

## **5 Steps to Obtaining Your Minnesota Manufactured Home Installer's License**

### **Step 1. Sign up for the exam.**

If you wish to be licensed as a manufactured home installer, you must take the Manufactured Home Installer (Trade) exam as well as the Business and Law Exam. Candidates are eligible to site for the manufactured home installer examination if they are at least 18 years of age. The Minnesota Department of Commerce will determine a candidate's eligibility for a license.

Direct all questions about license requirements and applications to:

Minnesota Department of Commerce  
85 Seventh Place East, Suite 600  
St. Paul, MN 55101-3165  
Phone: 651-296-6319 or 800-657-3978  
Web: <http://www.commerce.state.mn.us>  
Email: [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us)

**Registration:** You may register and schedule your exam online at any time using Experior's Internet Registration Service. Just visit their website and follow the instructions. You may also register and schedule via telephone or fax if you prefer. Direct all questions and information requests about examinations to:

Experior Assessments, A Division of Capstar  
1260 Energy Lane  
St. Paul, MN 551087  
Phone: 800-490-6421  
Fax: 800-347-9242  
Web: <http://www.experioronline.com>

**Locations and Scheduling:** The Minnesota area Experior testing centers are located in Arden Hills, Bemidji, Bloomington, Duluth, Rochester, Willmar, Fargo ND, or Sioux Falls ND. These testing centers are available two to six days per week for testing. You may test at any Experior testing center across the United States.

**Exam and License fees:** The fee for the Trade portion of this exam is \$45, and there is an additional \$45 fee for the mandatory Business and Law Examination. The licensing fee is \$100 for the initial application fee and \$100 for license renewals.

### **Step 2. Purchase the required books for your exam.**

To find out what documents and books the State of Minnesota requires for this exam, follow this link to the list of documents and books on your state's exam page of our website: <http://www.constructionbook.com/contractor-license/minnesota/index.asp>. You must purchase these documents and books in preparation for the exam and bring them with you on testing day for the open book portions of the exam.

### **Step 3. Start studying!**

To fully prepare for your exam it is best to thoroughly study the required documents and books, as well as any recommended studying materials. The amount of preparation time

needed will be different for each individual. Be sure to allow yourself enough time to fully prepare for the exam.

#### **Step 4. Follow the rules.**

You must present **two valid forms of identification** before you may test, and at least one must be a current, valid, and government-issued photo identification (driver's license, state-issued identification card, or military identification). You will not be permitted to test without the appropriate forms of identification.

The following security procedures will apply during the exam:

- Cell phones, pagers, cameras, notes, and guests are not allowed in the examination site. This policy is strictly enforced.
- No reference materials may be brought in to the testing center; all required materials for open-book exams will be provided by the administrator at the testing center for your use.
- Only non-programmable, non-printing, silent, battery-operated, non-alphabet key calculators will be permitted.
- No valuables or other personal items should be brought to the testing center. Exuperior is not responsible for items left in the reception area.

#### **Step 5. Good luck on the exam!**

Exuperior requires that you arrive at the examination site at least 15 minutes prior to your scheduled exam time on the day of testing.

The trade exam is an open-book, timed test with 40 questions and a 2-hour time limit. A score of at least 70% is required to pass the exam. The exam is broken down into the following subject areas:

<b><u>Subject area</u></b>	<b><u>% of Questions</u></b>
Rules, Regulations, & Standards	5
Placement	5
Site Preparation	15
Pier Foundations	15
Anchors and Tie Downs	10
Marriage Line Connections	5
Exterior Attachments	15
Utility Connections	10
Safety	5

The Business and Law Exam is a closed book exam consisting of 50 questions with a 2-hour time limit. The exam is broken down into the following subject areas:

<b><u>Subject area</u></b>	<b><u>% of Questions</u></b>
Business Management	4
Licensing Laws and Rules	12
Estimating and Bidding	6
Contracts and Agreements	12
Project Management	8
Insurance and Bonding	6
Safety, Record Keeping & Reporting	10

Labor Laws & Employment Regulations	14
Financial Management	12
Tax Laws	10
Liens	6