



## MANUFACTURED BUILDING

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MIKE CAUSEY, INSURANCE COMMISSIONER & STATE FIRE MARSHAL  
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# **IMPORTANT NOTICE**

## **Set Up Contractor's License Course and Test Notice**

Every set up contractor licensee must employ at least one qualifier. A qualifier is an individual that supervises set up contractor activities on the job site. Each manufactured home set up project must have a qualifier on-site for a majority of the job. In order to obtain a set up contractor's license, at least one company qualifier is required to pass a written test which will be administered at:

**NC Dept. of Insurance  
Office of State Fire Marshal  
325 North Salisbury St.  
Raleigh, NC 27603**

The test will consist of 60 multiple choice questions with a two-hour time limit. A total of 42 correct answers will be required in order to receive a set up contractor's license. The test will be open book, using the **State of North Carolina Regulations for Manufactured Homes, 2019 Edition**. You must bring your own Code book or purchase one on test day. Although not absolutely necessary, you may also wish to bring a calculator. A brief review session of approximately two to two and a half hours will be given beginning at **9:00 AM** on the test day. No one will be admitted after the test has officially started.

Scheduled test dates are:

**Sept. 24, 2020  
Nov. 19, 2020  
Jan. 21, 2021  
Mar. 18, 2021  
May 20, 2021**

Your completed application must be received by the Manufactured Building Division not later than **30 DAYS** prior to the scheduled date in order to be admitted to the examination. Your completed application will serve as your registration for the test.

OFFICE OF STATE FIRE MARSHAL

1202 MAIL SERVICE CENTER | RALEIGH, NC 27699-1202 | [WWW.NCDOI.COM/OSFM](http://WWW.NCDOI.COM/OSFM)