



## **APPLICATION REQUIREMENTS FOR APPROVING PRELIMINARY/CONTINUING EDUCATION COURSE PROVIDERS, COURSES AND COURSE INSTRUCTORS**

### COURSE PROVIDER AND PRELIMINARY/CONTINUING EDUCATION COURSE APPROVAL

1. Application for Course Provider and Preliminary/Continuing Education Course Approval, Part A (Form HCD OL ED 122)

NOTE: For a continuing education course, form "Part A" is necessary for each topic if multiple topics are being offered. A continuing education course by definition contains one topic, pursuant to the Title 25, California Code of Regulations (25CCR), Division 1, Chapter 4, Subchapter 2, Section 5300(b).

2. Application for Preliminary or Continuing Education Course Approval, Part B, for each person shown in Section 6 of Part A (Form HCD OL 123).

NOTE: Not necessary if this is for an Additional Course Approval as marked in Section 3 of Part A and if already on file with the Department.

3. Two (2) full facial photographs of each person shown in Section 6 of Part A, minimum size 1¼" x 1", taken from a maximum distance of six (6) feet.
4. Provide a properly completed Request for Live Scan Service form (Form HCD OL 8016), unless exempt. The applicant pays the live scan operator directly for the scanning of their fingerprints.

NOTE: Not necessary if verified as being on file with the Department in conjunction with another OL license, OL approval, or OL application.

5. A description as to how the course will be presented (i.e., seminar, classroom situation, instructor presenting audio material, question and answer period duration, etc.).
6. Copies of all written, audio, and audio-visual presentations, lessons, reference materials or other materials the course attendees will be provided or required to possess.

NOTE: For a correspondence course, in addition to the above, the minimum three (3) examinations, instructions, warnings, certifications, and envelopes in the form required by 25CCR Section 5312.

7. If challenge examinations are to be used, a copy of all challenge examinations and detailed information as to the examination administration and maximum time permitted for completing each examination.
8. An outline of the course curriculum with a designation of the time allotted to each topic segment. Reference any materials provided in response to number 6 above.

NOTE: A preliminary course outline shall contain all topics required by 25CCR Section 5308.

9. For a continuing education course, if the course topic is not one required by 25CCR, an explanation of the topic and how it relates to manufactured home and mobilehome sales and benefits a licensee.
10. A description of the method of attendance control and record keeping.

11. Submit the appropriate fees as follows:
  - a. Application for Preliminary Education Course Approval fee – \$588.
  - b. Application for Continuing Education Course Approval fee – \$396, plus \$87 for each clock hour to be earned in excess of four (4).
  - c. Applicant Verification fee – \$13 for persons applying to be a Course Provider, on or after 4/6/98, who have not previously paid this fee. This fee is only applicable to sole ownership type businesses.

NOTE: A continuing education course by definition contains one topic. Additional fees are required when an Application form, Part A, is submitted for an additional course approval.

## APPLICATION FOR INSTRUCTOR APPROVAL

1. Application for Preliminary or Continuing Education Instructor Approval (Form HCD OL ED 124).
2. Two (2) full facial photographs, minimum size 1¼" x 1", taken from a maximum distance of six (6) feet.
3. Provide a properly completed Request for Live Scan Service form (Form HCD OL 8016), unless exempt. The applicant pays the live scan operator directly for the scanning of their fingerprints.

NOTE: Not necessary if verified as being on file with the Department in conjunction with another OL license, OL approval, or OL application.

4. Fee of \$472.
5. Applicant Verification fee of \$13 for persons applying to be a Course Instructor, on or after 4/6/98, who have not previously paid this fee.

NOTE: This fee does not apply to an instructor of a college or university with accreditation approved by the U.S. Department of Education or to a course provider applying for instructor approval.

## APPLICATION FOR APPROVAL OF CHANGES TO AN APPROVED COURSE

1. Application to Change an Approved Preliminary or Continuing Education Course (Form HCD OL ED 128).
2. Fee of \$178.

NOTE: A substantially altered course must be submitted for approval pursuant to 25CCR Section 5340 or 5342 as applicable.

### **MAIL APPLICATION AND INQUIRIES TO:**

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF CODES AND STANDARDS  
OCCUPATIONAL LICENSING  
P.O. BOX 31  
SACRAMENTO, CA 95812-0031

### **EMAIL INQUIRIES TO:**

[ol@hcd.ca.gov](mailto:ol@hcd.ca.gov)