

State of Mississippi



Department of Insurance  
OFFICE OF THE FIRE MARSHAL

MEMORANDUM

**TO: INSTALLER/TRANSPORTERS AND SALES PERSONNEL**

**FROM: RICKY DAVIS, FIRE MARSHAL, STATE CHIEF DEPUTY**

**DATE: JULY 01, 2017**

**RE: LICENSE RENEWAL SALES AND SET-UP EDUCATIONAL SEMINAR**

The Factory-Built Home Division of the State Fire Marshal's Office has been authorized to conduct seven (7) one-day Factory-Built Home Continued Education Seminars (at no cost to the attendees). **If you have not obtained your eight (8) hours of continued education during this licensure period (July 1, 2017 through June 30, 2018), your license will be suspended effective July 1, 2018. All attendees must be pre-registered to attend the Seminar and receive a Certificate. If you are unable to attend the seminar, be sure to mail, fax or email your cancellation request and register for one of the other seminar dates.**

These seminars will be held on the ensuing dates at the following locations (**dates and locations are subject to change**):

September 14, 2017	Thursday: <b>Northeast Community College, Booneville, MS (limited to 95 attendees)</b>
October 17, 2017	Tuesday: <b>Mississippi State Fire Academy; Pearl, MS (limited to 50 attendees)</b>
November 14, 2017	Tuesday: <b>Hattiesburg Police / Fire Training Academy; Hattiesburg, MS (limited to 75 attendees)</b>
February 13, 2018	Tuesday: <b>Mississippi State Fire Academy; Pearl, MS (limited to 50 attendees)</b>
March 13, 2018	Tuesday: <b>Mississippi State Fire Academy; Pearl, MS (limited to 50 attendees)</b>
April 10, 2018	Tuesday: <b>Mississippi State Fire Academy; Pearl, MS (limited to 50 attendees)</b>
June 4, 2018	Monday: <b>Mississippi State Fire Academy; Pearl, MS (limited to 50 attendees)</b>
June 5, 2018	Tuesday: <b>Mississippi State Fire Academy; Pearl, MS (limited to 50 attendees)</b>

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The program will begin promptly at **8:30 A.M.** and end at **5:00 P.M.** (Attendees will be on their own for lunch).

Please **complete and return** the enclosed Pre-Registration Form at your earliest convenience indicating the seminar you wish to attend.

These Seminars and the Seminars sponsored by the Mississippi Manufactured Housing Association (MMHA) will be applied toward the Continuing Education Credits (CEUs) as set forth in the Rules and Regulations for the Factory-Built Homes Law, Section 202 (V) and Section 203 b (AB).

**Please be advised that failure to attend sales and set-up educational seminars will affect renewal of your privilege license.**

**YOU MUST BE PRE-REGISTERED TO RECEIVE A CERTIFICATE AT THE ABOVE SEMINARS.**

**DIRECTIONS:**

- Booneville, MS: **Northeast Community College;** Auditorium, Booneville, MS 38804. From US 45 N, take Hwy 4 Jumpertown Exit. Keep right on West Chambers Dr. Take a right onto North 2<sup>nd</sup> St (by Chevron Station). At third red light, take a left onto Cunningham Blvd. Location is at the first Bldg. on right. **There is limited parking and Toter Trucks are not allowed. Car Pooling is suggested.**
- Hattiesburg, MS: **City of Hattiesburg Police/Fire Training Academy;** 53 Academy Drive, Ste. 1, Hattiesburg, MS 39401. Take Hwy. 49 South (of Hattiesburg) turn on J. M. Tatum Industrial Drive; travel 2.0 miles - turn right on Academy Drive (toward airport) travel 0.3 miles. Academy is on right. (Park in open lot across road from Academy).
- Pearl, MS: **MS State Fire Academy;** #1 Fire Academy USA, Pearl, MS. From I-20, take Exit 52, Airport Rd., Jackson-Evers International Airport exit, turn south. Take your first right onto Old Whitfield Road, which is about 200 feet past I-20. Stay on Old Whitfield Road until you see the back of an old DC-9, which is used in training. You will pass most of the Academy until you come to the front gate, which will be on the left.

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We are looking forward to seeing you at one of the scheduled seminars.

**NOTE:      SALES PERSONNEL ARE REQUIRED TO ATTEND EIGHT HOURS  
WITHIN THE FIRST YEAR OF HIRE AND EIGHT HOURS EVERY THREE YEARS  
**THERE AFTER.****

**INSTALLER/TRANSPORTERS (OWNERS AND ALL EMPLOYEES) ARE REQUIRED  
TO ATTEND EIGHT HOURS EACH LICENSURE PERIOD (JULY 1<sup>st</sup> THROUGH JUNE  
30<sup>th</sup> OF THE NEXT YEAR).**

If you have any questions, please contact our office at (601) 359-1061.

Enclosure

**SALES AND SET-UP EDUCATIONAL SEMINAR  
PRE-REGISTRATION FORM  
(YOU MUST BE PRE-REGISTERED TO RECEIVE A CERTIFICATE)**

NAME: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**The program will begin promptly at 8:30 A.M. and end at 5:00 P.M. each day. (Attendees will be on their own for lunch).**

I will be attending:

- Thursday, **September 14, 2017** in Booneville, MS  
Location: **Northeast Community College Auditorium (limited to 95 attendees)**
- Wednesday, **October 17, 2017** in Pearl, MS  
Location: **MS State Fire Academy (limited to 50 attendees)**
- Tuesday, **November 14, 2017** in Hattiesburg, MS  
Location: **Hattiesburg Police / Fire Training Academy (limited to 75 attendees)**
- Tuesday, **February 13, 2018** in Pearl, MS  
Location: **MS State Fire Academy (limited to 50 attendees)**
- Tuesday, **March 13, 2018** in Pearl, MS  
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- Tuesday, **April 10, 2018** in Pearl, MS  
Location: **MS State Fire Academy (limited to 50 attendees)**
- Monday, **June 4, 2018** in Pearl, MS  
Location: **MS State Fire Academy (limited to 50 attendees)**
- Tuesday, **June 5, 2018** in Pearl, MS  
Location: **MS State Fire Academy (limited to 50 attendees)**

You may **fax** your registration form to **601-359-1076** or you may **mail** your registration form to:  
**State Fire Marshal's Office, Post Office Box 79, Jackson, MS 39205-0079**