

Occupational Authorizations

for the meeting of the

ALC-OCCUPATIONAL LICENSING REVIEW SUBCOMMITTEE

Thursday, August 14, 2025 at 1:30 PM

Arkansas Manufactured Home Commission

MANUFACTURED HOME INSTALLER

Authorization Type: Licensure # of Individuals Regulated: 58

Entity Division Name: Arkansas Manufactured Home Commission

Scope of Practice: Installation of manufactured housing

Statutory Requirement(s): Arkansas code 20-25-106 requires licensing as an enforcement mechanism for minimum standards of installation, which are required by federal rule for any state administered installation program.

Pursuant to Arkansas Code §17-4-104, do you provide an automatic licensure to a uniformed service member stationed in the State of Arkansas, a uniformed service veteran who resides in or establishes residency in the State of Arkansas; and the spouse of a uniformed service member who is stationed in, resides in, or establishes residency in the State of Arkansas; a uniformed service member who is assigned a tour of duty that excludes the uniformed service member's spouse from accompanying the uniformed service member and the spouse relocates to this state; and a uniformed service member who is killed or succumbs to his or her injuries or illness in the line of duty if the spouse establishes residency in the state?

Yes

Fees & Penalties

Fee Type	Fee Description	Amount (\$)	Frequency
Fee	Initial training and test	\$250.00	Once
Fee	License	\$250.00	Annually
Fee	Recovery Fund refundable deposit	\$2,500.00	Once
Fee	Continuing Education	\$40.00	Triennially

Administrative Rules Documents

Document Type	Document
Rules	AMHC HUD Rule 2025.pdf
Rules	3285 (up to date as of 4-01-2025).pdf

Supporting Evidence Documents

No Supporting Evidence Documents Provided

MANUFACTURED HOME INSTALLING RETAILER

Authorization Type: Licensure # of Individuals Regulated: 19

Entity Division Name: Arkansas Manufactured Home Commission

Scope of Practice: Sale and installation of manufactured housing.

Statutory Requirement(s): Arkansas code 20-25-106 requires licensing as an enforcement mechanism for minimum standards of installation and construction, which are required by federal rule for any state administered installation program.

Pursuant to Arkansas Code §17-4-104, do you provide an automatic licensure to a uniformed service member stationed in the State of Arkansas, a uniformed service veteran who resides in or establishes residency in the State of Arkansas; and the spouse of a uniformed service member who is stationed in, resides in, or establishes residency in the State of Arkansas; a uniformed service member who is assigned a tour of duty that excludes the uniformed service member's spouse from accompanying the uniformed service member and the spouse relocates to this state; and a uniformed service member who is killed or succumbs to his or her injuries or illness in the line of duty if the spouse establishes residency in the state?

Yes

Arkansas Manufactured Home Commission (Continued)**MANUFACTURED HOME INSTALLING RETAILER (Continued)****Fees & Penalties**

Fee Type	Fee Description	Amount (\$)	Frequency
Fee	Continuing Education	\$40.00	Triennially
Fee	Initial training and test	\$250.00	Once
Fee	License	\$250.00	Annually
Fee	Recovery Fund refundable deposit	\$5,000.00	Once

Administrative Rules Documents

Document Type	Document
Rules	AMHC_HUD_Rule_2025.pdf
Rules	3285 (up_to_date_as_of 4-01-2025).pdf
Rules	3282 (up_to_date_as_of 4-01-2025).pdf

Supporting Evidence Documents

No Supporting Evidence Documents Provided

MANUFACTURED HOME MANUFACTURER

Authorization Type: Licensure # of Individuals Regulated:

Entity Division Name: Arkansas Manufactured Home Commission

Scope of Practice: Manufacturing of manufactured or modular homes in this state or those for sale in this state.

Statutory Requirement(s): Arkansas code 20-25-106 requires licensing as an enforcement mechanism for minimum construction standards, which are required by federal rule for any state administered program.

Pursuant to Arkansas Code §17-4-104, do you provide an automatic licensure to a uniformed service member stationed in the State of Arkansas, a uniformed service veteran who resides in or establishes residency in the State of Arkansas; and the spouse of a uniformed service member who is stationed in, resides in, or establishes residency in the State of Arkansas; a uniformed service member who is assigned a tour of duty that excludes the uniformed service member's spouse from accompanying the uniformed service member and the spouse relocates to this state; and a uniformed service member who is killed or succumbs to his or her injuries or illness in the line of duty if the spouse establishes residency in the state?

