



PSI
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STATE OF NEW MEXICO

MANUFACTURED HOUSING EXAMINATIONS CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the Manufactured Housing examination process in the State of New Mexico.

The Construction Industries Division of The New Mexico Regulation and Licensing Department (CID) has contracted with PSI to conduct its examination approval process and examination testing. PSI provides examinations through a network of computer examination centers in New Mexico and in many areas throughout the United States. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

EXAMINATION SCHEDULING PROCEDURES

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for 1 examination.

Once you have passed the examination, your passing score is valid for one year.

Fees are listed on the registration form found at the end of this Candidate Information Bulletin.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. To register over the Internet, candidates will need to have a valid credit card (Visa, MasterCard, American Express or Discover). Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. To register by Internet, complete the steps below:

1. Complete the registration form on line and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available examination dates and locations for scheduling your examination. Select your desired testing date.

FAX REGISTRATION

For fax registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

1. Complete the Examination Registration Form, including your credit card number and expiration date.
2. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination at (800) 733-9267.

STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form found in this Candidate Information Bulletin. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**
2. Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check or cashier's check. Money orders or checks must be made payable to PSI, with you your social security number indicated on it to ensure that your fees are properly assigned. **CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow 7 business days to process your registration before scheduling your examination at (800) 733-9267.

TELEPHONE REGISTRATION

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
2. PSI registrars are available at (800) 733-9267, Monday through Friday between 5:30 am and 8:00 pm, and Saturday-Sunday between 7:00 am and 3:30 pm, Mountain Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

PSI will make every effort to schedule the examination site and time that is most convenient for you. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 5:00 pm Mountain Time. Please be prepared to accept alternate examination appointment choices.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. Please use the PSI Website or call PSI at (800) 733-9267.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.



MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment at least 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements with PSI. Requests for exam accommodations may be made by submitting the Exam Accommodations Request Form found at the end of this Bulletin.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

EXAMINATION SITE LOCATION

The New Mexico examinations are administered at the PSI examination centers in New Mexico as listed below:

Albuquerque

2820 Broadbent Pkwy NE, Suites E & F
Albuquerque, NM 87107

From I-40 W take exit 159D, follow Frontage Rd. N to Menaul Blvd NE, make a left onto Menaul Blvd NE, make a right onto Broadbent Pkwy NE. Building will be on the right.

Farmington

1307 E. 20th St.
Farmington, NM 87401

From E Main St, turn right on Sullivan and turn left on 20th St.

Las Cruces

1001 N. Solano, Suite # D
Las Cruces, NM 88001

Take Highway 70 West to Solano. Turn South on Solano and go one block past Spruce to Pinon. The test center is on the Northwest corner of Solano and Pinon.

Roswell

105 E. Fifth St.
Roswell, NM 88201
From US-285 S / US-70 W, turn LEFT onto E 5TH ST.

Santa Fe

4001 Office Court Drive, Suite 301
Santa Fe, NM 87507

From Albuquerque International Sunport Airport: Head East on Sunport Blvd SE. Merge onto I-25 N via the ramp to I-40/Downtown and Santa Fe. Take exit 278 and merge onto Cerrillos Road/NM-14 N. Approximately 2.5 miles north on Cerrillos Road, turn right on Wagon Road. Turn right on Office Court Drive into the office park.

From Espanola, NM and North Cities: Head Southeast on East Paseo De Oñate/US-285S/US-84S (toward Calle Espinosa). Continue on Sandia Drive. Slight right at South Riverside Drive/US-285S/US-84S. Turn right on Cerrillos Road. Approximately 5 miles on Cerrillos Road, turn left on Wagon Road. Turn right on Office Court Drive into the office park.

COLORADO EXAMINATION SITE

The following site will offer the New Mexico examinations.

Durango

799 East 3rd Street, Suite 3
Durango, CO 81301

From Hwy 550: Turn East on College Drive. Go straight then turn right on East 8th Avenue. Follow until East 3rd Street. PSI Testing Site is on the right in Suite 3.

