# **DRAFT EXPRESS TERMS** CALIFORNIA CODE OF REGULATIONS TITLE 25. HOUSING AND COMMUNITY DEVELOPMENT DIVISION 1.

# CHAPTER 2.3 Park Manager Training

This document provides regulatory language that is underlined to reflect newly proposed regulatory language.

## Adopt Chapter 2.3, title, Park Manager Training Program and Article 1, title, Administration and Enforcement

### **CHAPTER 2.3. PARK MANAGER TRAINING ARTICLE 1. ADMINISTRATION AND ENFORCEMENT**

## Adopt Section 10000. Application and Scope

### § 10000. Application and Scope

(a) Except as otherwise provided in sections 18876 and 18876.1 of the Health and Safety Code, the provisions of this chapter shall apply in all parts of the state to all mobilehome parks, recreational vehicle parks, local enforcement agencies, and third-party providersto ensure compliance with part 2.3.1 of the Health and Safety Code, and this chapter.

(b) The provisions of this chapter shall not apply to temporary recreational vehicle parks, incidental camping areas, and tent camps, as defined in sections 18862.19 and 18862.47 of the Health and Safety Code, and chapter 2.2.

(c) The provisions of this chapter shall not apply to employee housing, as defined in section 17008 of the Health and Safety Code.

**Note**:

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Section 10002. Definitions

### § 10002. Definitions

In addition to the definitions contained in this section, which apply only to this chapter, the definitions contained in section 18876 of the Health and Safety Code are also applicable to the requirements of this chapter.

1. Amendment Application. An online application to request a duplicate certificate of compliance, or to amend a current initial or continuing training coursework certificate of compliance.
2. Applicant. A person completing and submitting an application required by this chapter.
3. Approved. The department’s determination that and entity or person meets the requirements of part 2.3.1 of the Health and Safety Code or this chapter.
4. Certificate Holder. A park manager who meets the requirements of this chapter and has completed the required program initial and continuing training coursework and has successfully completed a third-party provider examination as specified in this chapter.
5. Certificate of Exemption. A certificate issued by the department as an exemption from the initial and continuation training and examination requirement of part 2.3.1 of the Health and Safety Code and this chapter.
6. Department. The Department of Housing and Community Development.
7. Electronic or Electronically. A digital method of conducting business or communicating with the department such as by electronic mail (email), internet, web portal, or another digital program or database designated by the department.
8. Exemption Application. An online application used to apply for an exemption from the training and examination requirement of part 2.3.1 of the Health and Safety Code and this chapter.
9. Exempt Park. A temporary recreational vehicle park, incidental camping area, and tent camps as defined in sections 18862.19 and 18862.47 of the Health and Safety Code, and section 2002(t)(4) of the California Code of Regulations, Title 25, Division 1, chapter 2.2.
10. Exempt Person. Persons that are not required to comply with the initial training coursework, continuing training coursework, or examination requirements of this chapter.
11. Initial or Continuing Certificate of Compliance. A certificate issued by the department including an initial training coursework certificate of compliance, continuing training coursework certificate of compliance, and certificate of exemption.
12. Initial or Continuing Training Coursework and Examination. The coursework and examination requirements as defined in sections 18876.1(b) of the Health and Safety Code, and section 10007 of this chapter.
13. Initial Training. The initial training of six (6) to eight (8) hours, completed during a manager’s initial year, that also includes the completion of an online examination following the initial training coursework, which shall occur within one year of the person’s hiring date or by May 1, 2026, whichever occurs later.
14. Local Enforcement Agency. A city, county, or city and county, that is approved by the department and has assumed responsibility for enforcement of the Mobilehome Parks Act and Special Occupancy Parks Act as specified in sections 18300 and 18865 of the Health and Safety Code.
15. Management. Shall have the same meaning as defined in sections 798.2 and 799.26 of the Civil Code. For the purposes of this chapter, manager has the same meaning as management.
16. Mobilehome Park. Shall have the same meaning as defined in section 18214 of the Health and Safety Code.
17. Notice of Violation. A notice issued by the department to inform a responsible person they are in violation of one or more provisions of part 2.3.1 of the Health and Safety Code or this chapter.
18. Online Portal. An online platform used to submit applications, receive information, and communicate with the department.
19. Park Manager. A person employed as or acting under contract as an onsite manager, assistant manager, or otherwise acting in a managerial capacity or role, on behalf of a mobilehome park or recreational vehicle park.
20. Park Manager Training Program. The program contained in part 2.3.1 of the Health and Safety Code and this chapter. Also referred to as “Program” in this chapter.
21. Park. A mobilehome park or recreational vehicle park as defined in sections 18214 and 18862.35 of the Health and Safety Code. Park does not include temporary recreational vehicle parks, incidental camping areas, and tent camps, terms defined in sections 18862.19 and 18862.47 of the Health and Safety Code, and section 2002(t)(4) of the part 1, chapter 2.2.
22. Park Operator. The person or entity to whom a permit to operate is issued by the enforcement agency.
23. Park Owner. The person or entity that legally owns or possesses an item, property, or business through title, lease, deed, or other legal document.
24. Proof of Training Completion. An electronic notification from the third-party provider to the department indicating completion of the required training by managers as specified in section 10010 of this chapter.
25. Recreational Vehicle Park. Shall have the same meaning as defined in section 18862.39 of the Health and Safety Code.
26. Rent. Money or other consideration given for the right of use, possession, and occupation of property.

