



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

Instructions for Applying to be an OMHC Inspector

Please follow the instructions below **in the order given**:

1. Download the application form off of our website at www.omhc.ohio.gov, click “Forms” on the left-hand side of the home page under “Inspector Forms” download “Application”(make sure it is the application form not the renewal form). The application form is 5 pages.

PLEASE NOTE THAT ALL OMHC INSPECTORS MUST WORK FOR AN OMHC CERTIFIED BUILDING DEPARTMENT, OMHC CERTIFIED HEALTH DEPARTMENT OR OMHC CERTIFIED THIRD PARTY AGENCY. WE DO NOT CERTIFY INSPECTORS TO WORK INDEPENDENTLY.

2. Fill out the inspector application form (all sections must be completed) and send it to the OMHC at the address shown at the top of the application form. Send in the completed application, all applicable documentation requested, and the non-refundable \$50 application fee.

WE STRONGLY RECOMMEND THAT YOU WAIT UNTIL YOUR APPLICATION IS PRELIMINARY APPROVED BY OUR OFFICE BEFORE YOU CONTINUE TO THE NEXT STEPS. By not waiting for preliminary approval, you may spend additional time and money to taking the course and pass the exam, but you may not have the qualifications required by law to be an OMHC inspector.

3. After you have received notification that your application has been preliminary approved, you can schedule to take the initial 12 hour training course (see our website under “Courses” and “Initial Training Courses”). **Do not get this confused with continuing education classes (they are two separate courses).**
4. After completion of the initial 12 hour training course, you can schedule to take the OMHC inspector’s state examination (see our website under Examinations).
5. Provide proof of completion of the initial 12 hour training course and proof of passing the OMHC state installer exam to the Commission.
6. Upon receipt of **all** of the application documents, your application will be brought before the Commission to be ratified.
7. After ratification, you will receive an approval letter along with a wall certificate and wallet I.D. You may begin inspecting manufactured homes in the state of Ohio **after your certification has been activated.**