TEXAS EXAMINATION SITES

The following sites will offer the New Mexico examinations.

Amarillo

4312 Teckla, Suite 500
Amarillo, TX 79109

Exit off I-40 to Western and go South one street passed the 7th traffic light to Ridgecrest and turn right. Stay on Ridgecrest until you come to the red brick office complex on the left side corner of Ridgecrest and Teckla. 4312 is the 3rd building facing Teckla. Ste 500 is the end suite on the North side of the building.

From Canyon, take Bell St exit and go North to traffic light at 45th St and turn right. Turn left at the 2nd traffic light to Teckla.

El Paso

The Atrium
1155 Westmoreland, Suite 110
El Paso, TX 79925

From I-10 W, take the Airways exit North. Turn right at the first light (Viscount). Turn right on Westmoreland Dr.

Lubbock

The Center
4413 82nd St., Suite 210
Lubbock, TX 79424

From S Loop 289, take the Quaker Ave exit and go South. Turn right on 82nd St.

Midland

Westwood Village Shopping Center
4200 West Illinois Avenue, Suite 200
Midland, TX 79703

From I-20, take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip. From Business 20 (Old Hwy 80) going West, follow Front Street until Wall St Traffic light. Go 2 blocks and turn right on Midkiff. Turn left on Illinois. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.



From North Hwy 349, Look for Loop 250 West (just before overpass). Turn right at Loop and go 2 miles to Exit Midkiff. Turn left at traffic light. Turn right at Illinois traffic signal. Turn right onto Chinese Kitchen's parking Lot at 4200 W Illinois. Suite is at the end of the left Strip.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by submitting the Out-of-State Testing Request Form found at the end of this Bulletin.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. ***If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.***

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Eligibility Letter.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. ***Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.***

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.

- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.



The “Function Bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.



The screenshot shows a test interface with a function bar at the top containing icons for Mark, Comments, Goto, Help, and End. Below the function bar, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?" followed by a text input field. Below the input field, it says "(Choose from the following options)" and lists four options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars", each with an unchecked checkbox. At the bottom of the question area are two buttons: "<< Back" and "Next >>".

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXPERIMENTAL ITEMS

In addition to the number of questions per examination, a small number of five to ten “experimental” questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with the New Mexico Regulation and Licensing Department, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidates’ results and adjust them accordingly. **This is the only review of examination materials available to applicants.**

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** - an unofficial score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINE

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as code, law, or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law, or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

Many of the reference materials listed are available for purchase at www.psionlinestore.com or by calling the PSI Online Store, toll-free, at (866) 589-3088. Titles currently in stock are listed on the order form near the end of this candidate information bulletin.

Manufactured Housing Inspector

# of Questions	% Required to Pass	Time Allowed
50	75% (38 points)	120 Minutes

CONTENT OUTLINE

Subject Area	# of Items
General Knowledge of Rules, Regulations (NMAC14.12.1 - 11)	12
HUD Standards (3280)	18
HUD Regulations (3282)	4
HUD Regulations (3286)	5
HUD Regulations (3285)	6
Uniform Plumbing Code (UPC)	2
National Electric Code (NEC)	3

REFERENCE LIST

The reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based only on the edition of the Code book that is listed.

Candidates may use a silent, non-printing, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- *Code of Federal Regulations, Title 24, Part 3282 - Manufactured Home Procedural and Enforcement Regulations*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *New Mexico Manufactured Housing Requirements (NMAC 14.12.1 - 11)*, 2010, New Mexico Commission of Public Records, (505) 476-7900, www.nmcp.state.nm.us/NMAC

