

Adopt Inst 300, previously effective 4/14/2012 (Document #10115), and expired 4/15/2022, to read as follows:

CHAPTER Inst 300 LICENSING REQUIREMENTS

PART Inst 301 INSTALLATION LICENSE

Inst 301.01 License Required. No person shall install a manufactured house in New Hampshire without a license.

Inst 301.02 Qualification for Licensure. An applicant seeking to install manufactured housing in New Hampshire shall:

(a) Be 18 years of age;

(b) Have 2 years' experience as an installer of manufactured housing under the direction of a licensed manufactured housing installer, or equivalent housing construction experience; and

(c) Have successfully completed an initial 6-hour board approved training program, pursuant to RSA 205-D:8, III, completed within the immediately preceding 3 years of the date of submission of the initial application for licensure as described in Inst 402.01(a).

Inst 301.03 Application Requirements.

(a) An applicant shall complete and submit the "Universal Application for Initial Licensure" required by Plc 304.01(a)(1).

(b) In addition to the application required in (a) above, the applicant for initial licensure shall complete and submit the "Installation Standards Addendum to the Universal Application for Initial Licensure" by providing the following:

(1) All names the applicant has ever been known by;

(2) The applicant's employment history for the immediately preceding 5 years, including:

a. Employer's name and address;

b. Dates of employment; and

c. Nature of employer's business; and

(3) The names, addresses, and phone numbers of 3 references of persons unrelated to the applicant who:

a. Has personal knowledge of the applicant's professional character or reputation;

b. Can attest to the reputation, character, honesty, ethics, and technical competence of the applicant; and

c. Has professional knowledge of manufactured housing, building construction, banking, or other relevant field.

(c) The application for initial licensure shall be processed in accordance with Plc 304.06 through Plc 304.10.

(d) An applicant shall submit the following with the applications for initial licensure:

(1) Documentation of education as follows:

a. Any proof of formal education beyond high school in the form of copies of transcripts or proof of graduation; and

b. Any proof of special training classes attended in the form of a certificate;

(2) Proof of 2 years of actual installation of manufactured homes, under the direction of a licensed manufactured housing installer, or equivalent experience;

(3) Proof of financial responsibility, pursuant to Inst 302;

(4) Proof of successful completion of an initial 6 hour of board approved training program, pursuant to RSA 205-D:8, III, completed within the immediately preceding 3 years of the date of submission of the application; and

(5) Applicable application fee required by Plc 1002.23.

Inst 301.04 Background Check. Each applicant for initial licensure, who answers in the affirmative to any of the questions required by Plc 304.01(e), shall submit a criminal background check in accordance with Plc 304.01(b).

Inst 301.05 Denial of Initial License Application.

(a) An initial application for licensure or an application for renewal shall be denied for the following:

(1) Incomplete application after having been contacted by the OPLC to provide any necessary information to complete the application;

(2) Fraud or deceit, specifically the practice of fraud or deceit in obtaining a license under this chapter or in connection with service rendered within the scope of the license issued;

(3) Conviction of a crime which involves dishonesty or false statement, or which relates directly to the practice for which the licensee is licensed, or which is enumerated in this chapter, or conviction of any crime for which incarceration for one year or more is imposed;

(4) Violation of the RSA 205-D or Inst 300 and Inst 600;

(5) Engaging in unlicensed installation practice; or

(6) Incompetence in the practice for which the license is held.

(b) For the purposes of (a)(6) above, a licensee shall be deemed incompetent if the licensee has engaged in conduct which:

- (1) Evidences a lack of ability; or
- (2) Evidences a lack of knowledge to apply principles and skills to carry out installation.

Inst 301.06 Reporting Requirements. A licensee shall report any changes in name, address, phone number, e-mail address, disciplinary actions taken in another jurisdiction, or other material changes in the conditions or qualifications set forth in the original application to the OPLC in writing no later than 30 days after the change.

PART Inst 302 FINANCIAL RESPONSIBILITY

Inst 302.01 Proof of Financial Responsibility.

(a) Pursuant to RSA 205-D:9, I every applicant for the installation of manufactured housing shall provide a \$25,000 bond or letter of credit.

(b) Cancellation of the bond or letter of credit may occur upon the surety company providing 30 days written notice to the board through the OPLC.

(c) The bond shall be under the condition that the licensee shall not violate any laws or regulations governing installation of manufactured houses and to guarantee any fines issued against the licensee.

(d) Any applicant who fails to file a bond or letter of credit required pursuant to (a) above shall be denied a license.

(e) A surety bond shall not be accepted unless it is with a surety company authorized to do business in New Hampshire.

(f) The surety bond shall name as obligee “Treasurer, State of New Hampshire and any person aggrieved under RSA 205-D”.

APPENDIX

RULE	STATUTE
Inst 301.01	RSA 205-D:7
Inst 301.02	RSA 205-D:8
Inst 301.03	RSA 205-D:10
Inst 301.04	RSA 205-D:10, III
Inst 301.05	RSA 205-D:13
Inst 301.06	RSA 205-D:7; RSA 305-D:20, III
Inst 301.09	RSA 205-D:7; RSA 205-D:20, III
Inst 302.01	RSA 205-D:9, I