(aa) Third-party Provider. As used in this chapter means an entity that complies with all of the following:

(1) In the business of and qualified to establish and administer park management training curriculum, administer training and examination, and submit information to the department in accordance with part 2.3.1 of the Health and Safety Code and this chapter.

(2) A private entity approved by the department that is not under the control or jurisdiction of any park manager, owner, or operator, except by contract approved by the department.

(3) Makes available any specific information as required by the department.

(4) Is solely responsible for the collection of payment(s) owed by park management.

(5) Approved by the department.

(6) Renews approval with the department every two (2) years.

(7) Maintains a business location within the state of California.

(bb) Violation.A failure to conform to the requirements of this chapter, or any other applicable provision of law.

**Note:**

Authority cited: Section 18876, Health and Safety Code

Reference: Sections 18214, 18300, 18603, 18862.19, 18862.35, 18862.47, 18865, 18876, and 18876.1, Health and Safety Code. Sections 798.2, 798.9, 799.26, and 799.32, Civil Code. Section 10000, Business and Professions Code.

## Adopt Section 10003. Enforcement, Actions, and Hearings

### § 10003. Enforcement, Actions, and Hearings

(a) In order to enforce part 2.3.1 of the Health and Safety Code and this chapter, the department may:

(1) Enter public or private property to enforce part 2.3.1 of the Health and Safety Code or this chapter.

(2) Enter and inspect all parks, places of business for managers, local enforcement agencies, or third-party providers, wherever situated, and inspect all related records.

(b) If any park owner, operator, or manager fails to comply with part 2.3.1 of the Health and Safety Code or this chapter following sixty (60) calendar days from the issuance of a notice of violation by the department that identifies violation(s) and corrective action, the park manager shall be subject to civil penalties as identified in section 10017.

(c) If a park owner, operator, or manager fails to comply with subsection (b) of this section, and one hundred and twenty (120) calendar days have lapsed from the date an initial notice of violation was issued, the park permit to operate may be suspended for cause by the enforcement agency.

(d) Pursuant to Health and Safety Code 18870, when a park permit to operate is suspended under part 2.3.1 of the Health and Safety Code or this chapter, it shall be unlawful for a park manager or any person to operate, occupy, rent, lease, sublease, let out, or hire out for occupancy any lot in a park.

