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## MEMORANDUM

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**DATE:** October 17, 2011  
**TO:** All Manufactured Housing State Licensed Retailers and Developers  
**FROM:** Louisiana Manufactured Housing Association  
**RE:** Retailer/Developer Continuing Education Course

**Retailer/Developer Continuing Education Course** *(license renewal only)*

Louisiana Law requires that in order to renew your Retailer/Developer 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 6<sup>th</sup> at 1pm** at **The Embassy Suites Hotel in Baton Rouge, LA.**

**\*\*Please Note: If you have both a Retailer License and a Installer 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 14<sup>th</sup>, 2011.**

## LOUISIANA MANUFACTURED HOUSING ASSOCIATION RETAILER/DEVELOPER SEMINAR SCHEDULE

DATE	MATERIAL COVERED	INSTRUCTORS	LOCATION	TIME
<b>Tuesday December 6<sup>th</sup> 2011</b>	<b>USDA Lending Requirements</b>  <b>Lender Presentations</b>  <b>LMHC Issues</b>	<b>Industry Members</b>	<b>Embassy Suites Hotel</b> <b>4914 Constitution Avenue</b> <b>Baton Rouge, LA 70808</b>	<b>1pm- 5pm</b>

### REGISTRATION FORM

COMPANY NAME \_\_\_\_\_

ATTENDEE'S NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

RETAILER 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, and contact the LMHA if you have any questions**  
**Thank you!**

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 14<sup>th</sup>, 2011.

**LMHA Office use only**

Date \_\_\_\_\_ Amount \_\_\_\_\_ Check# \_\_\_\_\_