Fees & Penalties

Fee Type	Fee Description	Amount (\$)	Frequency
Fee	Initial license and certification fee	\$1,000.00	Once
Fee	Recovery Fund refundable deposit	\$10,000.00	Once
Fee	License renewal	\$625.00	Annually

Administrative Rules Documents

Document Type	Document
Rules	3282 (up_to_date_as_of 4-01-2025).pdf
Rules	AMHC_HUD_Rule_2025.pdf

Supporting Evidence Documents

No Supporting Evidence Documents Provided

MANUFACTURED HOME RETAILER

Authorization Type: Licensure # of Individuals Regulated:

Entity Division Name: Arkansas Manufactured Home Commission

Arkansas Manufactured Home Commission (Continued)**MANUFACTURED HOME RETAILER (Continued)**

Scope of Practice: Sale of manufactured and modular housing

Statutory Requirement(s): Arkansas code 20-25-106 requires licensing as an enforcement mechanism for minimum standards of installation and construction, which are required by federal rule for any state administered installation program.

Pursuant to Arkansas Code §17-4-104, do you provide an automatic licensure to a uniformed service member stationed in the State of Arkansas, a uniformed service veteran who resides in or establishes residency in the State of Arkansas; and the spouse of a uniformed service member who is stationed in, resides in, or establishes residency in the State of Arkansas; a uniformed service member who is assigned a tour of duty that excludes the uniformed service member's spouse from accompanying the uniformed service member and the spouse relocates to this state; and a uniformed service member who is killed or succumbs to his or her injuries or illness in the line of duty if the spouse establishes residency in the state?

Yes

Fees & Penalties

Fee Type	Fee Description	Amount (\$)	Frequency
Fee	Initial certification and license	\$1,000.00	Once
Fee	License renewal	\$250.00	Annually
Fee	Recovery Fund refundable deposit	\$5,000.00	Once

Administrative Rules Documents

Document Type	Document
Rules	3282 (up to date as of 4-01-2025).pdf
Rules	AMHC HUD Rule 2025.pdf
Rules	3285 (up to date as of 4-01-2025).pdf

Supporting Evidence Documents

No Supporting Evidence Documents Provided

MANUFACTURED HOME SALESPERSON

Authorization Type: Licensure # of Individuals Regulated: 240

Entity Division Name: Arkansas Manufactured Home Commission

Scope of Practice: Sale of manufactured and modular housing for a licensed entity

Statutory Requirement(s): Arkansas code 20-25-106 requires licensing of salespersons engaged in the sale of manufactured or modular homes in this state.

Pursuant to Arkansas Code §17-4-104, do you provide an automatic licensure to a uniformed service member stationed in the State of Arkansas, a uniformed service veteran who resides in or establishes residency in the State of Arkansas; and the spouse of a uniformed service member who is stationed in, resides in, or establishes residency in the State of Arkansas; a uniformed service member who is assigned a tour of duty that excludes the uniformed service member's spouse from accompanying the uniformed service member and the spouse relocates to this state; and a uniformed service member who is killed or succumbs to his or her injuries or illness in the line of duty if the spouse establishes residency in the state?

Yes

Fees & Penalties

Fee Type	Fee Description	Amount (\$)	Frequency
Fee	License	\$50.00	Annually

Administrative Rules Documents

Document Type	Document
Rules	AMHC HUD Rule 2025.pdf

Supporting Evidence Documents

Arkansas Manufactured Home Commission (Continued)**MANUFACTURED HOME SALESPERSON (Continued)***No Supporting Evidence Documents Provided***MODULAR HOME INSTALLER**

Authorization Type: Licensure # of Individuals Regulated:

Entity Division Name: Arkansas Manufactured Home Commission

Scope of Practice: Installation of modular homes

Statutory Requirement(s): Arkansas code 20-25-106 requires licensing

Pursuant to Arkansas Code §17-4-104, do you provide an automatic licensure to a uniformed service member stationed in the State of Arkansas, a uniformed service veteran who resides in or establishes residency in the State of Arkansas; and the spouse of a uniformed service member who is stationed in, resides in, or establishes residency in the State of Arkansas; a uniformed service member who is assigned a tour of duty that excludes the uniformed service member's spouse from accompanying the uniformed service member and the spouse relocates to this state; and a uniformed service member who is killed or succumbs to his or her injuries or illness in the line of duty if the spouse establishes residency in the state?

