



## CANDIDATE INFORMATION BULLETIN

**MANUFACTURED HOMES EXAMINATION INTRODUCTION**

The Tennessee Department of Commerce & Insurance, later referred to as the State, is responsible for licensing and regulating of Manufactured Home Retailers and Installers. The State has contracted with Professional Credential Services, Inc. (PCS) to provide testing administration and score reporting.

**EXAMINATION PROCESS**

Step 1 – Applicants submit the scheduling form and examination fee to PCS.

Step 2 – Applicants are scheduled for the next available examination by PCS. PCS will mail applicants an admission packet approximately 7 days prior to the examination. Admission packets contain an admission card, testing instructions and a site map.

Step 3 – Applicant examines at the assigned site location.

Step 4 – PCS mails scores to examinees and the State within 10 business days of the examination.

Step 5 – Passing examinees contact the State to continue the licensing process.

Note: This examination is open book. Examinees may bring their own books/materials. **Materials brought into the examination room must have all pen or pencil markings, already in the manuals, highlighted (any color).** PCS will provide Manufactured Home examinees with a reference, NCSBCS/ANSI A225.1-1994, *Manufactured Home Installations*, for use during the examination.

**EXAMINATION DATES**

Examinations are administered by PCS every second Tuesday of each month. The **deadline date for the examination is always the last Tuesday of each month.** Completed scheduling forms, and fees must be **received** before or on the last Tuesday of each month (two weeks prior to the examination date).

**EXAMINATION SITES**

On the scheduling form, candidates will indicate first, second and third examination site choices from the list below. Please note there is no guarantee candidates are assigned to their first choice. Failure to mark a second and third site choice could result in a delay in testing. You will be assigned to the first available testing date for one of the site choices indicated on the scheduling form.

Chattanooga, TN  
Knoxville, TN

Jackson, TN  
Memphis, TN

Johnson City, TN  
Nashville, TN

**EXAMINATION FEES**

\$110.00 – Payment must be a VISA/MasterCard or a certified check/money order/company check made payable to PCS. The applicant's social security number must be posted on the check or money order. Fees will not be refunded for any reason.

**SPECIAL ACCOMMODATIONS**

In accordance with the provisions of the Americans with Disabilities Act (ADA), examination administration modifications are available for candidates who qualify. PCS must receive a completed ADA Accommodation Request Form along with written qualifying documentation, from a proper health care professional, verifying the

need for the special accommodation requested. The ADA Accommodation Request Form is available upon request from PCS. The proper documentation needed is explained in the ADA Accommodation Request Form.

Please allow at least 10 days (date of receipt of all documentation to the notification date of accommodations granted) for special accommodations processing. Candidates will then be scheduled for the next examination.

### **REFUND POLICY**

Fees are non-refundable. Postponement or transfer of fees is not allowed. Failure to take the examination for which candidates are scheduled will result in a forfeiture of fees. To schedule for a future examination please submit another scheduling form and examination fee.

### **CORRESPONDENCE**

Please contact the State of Tennessee with questions regarding the licensure application or eligibility:

State of Tennessee  
Department of Commerce and Insurance  
State Fire Marshals Office  
Manufactured Housing Section  
500 James Robertson Parkway  
Third Floor  
Nashville, TN 37243-159

Phone: 615-741-7192  
Fax: 615-741-9388  
Web site: [www.state.tn.us](http://www.state.tn.us)

Please contact PCS with questions regarding the examination administration:

*(mailing address)*  
PCS  
TN Fire Prevention Coordinator  
P.O. Box 198689  
Nashville, TN 37219

Phone: (toll-free) 877-U-TRY-PCS (877-887-9727)  
Fax: 615-846-0153  
Web site: [www.pcshq.com](http://www.pcshq.com)