

## 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 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.

### IN-PERSON CLASS:

**DATE:** Thursday, April 7, 2022

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

**COSTS: Class Registration**

Members \$75  
Non-Members \$150

Updated titling information will be provided to all attendees.

### VIRTUAL CLASS

**DATE:** Wednesday, October 13, 2022

**PLACE:** Virtual Class—via MS Teams

**COSTS: Class Registration**

Members \$75  
Non-Members \$150

Updated titling information will be provided to all attendees electronically.

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. All refunds will be less \$25 processing fee.

Pennsylvania Manufactured Housing Association

P.O. Box 248 • 315 Limekiln Road  
New Cumberland, PA 17070



# PMHA

Presents

## Manufactured Housing Card Agent Training Class

Offered **IN-PERSON** on

**April 7, 2022**

Harrisburg Builders

Association of

Metro Harrisburg

2416 Park Drive

Harrisburg, PA 17110

9:30 am - 4:30 pm

Offered **VIRTUALLY** on:

October 13, 2022

Virtual Class via MS Teams

**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 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, handouts and a certificate of completion. Lunch and refreshments are provided for in-person classes.



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

## In-Person 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

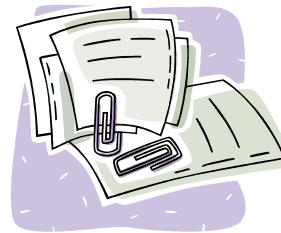
## Virtual Class Schedule

Class begins promptly at 10:00am.

This 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



**NOTE: PennDOT requires you to provide your Card Agent Number to receive credit for this class.**

## REGISTRATION

**\*YOU MUST PROVIDE YOUR CARD AGENT NUMBER FOR PENNDOT TO GIVE YOU CREDIT FOR COMPLETING THE CLASS.**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Card Agent Number \* \_\_\_\_\_

Select a Class	Member Price	Non-Member Price
<b>IN-PERSON CLASS</b>		
<input type="checkbox"/> April 7, 2022	\$75.00	\$150.00
<b>VIRTUAL CLASS</b>		
<input type="checkbox"/> October 13, 2022	\$75.00	\$150.00
Total	\$ _____	\$ _____

Method of Payment

Check Enclosed

Visa  Discover

MasterCard  American Express

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. All refunds will be less a \$25 processing fee.

## 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!**