



STATE OF CALIFORNIA
 BUSINESS, TRANSPORTATION AND HOUSING AGENCY
 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
 DIVISION OF CODES AND STANDARDS
 OCCUPATIONAL LICENSING PROGRAM

APPLICATION TO CHANGE AN APPROVED COURSE

FOR DEPARTMENT USE ONLY

DTN: _____
 Date Received: _____
 Approved By: _____
 Disapproved By: _____
 Date: _____

SECTION 1 – NOTICE TO APPLICANT

Pursuant to the California Code of Regulations, Title 25, Division 1, Chapter 4, Subchapter 2, Sections 5308 and 5310 (hereinafter 25CCR), approved curriculums or materials shall not be altered or eliminated, or new materials or topics shall not be introduced and used without written approval of the California Department of Housing and Community Development (HCD).

Changes ordered by HCD due to inaccuracy caused by statutory or regulatory changes must be submitted within thirty (30) calendar days of the written order or the use of the course must be discontinued pursuant to 25CCR Section 5320(b).

Substantially altered courses must be submitted for approval pursuant to 25CCR Section 5340 or 5342 and 25CCR Section 5346(c).

A separate application and fee of one hundred and seventy-eight dollars (\$178) is required to be submitted for each course changed pursuant to 25CCR Sections 5346(a) and 5360(d).

SECTION 2 – APPLICANT INFORMATION (Type or Print)

COURSE PROVIDER NAME: _____

TELEPHONE NUMBER: (____) _____ E-MAIL ADDRESS (If applicable): _____

ADDRESS: _____
Number and Street or P.O. Box City State ZIP Code

SECTION 3 – COURSE INFORMATION (Type or Print)

COURSE TITLE: _____

APPROVAL NUMBER: _____

TYPE OF CHANGE: VOLUNTARY HCD ORDERED

SECTION 4 – DESCRIPTION OF CHANGE (Type or Print)

1. Give an itemized description of change(s) to the course as originally or when last approved.
2. Attach any changed or new material.
3. If this is a voluntary change, complete Section 5.

SECTION 4 – DESCRIPTION OF CHANGE - Continued (Type or Print)

Give an itemized description of change(s) to the course as originally or when last approved:

CHECK IF ADDITIONAL PAGE(S) IS/ARE ATTACHED TO PROVIDE DESCRIPTION OF CHANGE(S)

SECTION 5 – PURPOSE FOR CHANGE (Type or Print)

NOTE: For voluntary changes only, give an explanation of the purpose for the change.

CHECK IF ADDITIONAL PAGE(S) IS/ARE ATTACHED TO PROVIDE EXPLANATION OF CHANGE(S)

SECTION 6 - APPLICANT CERTIFICATION

I, _____, certify under penalty of perjury under the
Type or Print First and Last Name
laws of the State of California that the information given on this application and any attachment hereto is true and correct to the best of my knowledge and belief.

SIGNATURE _____ DATE _____

EXECUTED IN THE COUNTY OF _____ STATE OF _____