



# OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

**RALPH T. HUDGENS**  
COMMISSIONER OF INSURANCE  
SAFETY FIRE COMMISSIONER  
INDUSTRIAL LOAN COMMISSIONER

May 6, 2016

SEVENTH FLOOR, WEST TOWER  
FLOYD BUILDING  
2 MARTIN LUTHER KING JR. DRIVE  
ATLANTA, GEORGIA 30334  
(404) 656-2056  
[www.oci.ga.gov](http://www.oci.ga.gov)

**TO:** Georgia Manufactured Homes Installer

**FROM:** Chris E. Stephens, Senior Assistant State Fire Marshal

**RE:** Manufactured Homes Installer Class Schedule/Registration  
Basic/Utility and Continuing Education

This is a Registration Notice for Basic/Utilities and Continuing Education, classes scheduled this year. **One registration form per participant must be received with the date of attendance by September 9, 2016.** Registration forms that are incomplete, incorrect, conflicting or no dates checked will be returned. No refund will be made after 10 days prior to class date. Money is not transferable to another date. Participants must successfully complete the Basic course and corresponding exam. Upon the completion of the basic course, you must apply for a license. After reviewing your application and corresponding background check, it will be determined whether a license will be issued.

The Continuing Education class must be taken every two years/twenty four months after taking the Basic Course.

All monies must be pre-paid by **CERTIFIED CHECK, CASHIERS CHECK OR MONEY ORDER MADE PAYABLE TO "P.D. Lewis Corporation"**. These classes will be held at the **Comfort Suites, 343 Harold G. Clarke Parkway, Forsyth, Georgia 31029. All classes begin at 8:30 a.m.**

We reserve the right to cancel any class however; you will be notified if you are registered. If you have additional questions, please feel free to contact our office at (404) 656-9498. **For Hotel Reservations, call Comfort Suites Forsyth @ (478) 994-9494.**

/bd



**SAFETY FIRE COMMISSIONER**

COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER

**Ralph T. Hudgens, Commissioner**

2 Martin Luther King Jr., Dr., Suite 920, West Tower, Atlanta, GA 30334

Phone: 404-656-9498



www.oci.ga.gov

**REGISTRATION FOR 2016 BASIC/UTILITY & CONTINUING  
EDUCATION CLASSES**

MANUFACTURED HOUSING  
GID-272-SF MAY2016

**Please submit one (1) form per registrant:**

Name of Person Attending: \_\_\_\_\_

SSN: \_\_\_\_\_ License No: \_\_\_\_\_

Company Name (If Applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**REGISTRATION MUST BE PREPAID IN THE FORM OF A CASHIER CHECK OR MONEY ORDER  
ONLY MADE PAYABLE TO "P.D. Lewis Corporation". REGISTRATION FORMS NEED TO BE  
RECEIVED BY SEPTEMBER 9, 2016. "NO REFUNDS 10 DAYS PRIOR TO CLASS DATE".**

- |                          |           |                  |                      |          |
|--------------------------|-----------|------------------|----------------------|----------|
| <input type="checkbox"/> | TUESDAY   | OCTOBER 11, 2016 | BASIC                | \$120.00 |
| <input type="checkbox"/> | WEDNESDAY | OCTOBER 12, 2016 | CONTINUING EDUCATION | \$90.00  |

**\*\*LATE REGISTRANTS AND WALK-INS\*\***

- Basic - \$150.00
- Continuing Education - \$120.00

AMOUNT ENCLOSED: \_\_\_\_\_

Mail this registration form along with certified funds to:

**Manufactured Housing Section  
Office of Insurance & Safety Fire Commissioner  
2 Martin Luther King Jr. Dr., Suite 920 West Tower  
Atlanta, GA 30334  
404-656-9498  
[www.oci.ga.gov](http://www.oci.ga.gov)**

**NOTE:** Class location has changed to the **Comfort Suites, 343 Harold G Clarke Parkway, Forsyth, GA. 31029.**  
Hotel telephone number is **(478)-994-9494.** Registration begins at **8:00 a.m.** and all classes begin at **8:30a.m.**