



CERTIFIED PROFESSIONAL BUILDER

CERTIFIED PROFESSIONAL REMODELER

CERTIFIED PROFESSIONAL BUILDER/REMODELER

APPLICATION



Certified Professional Program Requirements

Builder

Remodeler

Builder/Remodeler Criteria

1. **License:** Program participants must have an active builder's license in good standing with the Mississippi State Board of Contractors. Participants must provide a copy of their builder's license. License renewal is annually.
2. **Experience:** Participants must have built at least ten or more homes as new residences or completed five residential remodeling jobs of \$20,000 or more.
3. **Financial Responsibility:** Participants must agree to conduct their business affairs with honesty and professionalism while meeting their financial obligations in a responsible manner. Participants that have had foreclosures (*in the last four years*) or bankruptcies (*in the last seven years*) whether it be personal, business or partnership, are not eligible for participating in the program.
4. **Education:** Participants are required to have four hours of continuing education each year to maintain their status.
5. **Focus:** Participant's primary occupation must be residential building, residential remodeling or commercial building and/or remodeling.
6. **Binding Arbitration:** Participants agree to offer binding arbitration.
7. **Home Owner Handbook:** Participants must purchase and distribute the Home Owner Handbook to their customers and adhere to its standards as prescribed by the Mississippi Housing Institute.
8. **Insurance:** Participants are required to maintain appropriate insurance coverage, including Builder's Risk, General Liability and Workers' Compensation. Participants must provide insurance certificates for General Liability and Workers' Compensation.
9. **Membership in the Home Builders Association:** Participants must be members in good standing with their local and state home builders association.
10. **References:** Participants must provide references from: two home buyers, two suppliers and one banker.
11. **Code of Ethics:** Participants must agree to comply with the Mississippi Housing Institute's Code of Ethics.
12. **Renewal:** Participants must renew membership annually.



APPLICATION FOR CERTIFIED PROFESSIONAL PROGRAM

Please indicate which program you are signing up for by checking the corresponding box.

- Certified Professional Builder \$175
- Certified Professional Remodeler \$150
- Certified Professional Builder/Remodeler \$225

GENERAL INFORMATION

First Name	Last Name	Preferred Name
Company Name	Company Title	
Address	City	State
Office Phone	Fax Number	Cell Number (optional)
Email	Website	Twitter Acct. (optional)
Face Book (optional)	Pinterest (optional)	Other

ALL APPLICANTS FILL OUT THIS SECTION

Building to Premier Standards

I certify that the statements below are true, complete, and correct, and that no material information has been omitted.

Initial by each requirement:

_____ My builders license by the Mississippi State Board of Contractors is current and in good standing.
(Please attach a copy of your builders license.)

_____ I agree to maintain builder's risk, general liability and workers compensation insurance.
(attach insurance certificates for general liability & workers' compensation)

_____ I agree to maintain membership in the local and state Home Builders Association.

_____ I agree to complete a minimum of four (4) hours of continuing education annually.

_____ I agree to adhere to the attached Code of Ethics of the Certified Professional Builder Program which is made a part of this application by the Mississippi Housing Institute.

Signature

Date

Witness

APPLICATION FOR CERTIFIED PROFESSIONAL PROGRAM

Initial by each requirement:

- _____ I have not had any of the following: *(personal, business or partnership)*
- _____ Foreclosure *(in the last four years)*
- _____ Bankruptcy *(in the last seven years)*

If you answered yes to foreclosures or bankruptcy, please explain.

IF APPLYING FOR CERTIFIED PROFESSIONAL BUILDER *(please fill out the information in this section only)*

- _____ I have built no less than ten homes as new residences.
- _____ My primary occupation is home building.
- _____ I agree to offer binding arbitration with every home buying transaction.
- _____ I agree to adhere to the standards as prescribed in the Home Owner Handbook adopted by the Home Builders Association of Mississippi.
- _____ I have submitted five (5) references with my application. *(include name, address & phone number)*
(2-Home Buyers; 2-Suppliers; 1-Banker.)

IF APPLYING FOR CERTIFIED PROFESSIONAL REMODELER *(please fill out the information in this section only)*

- _____ I have completed ten residential remodeling jobs of \$20,000 or more.
- _____ My primary occupation is home remodeling.
- _____ I agree to offer binding arbitration with every remodeling contract.
- _____ I have submitted five (5) references with my application. *(include name, address & phone number)*
(2-Remodeling Customers; 2-Suppliers; 1-Banker.)

IF APPLYING FOR CERTIFIED PROFESSIONAL BUILDER/REMODELER *(please fill out the information in this section only)*

- _____ I have built no less than ten homes as new residences.
- _____ I have completed five residential remodeling jobs of \$20,000 or more.
- _____ My primary occupation is home building.
- _____ I agree to offer binding arbitration with every contract.

IF APPLYING FOR CERTIFIED PROFESSIONAL BUILDER/REMODELER (please fill out the information in this section only)

_____ I agree, in new home construction to adhere to the standards as prescribed in the Home Owner Handbook adopted by the Home Builders Association of Mississippi.

_____ I have submitted five (5) references with my application. (include name, address & phone number)
(1-New Home Buyer; 1-Remodeling Customer; 2-Suppliers; 1-Banker.)

Please note: The Corporation reserves the right to deny membership to anyone, as well as remove the designation for not adhering to the guidelines or for any other reason the board deems necessary.

**Certified Professional Builder - \$175 Initial Fee includes Orientation & One Home Owner Handbook.
Certified Professional Remodeler—\$150 Fee
Certified Professional Builder/Remodeler—\$225 includes Orientation & One Home Owner Handbook.**

Make checks payable to:
*The Mississippi Housing Institute
P.O. Box 3556
Jackson, MS 39207-3556*

Credit Card: (circle one) Visa MasterCard American Express

Card Number _____ Expiration Date _____



Code of Ethics

As a Certified Professional (Builder, Remodeler and/or Builder/Remodeler), I believe in, and accept, the responsibilities and obligations inherent in providing quality building services. Basic to these ethical beliefs, I agree to abide by and support the following objectives:

I Pledge:

TO COMPLY with the rules and regulations prescribed by law and government agencies for the health, safety, and welfare of the community.

TO PROVIDE timely responses to items covered under warranty.

TO KEEP informed regarding public policies and other essential information, which affect my business interests and those of the building industry as a whole.

TO SEEK to resolve controversies which I may become involved in through a non-litigation dispute resolution mechanism such as arbitration.

TO SUPPORT and abide by the decisions of the Mississippi Housing Institute in promoting and enforcing this Code of Ethics.

TO CONDUCT my business affairs with honesty and professionalism.

TO PROTECT the consumer through the use of quality materials and building practices backed by integrity and service.

TO MEET my financial obligations in a responsible manner.

TO COMPLY with the letter of my business contracts, and manage all of my employees, with fairness and honor.

TO NOT ATTEMPT to injure, with malicious intent, either directly or indirectly, the professional reputation, prospects, practice, or employment of another builder or associate member.

Signature

Date

Witness



P.O. Box 3556
Jackson, MS 39207
601.969.3446—phone
601.969.1285—fax