Fees & Penalties

Fee Type	Fee Description	Amount (\$)	Frequency
Fee	License	\$250.00	Annually

Administrative Rules Documents

Document Type	Document
Rules	AMHC_MODULAR_RULES_2021.pdf

Supporting Evidence Documents*No Supporting Evidence Documents Provided***MODULAR HOME MANUFACTURER**

Authorization Type: Licensure # of Individuals Regulated:

Entity Division Name: Arkansas Manufactured Home Commission

Scope of Practice: Manufacture of modular homes in the state or sold in the state.

Statutory Requirement(s): Arkansas code 20-25-106 requires licensing.

Pursuant to Arkansas Code §17-4-104, do you provide an automatic licensure to a uniformed service member stationed in the State of Arkansas, a uniformed service veteran who resides in or establishes residency in the State of Arkansas; and the spouse of a uniformed service member who is stationed in, resides in, or establishes residency in the State of Arkansas; a uniformed service member who is assigned a tour of duty that excludes the uniformed service member's spouse from accompanying the uniformed service member and the spouse relocates to this state; and a uniformed service member who is killed or succumbs to his or her injuries or illness in the line of duty if the spouse establishes residency in the state?

Fees & Penalties

Fee Type	Fee Description	Amount (\$)	Frequency
Fee	Certification and initial license	\$1,000.00	Once
Fee	License renewal	\$625.00	Annually

Administrative Rules Documents

Document Type	Document
Rules	AMHC_MODULAR_RULES_2021.pdf

Supporting Evidence Documents

Arkansas Manufactured Home Commission (Continued)**MODULAR HOME MANUFACTURER (Continued)***No Supporting Evidence Documents Provided***MODULAR HOME RETAILER**Authorization Type: Licensure # of Individuals Regulated:

Entity Division Name: Arkansas Manufactured Home Commission

Scope of Practice: Sale of only modular homes in the state.

Statutory Requirement(s): Arkansas code 20-25-106 requires licensing.

Pursuant to Arkansas Code §17-4-104, do you provide an automatic licensure to a uniformed service member stationed in the State of Arkansas, a uniformed service veteran who resides in or establishes residency in the State of Arkansas; and the spouse of a uniformed service member who is stationed in, resides in, or establishes residency in the State of Arkansas; a uniformed service member who is assigned a tour of duty that excludes the uniformed service member's spouse from accompanying the uniformed service member and the spouse relocates to this state; and a uniformed service member who is killed or succumbs to his or her injuries or illness in the line of duty if the spouse establishes residency in the state?

Fees & Penalties

Fee Type	Fee Description	Amount (\$)	Frequency
Fee	Certification and initial license	\$1,000.00	Once
Fee	License renewal	\$250.00	Annually

Administrative Rules Documents

Document Type	Document
Rules	AMHC_MODULAR_RULES_2021.pdf

Supporting Evidence Documents*No Supporting Evidence Documents Provided***MODULAR HOME SALESPERSON**Authorization Type: Licensure # of Individuals Regulated:

Entity Division Name: Arkansas Manufactured Home Commission

Scope of Practice: Sale of modular homes for a licensed entity

Statutory Requirement(s): Arkansas code 20-25-106 requires licensing

Pursuant to Arkansas Code §17-4-104, do you provide an automatic licensure to a uniformed service member stationed in the State of Arkansas, a uniformed service veteran who resides in or establishes residency in the State of Arkansas; and the spouse of a uniformed service member who is stationed in, resides in, or establishes residency in the State of Arkansas; a uniformed service member who is assigned a tour of duty that excludes the uniformed service member's spouse from accompanying the uniformed service member and the spouse relocates to this state; and a uniformed service member who is killed or succumbs to his or her injuries or illness in the line of duty if the spouse establishes residency in the state?

