



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

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ATLANTA, GEORGIA 30334
(404) 656-2056 or (404) 656-4031
www.gainsurance.org

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 noted two weeks before the class.

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. In addition, temporary license holders must pass the basic course before a regular license will be issued.

All monies must be pre-paid by **CERTIFIED CHECK, CASHIERS CHECK OR MONEY ORDER MADE PAYABLE TO "IBTS"**. These classes will be held at the **Holiday Inn, 480 Holiday Circle, 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 (478) 994-5691.

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