
DHCD Training Certificate for Manufactured Housing Installers

Contacts:

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Important note: This guide explains the procedure for accessing the online self-paced training required for the DPOR Manufactured Home Contractor (MHC) license specialty designation for active Virginia Contractor license holders. **The DHCD training completion certificate in itself is not an installer license or certification.**

Step 1: Request a free Commonwealth of Virginia Learning Center (COVLC) account.

- A. Email us at vbca@dhcd.virginia.gov and provide us with your first and last name, and your preferred email address.
- B. Within 5 business days, you will receive an email with your Learning Center Login ID and Password. Make sure to check spam/junk folders if you don't see this email.

Step 2: Complete the three (3) Manufactured Housing Installer Program (MHIP) online modules and save the completion certificates to your device.

- A. Google Chrome is recommended for all Learning Center courses. Once you are logged into the [Learning Center](#), enter "manufactured home" into the search box. You will see three results: modules 1, 2, and 3. All three training modules are required.
- B. Once all training modules are complete, navigate to the Learning Center Transcripts page, and save each of the three completion certificates as a pdf on your computer or device.

Step 3: Using our online payment portal, upload your training completion certificates and pay the \$50 fee by credit card (check payments are not accepted).

- A. Go to https://dmz1.dhcd.virginia.gov/MHIP_Portal/Default.aspx
- B. Fill in all required information on the page, upload your three (3) training completion module certificates (the 3 pdf files you saved in the above step), and click the "Next" button to proceed to the credit card payment screen, which is a pop-up window, and proceed through the card payment screens.
- C. After the payment is successful, please print, save, or email the receipt to yourself for your records.

Once we receive your successful online payment, please allow time for us to verify your completion certificates. Once approved, we will send your DHCD training completion certificate **by email** within 2-3 business days. Once you receive your Manufactured home installer certification from us (DHCD), you'll find the DPOR application at:

<http://www.dpor.virginia.gov/Boards/Contractors/>