours approved by the Board, and the signature of the instructor or moderator. All information, including the licensee's name, must be on the course verification document prior to the instructor's signature. A copy of attendance records must be provided to the Board upon request.

Course credit is assigned in increments of one-half credit for each 30 minutes, or one credit for each 60 minutes of educational time. Education increments longer than 30 minutes must extend to the next full 30-minute increment before credit will be allowed. Example: 30 to 59 minutes = one half credit hour; 60 to 89 minutes = one credit hour. Credit will not be allowed for courses less than 30 minutes in length; and a maximum of six (6) education hours are permitted per day. Course credit is only allowed for the actual time allotted to education. Introductions longer than five minutes, breaks, lunches, etc., will not qualify as educational time.

All courses must provide information within a license category that is useful to its target audience on a day-to-day basis. The targeted audience is determined by the course provider and verified at the time of approval by the Board. Providers associated with manufacturing, representing, promoting or selling a specific product, service, component or system must provide course information in a generic form. Continuing education courses must concern South Carolina and Federal laws, regulations, and judicial decisions that affect the sale, installation or repair of manufactured homes. Courses may focus on HUD provisions, building codes, installation techniques, financial requirements, sales requirements, etc.

Courses and information related to the license categories but of no practical use will not be approved by the Board. Courses containing logos, advertising, or any information that promotes a product, service, component or system will not be approved. Information that is deemed to potentially influence a manufacturer, dealer, salesperson, installer, etc., to give preference to or

otherwise provide an advantage of one product, service, component or system over another will not be approved. Courses may be monitored for content and consistency, with or without notice.

IF ANY PORTION OF AN APPROVED COURSE IS CHANGED OR UPDATED, THE COURSE MUST BE REAPPROVED.

A PROVIDER WHOSE COURSE IS NOT APPROVED MAY APPEAL THE DECISION TO THE BOARD IN WRITING WITHIN TEN (10) WORKING DAYS AFTER THE DECISION IS RENDERED.

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