- *Code of Federal Regulations, Title 12, Part 226 - Truth in Lending (Regulation Z)*, 2012, U.S. Government Printing Office, (866) 512-1800, www.bookstore.gpo.gov
- *New Mexico Unfair Trade Practices Act (NMSA Chapter 57, Article 12)*, 2006, Conway Greene Co., (216) 619-8091, www.conwaygreene.com/NewMexico.htm
- *Uniform Plumbing Code*, 2012, International Association of Plumbing and Mechanical Officials, (800) 854-2766, www.iapmo.org.
- *NFPA 70 - National Electrical Code*, 2005, National Fire Protection Association (NFPA), (800) 344-3555, www.nfpa.org
- *Code of Federal Regulations Title 24, Part 3280 - Manufactured Home Construction and Safety Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *Code of Federal Regulations, Title 24, Part 3285 - Model Manufactured Home Installation Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *Code of Federal Regulations, Title 24, Part 3286 - Manufactured Home Installation Program*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>

Candidates are responsible for bringing their own references to the examination center. Reference materials must be bound, and may be highlighted, underlined, and/or indexed prior to the examination session. Reference materials containing any writing will not be allowed into the examination. References may not be written in during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the examination begins.

Manufactured Housing Broker

# of Questions	% Required to Pass	Time Allowed
30	70% (21 points)	60 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Rules, Regulations, and Standards	11
Business and Law	3
HUD Standards	2
Licensing	5
Warranties	2
Ethics	4
Regulation Z	3



REFERENCE LIST

The reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, non-printing, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- *New Mexico Manufactured Housing Requirements (NMAC 14.12.1 - 11)*, 2010, www.nmcpr.state.nm.us/NMAC, (505) 476-4700
- *Code of Federal Regulations, Title 12, Part 226 - Truth in Lending (Regulation Z)*, 2012, U.S. Government Printing Office, (866) 512-1800, www.bookstore.gpo.gov
- *Code of Federal Regulations, Title 24, Part 3282 - Manufactured Home Procedural and Enforcement Regulations*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *New Mexico Unfair Trade Practices Act (NMSA Chapter 57, Article 12)*, 2006, Conway Greene Co., (216) 619-8091, www.conwaygreene.com/NewMexico.htm

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Manufactured Housing Dealer

# of Questions	% Required to Pass	Time Allowed
30	70% (21 points)	60 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Rules, Regulations and Standards	8
Business and Law	3
HUD Standards	6
Licensing	4
Warranties	3
Ethics	3
Regulation Z	3

REFERENCE LIST

The reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, non-printing, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- *New Mexico Manufactured Housing Requirements (NMAC 14.12.1 - 11)*, 2010, www.nmcpr.state.nm.us/NMAC, (505) 476-4700
- *Code of Federal Regulations, Title 12, Part 226 - Truth in Lending (Regulation Z)*, 2012, U.S. Government Printing Office, (866) 512-1800, www.bookstore.gpo.gov
- *Code of Federal Regulations, Title 24, Part 3282 - Manufactured Home Procedural and Enforcement Regulations*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *Code of Federal Regulations Title 24, Part 3280 - Manufactured Home Construction and Safety Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *New Mexico Unfair Trade Practices Act (NMSA Chapter 57, Article 12)*, 2006, Conway Greene Co., (216) 619-8091, www.conwaygreene.com/NewMexico.htm
- *Code of Federal Regulations, Title 24, Part 3285 - Model Manufactured Home Installation Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *Code of Federal Regulations, Title 24, Part 3286 - Manufactured Home Installation Program*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>

Candidates are responsible for bringing their own references to the examination center. Reference materials must be bound, and may be highlighted, underlined, and/or indexed prior to the examination session. Reference materials containing any writing will **not** be allowed into the examination. References may not be written in during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated. References may be tabbed/indexed with permanent tabs only. **Temporary tabs**, such as Post-It notes, are not allowed and must be removed from the reference before the examination begins.



