

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

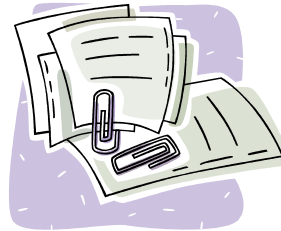
Virtual Class Schedule

10:00 am	Class begins promptly
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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
IN-PERSON CLASS		
<input type="checkbox"/> April 11, 2024	\$75.00	\$150.00
VIRTUAL CLASS		
<input type="checkbox"/> October 10, 2024	\$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: 717-774-3440
 Fax: 717-774-5596
 Email: general@pmha.org

Register Online in our Member's Only Area!

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.

DATE: April 11, 2024

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

COSTS: Class Registration
Members \$75
Non-Members \$150

DATE: October 10, 2024

PLACE: Virtual

COSTS: Class Registration
Members \$75
Non-Members \$150

Updated titling information will be provided to all attendees.

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

April 11, 2024

Harrisburg Builders Association of
Metro Harrisburg
2416 Park Drive
Harrisburg, PA 17110
9:30 am - 4:30 pm

October 10, 2024

Virtual
10:00 am - 4:30 pm

PennDOT approved
Card Agent training for
manufactured housing
industry only

CANCELLED

