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SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATIONS

MANUFACTURED HOUSING EXAMINATIONS
CANDIDATE INFORMATION BULLETIN

Effective September 9, 2026, a Spanish version of the examination will be available. The content outline and references are exactly the same as the English version.

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Please refer to our website to check for the most updated information athttps://test-takers.psiexams.com/scmh

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EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations. The South Carolina Department of Labor, Licensing and Regulations has contracted with PSI to conduct its examination program.

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Examination Fee $55

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

ON-LINE (HTTPS://TEST-TAKERS.PSIEXAMS.COM/SCMH)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at https://test-takers.psiexams.com/scmh. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

TELEPHONE (800-733-9267)

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two (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. You may call PSI at 855-340-3701.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI website or call PSI to speak directly to a Customer Service Representative.

RETAKING A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination due to processing and reporting results. Depending upon space availability, unsuccessful candidates may be able to retest within two business days. You may access a registration form at https://test-takers.psiexams.com/scmh. You may also call PSI at 855-340-3701.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled. You will also forfeit your examination fee, if you:

- Do not cancel your appointment two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;
- Are not checked in by your scheduled start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS (ADA)

All PSI 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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here.

Candidates granted accommodation in accordance with the ADA, MUST schedule their examination by telephone and speak directly with a PSI registrar.

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 scheduled examination by calling 855-340-3701. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at https://test-takers.psiexams.com/scmh.

EXAMINATION SITE LOCATIONS

GREENVILLE/SPARTANBURG
Park East, Anderson Building
150 Executive Center Drive, Suite 104
Greenville, South Carolina 29615

COLUMBIA
111 Executive Center Dr, Suite 222
Columbia, SC 29210

CHARLESTON
4600 Goer Drive, Suite 112A
North Charleston, South Carolina 29406

BEAUFORT/HILTON HEAD
Regions Bank Building
69 Robert Smalls Pky/SC-170, Unit 4D
Beaufort, South Carolina 29906

MYRTLE BEACH
1601 North Oak Street, Suite 305
Myrtle Beach, South Carolina 29577

CHARLOTTE
Tyvola Executive Park 1
5701 Westpark Dr, #202
Charlotte, NC 28217

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

Candidates need to provide one (1) form of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site.

REQUIRED IDENTIFICATION (with photo) – Choose One

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card

- ➘ US Government Issued Alien Registration Card
- ➘ Canadian Government Issued ID
  NOTE: ID must contain candidate's photo, be valid and unexpired.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- The candidate will be issued scratch paper and pencil. These will be returned to the proctor at the end of the examination.
- The candidate may bring a non-programmable calculator that is silent, battery-operated, does not have paper tape printing capabilities, and does not have a keyboard containing the alphabet.
- All personal belongings of candidates 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. For security purposes outerwear is not permitted in the testing room. Examples of outerwear include open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.**
  - **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.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- 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 all guests, 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 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 Board 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 Board .
- 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.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard 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 using the keys, answering questions, and reviewing your answers.

TEST QUESTION SCREEN

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.

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.

EXAMINATION REVIEW

PSI, in cooperation with the Board, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, and all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

SCORE REPORTING

In order to pass the examination, you must achieve a minimum score of 75%. Your score will be given to you immediately following completion of the examination.

Your results will be given to you immediately following completion of the examination.

- If you **pass**, you will receive an examination result report which will indicate "PASS".
- If you **do not pass**, you will receive an examination result report which will indicate "FAIL".

You can print the score report from your online account.

Many of these reference materials 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.

DESCRIPTION OF EXAMINATIONS

The Examination Summary Table below shows the number of questions and the time allowed for each examination portion.

EXAMINATION SUMMARY TABLE

Examination	# of Questions	Time Allowed
CONTRACTOR (Manufactured Housing Contractor, Installer, and Repairer)	60	120 Minutes
DEALER	60	120 Minutes
SALESPERSON (Manufactured Housing Retail Salesperson and Multi-lot Salesperson)	50	120 Minutes

PRETEST ITEMS

In addition to the number of examination questions specified in the examination summary table, a small number (5 to 10) of "pretest" 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 testing time. The administration of such nonscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION CONTENT OUTLINES

The Examination Content Outlines have been approved by South Carolina's Office of Real Estate and Building Codes Professions. These outlines reflect the minimum knowledge required by manufactured housing professionals to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines. Examination questions may be drawn from all areas of the reference materials.

Use the outline as the basis of your study. The outlines list the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

Manufactured Housing Contractor, Manufactured Housing Installer, Manufactured Housing Repairer

This examination is OPEN book. Reference materials may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached).

References may be tabbed/indexed with permanent tabs only. (Permanent tabs are defined as tabs that would tear the page if removed). Temporary tabs, (defined as Post-It notes) or other tabs that may be removed without tearing the page) are not allowed and must be removed from the reference before the exam will begin.

THESE REFERENCES WILL NOT BE AVAILABLE IN THE EXAMINATION CENTER.