Manufactured Housing Salesperson

# of Questions	% Required to Pass	Time Allowed
25	70% (18 points)	60 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Rules, Regulations and Standards	10
Business and Law	2
HUD Standards	1
Licensing	4
Warranties	3
Ethics	3
Regulation Z	2

REFERENCE LIST

The reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, non-printing, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- *New Mexico Manufactured Housing Requirements (NMAC 14.12.1 - 11)*, 2010, www.nmcp.state.nm.us/NMAC, (505) 476-4700
- *Code of Federal Regulations, Title 12, Part 226 - Truth in Lending (Regulation Z)*, 2012, U.S. Government Printing Office, (866) 512-1800, www.bookstore.gpo.gov
- *Code of Federal Regulations, Title 24, Part 3282 - Manufactured Home Procedural and Enforcement Regulations*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *New Mexico Unfair Trade Practices Act (NMSA Chapter 57, Article 12)*, 2006, Conway Greene Co., (216) 619-8091, www.conwaygreene.com/NewMexico.htm
- *Code of Federal Regulations Title 24, Part 3280 - Manufactured Home Construction and Safety Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *Code of Federal Regulations, Title 24, Part 3285 - Model Manufactured Home Installation Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *Code of Federal Regulations, Title 24, Part 3286 - Manufactured Home Installation Program*, 2011, U.S. Government Printing Office, (866) 512-1800,

<http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>

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Manufactured Housing Installer 1

# of Questions	% Required to Pass	Time Allowed
40	70% (28 points)	70 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Pier Foundations	5
Placement	4
Utility Connections	5
Rules, Regulations, and Standards	8
Anchors and Tie-downs	3
Business and Law	2
Marriage Line Connections	3
Site Preparation	4
Permanent Foundations	4
Skirting and Ventilation	2

REFERENCE LIST

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Candidates may use a silent, non-printing, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- *Uniform Plumbing Code*, 2012, International Association of Plumbing and Mechanical Officials, (800) 854-2766, www.iapmo.org.



- *Code of Federal Regulations, Title 24, Part 3280 - Manufactured Home Construction and Safety Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *New Mexico Manufactured Housing Requirements (NMAC 14.12.1 - 11)*, 2010, www.nmcpr.state.nm.us/NMAC, (505) 476-4700
- *Code of Federal Regulations, Title 24, Part 3285 - Model Manufactured Home Installation Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *Code of Federal Regulations, Title 24, Part 3286 Manufactured Home Installation Program*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>

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Manufactured Housing Installer 2

# of Questions	% Required to Pass	Time Allowed
30	70% (21 points)	70 Minutes

Subject Area	# of Items
Rules, Regulations and Standards	10
Business and Law	2
Skirting and Ventilation	4
Room Sizes and Designs	2
Drywall	3
Carpentry	2
Siding	2
Roofing	2
Windows and Doors	3

REFERENCE LIST

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- *Code of Federal Regulations, Title 24, Part 3280 - Manufactured Home Construction and Safety Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *New Mexico Manufactured Housing Requirements (NMAC 14.12.1 - 11)*, 2010, www.nmcpr.state.nm.us/NMAC, (505) 476-4700
- *Carpentry and Building Construction*, 2010 or 2016 (Student Edition), John L. Feirer and Mark D. Feirer, McGraw-Hill, www.mheducation.com
- *Code of Federal Regulations, Title 24, Part 3285 - Model Manufactured Home Installation Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *Code of Federal Regulations, Title 24, Part 3286 - Manufactured Home Installation Program*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>

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Manufactured Housing Installer 3

# of Questions	% Required to Pass	Time Allowed
30	70% (21 points)	70 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Electrical Repairs	12
Plumbing Repairs	2
Mechanical Repairs	6
Fuel System Repairs	10



REFERENCE LIST

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This examination is OPEN BOOK.

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- *Uniform Plumbing Code*, 2012, International Association of Plumbing and Mechanical Officials, (800) 854-2766, www.iapmo.org.
- *NFPA 70 - National Electrical Code*, 2005, National Fire Protection Association (NFPA), (800) 344-3555, www.nfpa.org
- *Code of Federal Regulations, Title 24, Part 3280 - Manufactured Home Construction and Safety Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *New Mexico Manufactured Housing Requirements (NMAC 14.12.1 - 11)*, 2010, www.nmcpr.state.nm.us/NMAC, (505) 476-4700
- *Uniform Mechanical Code*, 2012, International Association of Plumbing and Mechanical Officials, (800) 854-2766, www.iapmo.org.
- *NFPA 54 - National Fuel Gas Code*, 2006, National Fire Protection Association (NFPA), (800) 344-3555, www.nfpa.org
- *Code of Federal Regulations, Title 24, Part 3285 - Model Manufactured Home Installation Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *Code of Federal Regulations, Title 24, Part 3286 - Manufactured Home Installation Program*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>