Fees & Penalties

Fee Type	Fee Description	Amount (\$)	Frequency
Fee	License	\$50.00	Annually

Administrative Rules Documents

Document Type	Document
Rules	AMHC_MODULAR_RULES_2021.pdf

Supporting Evidence Documents

No Supporting Evidence Documents Provided

ALC – Occupational Licensing Review Subcommittee
Occupational Entity Questionnaire

Responses to the following questions are due via email to Subcommittee staff no later than the 15th of the month immediately preceding the month the occupational authorization is scheduled for review by the Subcommittee.

1. Would consumers be at risk of substantial harm if Arkansas did not have this occupational authorization? **Yes.** What instances of specific and substantial harm have been documented in the past year? **Documented serious items which affect multiple homes range from issues which originated at the manufacturer to on-site installation. Examples include: 1) chimney flue assemblies shipped without sufficient flue assembly materials, creating potential fire hazards. 2) Improperly installed ground anchors impacting the windstorm protection of the homes. 3) Unsecured electrical cables in kitchen islands, creating a danger of being damaged which could lead to electrical hazards or fires. 4) Insufficient roof ventilation provided by the manufacturer, which will shorten the lifespan of the roofing materials. 5) Marriage line securement issues, which impact the homes' windstorm protection. 6) Metal chassis deflections introduced during manufacturing, which prevent the homes from being properly installed.**
2. How many complaints were made to the occupational entity by consumers being harmed by unauthorized practitioners? **None in the last year.** What specific action was taken by the occupational entity? **N/A**
3. How many complaints were made to the occupational entity by consumers being harmed by authorized practitioners? **56** What specific action was taken by the occupational entity? **Each went through our consumer complaint process and proceeded to our dispute resolution process as necessary (attached).**
4. Were any applicants who otherwise met authorization requirements denied an authorization in the past year? **No.** If so, why? **N/A**
5. How much does the occupational entity collect annually in fees, and what are annual expenses? **Approximately \$172,000 in fees and \$250,000 in annual expenses.** How much money does the occupational entity have in reserves? **Approximately \$600,000.**
6. If the occupational entity has a positive amount in reserves, when was the last time reserve funds were used? **FY23** For what purpose? **New agency vehicle**

ALC – Occupational Licensing Review Subcommittee

Occupational Entity Questionnaire

7. Does the occupational entity have any other sources of revenue? **Yes, we receive approximately \$92,000 annually from HUD for enforcement purposes pursuant to our Cooperative Agreement.** Could occupational authorization fees be reduced without causing the occupational entity to be underfunded? **No.**
8. How many applicants for the occupational authorization fail each year? **Typically, none.** Does the occupational entity track how many applicants that do not progress are veterans, women, or minorities? **Yes, when applicable.**
9. Can applicants complete the training requirements for this occupational authorization with vocational or non-traditional education (e.g., apprenticeships)? **No.** What percentage of applicants complete apprenticeships? **N/A**
10. In what ways would removal of the occupational authorization or reduction of occupational authorization requirements be harmful to current authorization holders? **The existence of the requirements creates a level playing field for the industry. Without these requirements, unqualified, unethical entities would take work and profit away from legitimate entities, which not only harms the public, but also those legitimate entities. If a homeowner's project is not completed properly, the only remedy available would then be to sue the unqualified and/or unethical entity. Such entities may hold an LLC, but would quickly let it go defunct and start up under a new name. The ability for the State to penalize unlicensed activity is essential for the protection of the industry as well as the public.**



Arkansas Manufactured Home Commission

Arkansas Department of Labor & Licensing

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Reg # _____

AMHC Consumer Complaint Process


A. Monitoring

1 Receipt of Complaint 

All complaints received are forwarded to the parties involved. Within twenty working days, this agency will have communicated with these parties to discuss potential methods of resolution.


2 Follow-Up 

Following those discussions, this agency will follow-up with the complainant to monitor progress.


3 Next Steps 

Conclusion of the complaint, monitoring of scheduled work, or an on-site dispute resolution inspection may be scheduled.


B. Dispute Resolution

1 Inspect 

Inspections are conducted, in cooperation with the parties involved, to determine and assign responsibilities in accordance with applicable standards and rules.

2 Report 

This agency will produce a report describing its observations, assign responsibilities, and establish a timeline for completion.

3 Conclusion 

This agency will monitor progress until the assigned responsibilities are resolved.