Candidates may use only the following material:

NASCLA Contractors Guide to Business, Law and Project Management, South Carolina, Manufactured Housing 3rd Edition., 2019, National Association of State Contractors Licensing Agencies, PO Box 14941, Scottsdale, AZ 85267.

Manufactured Housing Installation, 2nd edition, George Porter, Manufactured Housing Institute.

Publications (manufacturedhousing.org)

CONTENT OUTLINE

A. Rules, Regulations, and Standards (8 Items)

B. Business and Law (4 Items)

C. Transportation (1 Item)

D. Site Preparation (1 Item)

E. Pier Foundations (12 Items)

F. Placement (10 Items)

G. Anchors and Tie-downs (12 Items)

H. Marriage Line Connections (8 Items)

I. Skirting and Ventilation (2 Items)

J. Utility Connections (2 Items)

Manufactured Housing Retail Dealer

This examination is CLOSED book. No notes, books, or materials may be used during the examination. The examination is based on the following reference materials:

NASCLA Contractors Guide to Business, Law and Project Management, South Carolina, Manufactured Housing 3rd Edition., 2019, National Association of State Contractors Licensing Agencies, PO Box 14941, Scottsdale, AZ 85267.

CONTENT OUTLINE

A. Rules, Regulations, and Standards (30 Items)

B. Business and Law (6 Items)

C. Retail Dealer/Sales Ethics (15 Items)

D. General Installation Knowledge (9 Items)

Manufactured Housing Retail Salesperson/Multi-lot salesperson

This examination is CLOSED book. No notes, books, or materials may be used during the examination. The examination is based on the following reference materials:

NASCLA Contractors Guide to Business, Law and Project Management, South Carolina, Manufactured Housing 3rd Edition., 2019, National Association of State Contractors Licensing Agencies, PO Box 14941, Scottsdale, AZ 85267

CONTENT OUTLINE

A. Rules, Regulations, and Standards (30 Items)

B. Retail Dealer/Sales Ethics (20 Items)

LICENSE REQUIREMENTS

MANUFACTURED HOUSING CONTRACTOR, MANUFACTURED HOUSING INSTALLER, AND MANUFACTURED HOUSING REPAIRER

1. Obtain a South Carolina Tax Identification number issued by the South Carolina Tax Commission.
2. Obtain a Federal Identification Number issued by the Internal Revenue Service.
3. Obtain a SLED background check. The SLED telephone number is (803) 896-2019. For partnerships, the background check is required for each partner. For corporations, the background check is required for each corporate officer, principal share holder(s), and authorized official. SLED reports acquired from the internet are acceptable as long as it indicates that there is no record of convictions.
4. Obtain a certificate of completion of the Installation/Contractors Certification Course. For additional information, call (302) 645-5552.
5. Manufactured Housing Contractor, Installer and Housing Repairer licensing candidates are required to have a Surety Bond in the amount of $5,000 made payable to the South Carolina Manufactured Housing Board when they apply for their license. You will be sending this bond to the South Carolina Manufactured Housing Board along with the other original documents mentioned above AFTER you have passed the examination.

MANUFACTURED HOUSING RETAIL DEALER

1. Obtain a reviewed Financial Statement prepared by a CPA (Certified Public Accountant) or a PA (Public Accountant).
2. Obtain articles of Incorporation or Partnership Agreement (Not required for Sole Proprietors).
3. Obtain one bank reference letter or 2 business reference letters from companies doing business with the applicant.
4. Obtain a SLED background check. The SLED telephone number is (803) 896-2019. For partnerships, the background check is required for each partner. For corporations, the background check is required for each corporate officer, principal share holder(s), and authorized official(s). SLED reports acquired from the internet are acceptable as long as it indicates that there is no record of convictions. Obtain a certificate of completion of training from either the South Carolina Manufactured Housing Academy (888) 315-4539 or the FYI Seminars (803) 787-7075.
5. Manufactured Housing Retail Dealer licensing candidates are required to have a Surety Bond in the amount of $30,000 made payable to the South Carolina Manufactured Housing Board when they apply for their license. You will be sending this bond to the South Carolina Manufactured Housing Board along with the other original documents mentioned above AFTER you have passed the examination.

MANUFACTURED HOUSING RETAIL SALESPERSON / MULTI-LOT SALESPERSON

1. Obtain a SLED background check. The SLED telephone number is (803) 896-2019. SLED reports acquired from the internet are acceptable as long as it indicates that there is no record of convictions.
2. Obtain a certificate of completion of training from either the South Carolina Manufactured Housing Academy (888) 315-4539 or the FYI Seminars (803) 787-7075.

NOTE: Manufactured Housing Retail Salesperson/Multi-lot Salesperson licensing candidates are required to have a Surety Bond in the amount of $15,000 made payable to the South Carolina Manufactured Housing Board when they apply for their license. You will be sending this bond to the South Carolina Manufactured Housing Board along with the other original documents mentioned above AFTER you have passed the examination.