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Manufactured Housing Installer 3 - Electrical Endorsement

# of Questions	% Required to Pass	Time Allowed
45	70% (32 points)	120 Minutes

CONTENT OUTLINE

Subject Area	# of Items
General Electrical Knowledge and Theory	10
Wiring Methods and Material	10
Feeder Conductors	5
Grounding and Bonding	10
Raceways and Enclosures	10

REFERENCE LIST

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This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- *NFPA 70 - National Electrical Code*, 2005, National Fire Protection Association (NFPA), (800) 344-3555, www.nfpa.org
- *New Mexico Electrical Code (NMAC 14.10.4)*, 2014, www.nmcpr.state.nm.us/NMAC, (505) 476-4700
- *New Mexico Manufactured Housing Requirements (NMAC 14.12.1 - 11)*, 2010, www.nmcpr.state.nm.us/NMAC, (505) 476-4700
- *Alternating Current Fundamentals*, John R. Duff and Stephen L. Herman, 2000, 6th edition, Delmar/Thomson Learning, (800) 347-7707, www.delmarlearning.com, ISBN 0-7668-0961-7
- *American Electricians' Handbook*, 16th Edition, 2013, McGraw-Hill, (800) 262-4729, <http://shop.mcgraw-hill.com>

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Manufactured Housing Yardline Endorsement

# of Questions	% Required to Pass	Time Allowed
20	70% (14 points)	60 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Testing	3
Gas Yardlines	5
Sizing	2
Materials	6
State Regulations	2
Excavation	2

REFERENCE LIST

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- *Code of Federal Regulations, Title 24, Part 3280 - Manufactured Home Construction and Safety Standards*, 2011, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol5/pdf/CFR-2011-title24-vol5.pdf>
- *New Mexico Manufactured Housing Requirements (NMAC 14.12.1 - 11)*, 2010, www.nmcpr.state.nm.us/NMAC, (505) 476-4700
- *Uniform Mechanical Code*, 2012, International Association of Plumbing and Mechanical Officials, (800) 854-2766, www.iapmo.org.
- *NFPA 54 - National Fuel Gas Code*, 2006, National Fire Protection Association (NFPA), (800) 344-3555, www.nfpa.org

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NEW MEXICO MANUFACTURED HOUSING EXAMINATION REGISTRATION FORM

Before you begin... Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. Legal Name: Last Name First Name M.I.
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4. Telephone: Cell Office
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*Note: If you need to retake more than one exam, you may register for the appropriate exam combination and pay one fee of \$68.88.

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

6. Payment: Pay by credit card, money order, company check or cashier's check only. Cash and personal checks are not accepted. If paying by credit card, check one: [] VISA [] MasterCard [] American Express [] Discover

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7. I am submitting the Exam Accommodations Request form (at the end of this bulletin) and required documentation. Yes No

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Signature: _____ **Date:** _____

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.

Complete and forward this registration form with the applicable examination fee to:

PSI

2301 Yale Blvd SE, Suite C4

Albuquerque, NM 87106

Phone: 877-663-9267, Fax: (505) 243-0036

PSI may occasionally share your information with partners who have offers of interest to you. Please check this box if you do not wish PSI to share your information with these parties. Please note: PSI will never release your ID number or SSN number.





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EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date _____ Social Security or ID#: _____

Legal Name: _____

Last Name

First Name

Address: _____

Street

City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____

Home

Work

Email Address: _____

Check any exam accommodations you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment)
- Extended Time
(Additional time requested: _____)
- Reader (as accommodation for learning disability)
- Other _____
- Large-print written examination _____
- *Out-of-State Testing Request (this request does not require additional documentation)

Site requested: _____

**You may email your out-of-state request to OutOfStateRequest@psionline.com.*

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.

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