

## 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:** April 11, 2019

**PLACE:** Harrisburg Builders  
Association of  
Metro Harrisburg  
2416 Park Drive  
Harrisburg, PA 17110

**COSTS: Class Registration**  
Members \$75  
Non-Members \$150

An updated title manual will be provided.

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**

**April 11, 2019**  
Harrisburg Builders  
Association of  
Metro Harrisburg  
2416 Park Drive  
Harrisburg, PA 17110

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 PennDOT 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 and anyone else involved with titling 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, updated title manual, lunch, refreshments and a certificate of completion.

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

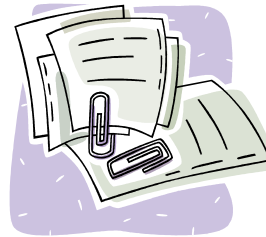
## Class Schedule

|                 |                  |
|-----------------|------------------|
| 9:30 am         | Registration     |
| 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 PennDOT 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
  - MV 16A
  - 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"/> April 11, 2019 - Harrisburg, PA | \$75.00      | \$150.00         |

Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

### Method of Payment

- Check Enclosed
- Visa  American Express
- MasterCard  Discover

Credit Card # \_\_\_\_\_ Exp. date \_\_\_\_\_

Signature \_\_\_\_\_ CVV Code \_\_\_\_\_

**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.

## Manufactured Housing Card Agent Training Classes

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

Phone: 888-242-7642 or 717-774-3440  
Fax: 717-774-5596  
Email: tracy@pmha.org

Register  
Online in our  
Member's  
Only Area!