



MEMORANDUM

DATE: October 18, 2011
TO: All Manufactured Housing State Licensed Installers
FROM: Louisiana Manufactured Housing Association
RE: Installer Continuing Education Course

Installer Continuing Education Course *(license renewal only)*

Louisiana Law requires that in order to renew your Installer's License, you must take one La. Manufactured Housing Commission approved continuing education course each year after being certified.

The LMHA is offering a Continuing Education class on **Tuesday, December 6th at 9am** at the **Embassy Suites Hotel in Baton Rouge.**

****Please Note: If you have both an Installers License and a Retailer's License, you must take each class, as the material covered will be different this year!****

The fee is **\$60 for non-LMHA** members and **\$40 for LMHA** members.

Upon completion of the class, the names of attendees will be forwarded to the Commission Office showing that they are eligible for license renewal in 2012.

Please fill out the attached registration form and send it to the LMHA today. Space will be confirmed only when completed registration form is received and your payment (check or money order) has cleared the bank.

Hotel rooms have been blocked at the Embassy Suites Hotel,
4914 Constitution Avenue, Baton Rouge, LA
To get the \$119 rate, call **(225) 924-6566** and refer to code **-LMM**.
Rates expire November 14th, 2011.

LOUISIANA MANUFACTURED HOUSING ASSOCIATION INSTALLATION SEMINAR SCHEDULE

DATE	MATERIAL COVERED	INSTRUCTORS	LOCATION	TIME
Tuesday, December 6th, 2011	General Setup Issues State and Federal Regulations	Industry Members, SAA	Embassy Suites Hotel 4914 Constitution Avenue Baton Rouge, LA 70808	9am-1pm

REGISTRATION FORM

COMPANY NAME _____

ATTENDEE'S NAME(s) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

INSTALLER LICENSE # _____

The fee is **\$60 for non-LMHA** members and **\$40 for LMHA** members
**Please make check payable to the LMHA and mail this form with your check to
the address below.**

Please do not staple check to form. Call us if you have any questions. **Thank You!**

LMHA Office use only

Date _____ Amount _____ Check# _____

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