

MANUFACTURED HOUSING CARD AGENT TRAINING CLASSES

The Pennsylvania Manufactured Housing Association (PMHA) has been certified by Pennsylvania Department of Transportation (PennDOT) to offer training courses to card agents working in the manufactured housing industry.

The Manufactured Housing Card Agent Training is a 6-hour course for card agents doing title work for manufactured homes only. If you do more than just manufactured housing titles, this course is not for you and we recommend taking a training course offered by PennDOT or PAA.

DATE: March 11, 2010
PLACE: PMHA
315 Limekiln Road
New Cumberland, PA 17070

DATE: April 8, 2010
PLACE: Cloverleaf Estates East
718 Cloverleaf Circle
Delmont, PA 15626

DATE: May 25, 2010
PLACE: Hickory Hills Community
121 Hickory Hills Drive
Bath, PA 18014

COSTS: Class Registration
Members \$30
Non-Members \$60

Materials - Title Manual:
Bring own manual \$0
Members to purchase \$60
Non-Members to purchase \$120

NOTE: A Title Manual is required for the class

To receive a refund or credit (for a future class) you must notify us at least 5 days prior to the date of the class.

Pennsylvania Manufactured Housing Association

P.O. Box 248 • 315 Limekiln Road
New Cumberland, PA 17070



PMHA

Presents

Manufactured Housing Card Agent Training Classes

March 11, 2010
New Cumberland, PA

April 8, 2010
Delmont, PA

May 25, 2010
Bath, PA

9:30 am - 4:30 pm

PennDOT approved
Card Agent training for
manufactured housing
industry only



MANUFACTURED HOUSING CARD AGENT TRAINING

This course meets the Penn-DOT Agent Services Training Requirements for individuals handling titling of manufactured homes, only.



Act 152 of 2002 mandated that all card agents, sign contracts with PennDOT. This includes manufactured housing retailers who process title work. Under the terms of the contracts, issuing agents must complete a PennDOT-authorized agent service training course.

This PennDOT-authorized course consists of six hours of instruction designed to give in-depth and well organized introductions to the most common transactions and procedures when processing manufactured housing title work. Instruction includes basic form completion with motor vehicle certificates of title, forms MV-1, MV-4ST and many more.

Card Agents are required to be trained one year after initial licensing and every two years thereafter.



The registration fee includes a continental breakfast, lunch, refreshments and a certificate of completion.

NOTE: Government Photo ID is required for admittance to the training class.

Class Schedule

9:30 am	Registration
9:30 - 10:00 am	Continental Breakfast
10:00 am	Class Begins
12:00 - 1:00 pm	Lunch (provided)
2:30 - 2:40 pm	Break
4:30 pm	Class Ends

This 6-hour training course covers Penn-DOT Titling Forms and Procedures specific to the manufactured housing industry.

Topics to be covered:

- ◇ Definitions of common terms
- ◇ Proof of Ownership Documents
- ◇ Proof of Applicant Identification
- ◇ VIN Verification Requirements
- ◇ Review of many PennDOT Forms (including but not limited to):
 - MV1
 - MV4ST
 - Sales and Use Tax and Fee Exemption Information
 - MV6
 - MV16
 - MV27
 - MV 27A
 - MV27B
 - MV37
 - MV38D
 - MV38L
 - MV38O
 - MV39
 - MV41
 - MV 41A
 - MV 217
 - MV 217A
 - MV326
 - MV369
 - MV375
 - DL135
- ◇ Power of Attorney
- ◇ Audit Overview
- ◇ Reminders/Updates
- ◇ Question and Answer Session



REGISTRATION

GOVERNMENT PHOTO ID IS REQUIRED FOR ADMITTANCE TO CLASS

Name _____

Company _____

Address _____

Phone _____ Fax _____

Email _____

Card Agent Number _____

Select a Class	Member Price	Non-Member Price
<input type="checkbox"/> March 11, 2010 - New Cumberland, PA	\$30.00	\$60.00
<input type="checkbox"/> April 8, 2010 - Delmont, PA	\$30.00	\$60.00
<input type="checkbox"/> May 25, 2010 - Bath, PA	\$30.00	\$60.00

Title Manual	Member Price	Non-Member Price
<input type="checkbox"/> I will bring my own Title Manual	\$0.00	\$0.00
<input type="checkbox"/> I need a Title Manual	\$60.00	\$120.00
<input type="checkbox"/> I would like an additional Title Manual	\$60.00	\$120.00

Total \$ _____ \$ _____

Method of Payment

- Check Enclosed
- Visa
- MasterCard

Cancellation Policy: To receive a refund or credit (for a future class) you must notify us at least 5 days prior to the date of the class.

Credit Card # _____ Exp. date _____

Signature _____

Manufactured Housing Card Agent Training Classes

Pennsylvania Manufactured Housing Association
PO Box 248
315 Limekiln Road
New Cumberland, PA 17070

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