

HUD Approved Installer Training for the HUD Manufactured Housing Installation Program

Online Training Provided by The Manufactured Housing Educational Institute (MHEI®)

To register for MHEI's online installation course that is approved by HUD for installers wishing to obtain a HUD license, go to www.installation.mycourse.com. To register as a student on the site, click on "new user" on the upper right side of the page. The person that should be registered in the online training system is the person needing credit for taking the course. After you have registered in the system you can select the needed course and pay for it by credit card.

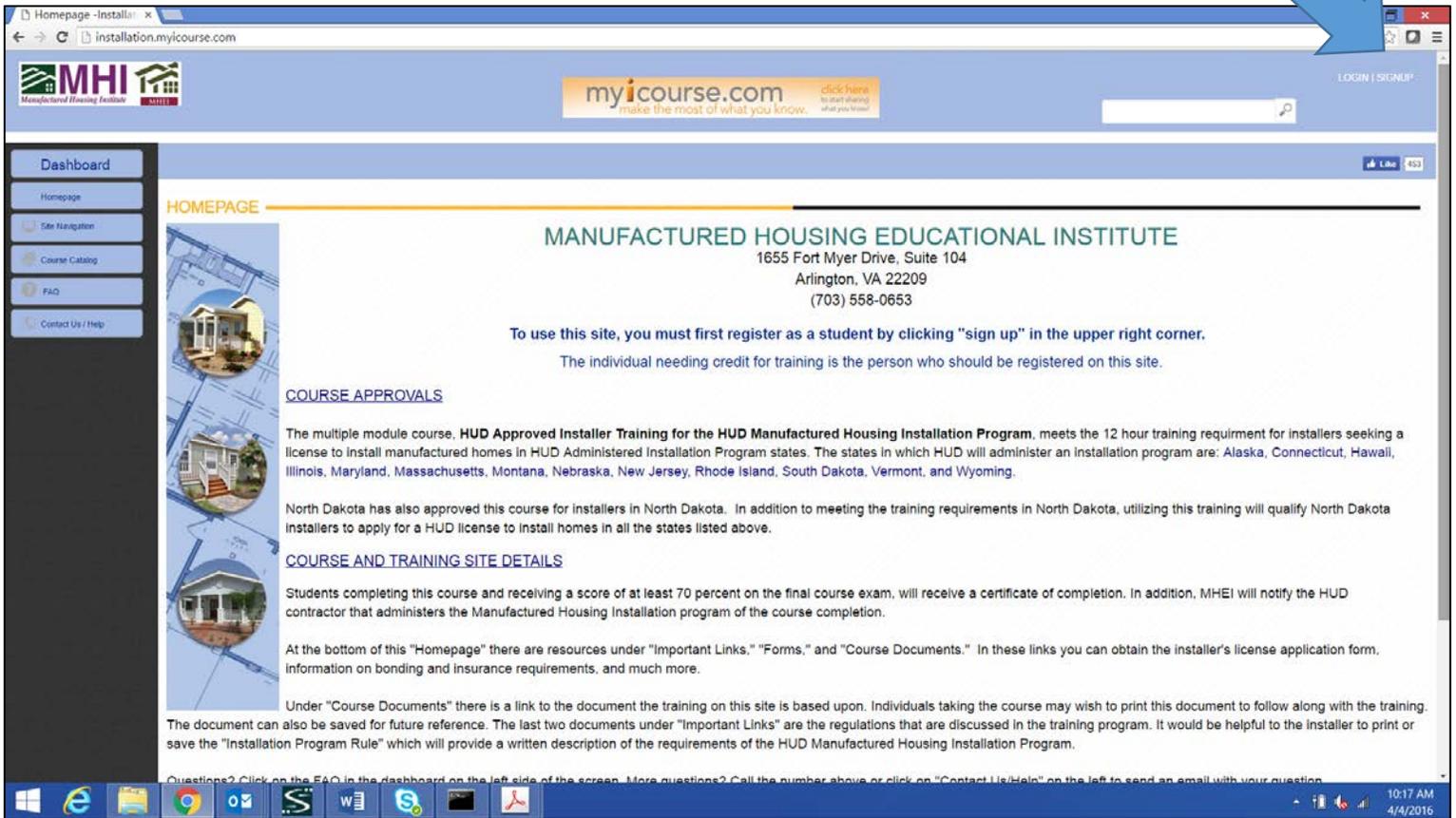
After paying for your course it will be available immediately. At the bottom of the home page of the training site, you will see a link to a course document that follows the content of the online training. You may wish to print the document and use it to make notes or highlight information as you take the online course.

On the left side of your screen, you will see a "Dashboard." To find the course you have purchased, click on "My Enrolled Courses." You will see one course module at a time, and the course modules must be taken in order. To the right side of course module name, you will see a green button that says "View Course." Once your course module is open, you will navigate through the "pages" of the course by clicking "Next Page" or "Previous Page" below the image on the screen. When you want to exit the course, click on the center "Close Course" button. This will save your place for the next time you log into your course, and will also ensure that the time spent in your course is saved.

While in each course module, on the upper left side of the screen, you will see the time that you have spent in the course module and the timer which will be running. In the center of the screen above the course image, you will see the time required to be spent in the course module. After you have viewed all pages of the course module, if you have not met the time requirement, the "Jump to Page" feature will allow you to move forward or backwards multiple pages by clicking on the page number desired. This feature can be used when reviewing material until the time requirement is met. It is important to note, if you leave your computer unattended for more than 5 minutes, you will be logged out of your course. If this happens, it is recommended that you close your internet browser, return to the training site, and log back in to resume your course.

At the end of each module, there is a short test (or quiz). This must be taken and passed before moving to the next module. Students can take the quizzes multiple times if needed to achieve a passing score of 80 percent. The last module is the final exam. Students receiving a score of at least 70 percent on the final course exam, will receive a certificate of completion. MHEI will send a certificate, letter of completion and course transcript to the student via email, and will also notify the HUD contractor that administers the Manufactured Housing Installation program of the course completion.

If you have questions, you may want to first look at the "FAQ" link in the "Dashboard." If you have a problem, you can send the administrator a question by clicking "Contact Us/Help." You can also call (703) 558-0653 with questions.



Go to www.installation.mycourse.com

Click on "SIGNUP" in the upper right corner and register on the site. Your email address is your user name and you will select your own password.

In the course catalog select the course and pay by credit card through a secure payment process.

Each time you return to the training site, click on "my enrolled courses" to access your course modules.

At the bottom of the home page of the training site, look for important links to the HUD contractor's Web site, the course document, and forms.