(e) Any person receiving a notice of violation may request and shall be granted a hearing on the matter before an authorized representative of the department. The request for a hearing shall be electronically submitted to the department and shall include a description of the dispute of the notice of violation within ten (10) calendar days of the date of the notice of violation. Hearings shall be requested and conducted consistent with sections 1756 and 1757 of Title 25, California Code of Regulations, Division 1, chapter 2.

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Article 2. General Park Requirements

### **ARTICLE 2. GENERAL PARK REQUIREMENTS**

## Adopt Section 10004. Park Compliance

### § 10004. Park Compliance

(a) On or before May 1, 2026, or within one (1) year of a person’s hiring date, whichever occurs later, each park shall have a park manager, as defined in section 10002, that has completed training of six (6) to eight (8) hours of initial training coursework. The following shall apply to initial training coursework:

(1) Proof of initial training coursework completion and successful completion of an approved examination shall be electronically submitted to the department by an approved third-party provider with the information described in section 10010. Proof of initial training coursework, examination, and confirmation of submission by a third-party provider to the department shall also be submitted by the third-party provider to the respective park manager.

(b) Continuing training coursework shall be completed by park managers every two (2) years after the initial training coursework and examination requirements in subsection (b) are met and shall include two (2) to four (4) hours of continuing training coursework provided by an approved third-party provider, including the successful completion of an online examination. The following shall apply to continuing training coursework:

(1) Proof of continuing training coursework completion and the successful completion of an approved examination shall be electronically submitted to the department by the third-party provider with the information described in section 10010.

(c) If compliance timelines within this section are not met, an amendment application described in section 10013 shall be electronically submitted to the department with a correction plan that explains how the park owner or operator will secure a certificate holder and, when applicable, the name and hire date of a prospective certificate holder.

(d) The certificate of compliance issued by the department shall be posted in the park in a conspicuous location.

(e) The training and examination requirements of this chapter do not apply to an individual who is licensed under the Real Estate Law (Part 1 (commencing with section 10000) of division 4 of the Business and Professions Code). An exemption application as described in section 10015 shall be electronically submitted to the department, including a copy of the real estate license, every four (4) years or when information on the license changes, or upon expiration of the license.

(1) Upon approval of the exemption, the department will issue a certificate of exemption that shall be posted in a conspicuous location onsite within the park.

(f) Any changes in compliance status shall be reported to the department within thirty (30) calendar days by the park owner, operator, or manager by submitting an amendment application described in section 10013.

(g) Fees shall be paid as specified in section 10016(f), (g), and (k).

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Article 3. Third-party Provider Requirements

### **ARTICLE 3. THIRD-PARTY PROVIDER REQUIREMENTS**

## Adopt Section 10005. Third-party Provider Conflict of Interest

### § 10005. Third-party Provider Conflict of Interest

(a) A third-party provider shall be considered free of any conflicts of interest, affiliation, influence, and control of a park owner, operator, or manager when in compliance with the following criteria:

(1) It has no ownership or managerial affiliation with any park.

(2) The results of its work do not accrue financial benefits to the organization, through stock ownership in any corporation that has ownership of park(s).

(3) Its owners, directors, management personnel, and other personnel hold no ownership or stock in and receive no stock options in any corporation that has ownership of park(s).

(4) The employment status of its personnel is free of influence or control by any park owner, operator, or manager.

(5) No member of a third-party provider shall take part in any act of collusion or other fraudulent practice with a park.

(b) Prior to approval by the department as a third-party provider, the highest-ranking representative of the third-party provider shall sign a statement under penalty of perjury and attest that no conflict of interest exists that violates part 2.3.1 of the Health and Safety Code or this chapter.

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Section 10006. Third-party Provider and Curriculum Approval and Renewal

### § 10006. Third-party Provider and Curriculum Approval

1. An entity or person seeking approval to offer third-party services or renewal of approval shall electronically submit an application to the department.
2. The electronic application specified in subsection (a) of this section shall include the following:
3. The full legal name, address, email, and telephone number of the applicant.
4. If the applicant is a partnership, limited liability company, or corporation, the names and titles of all controlling partners, members, stockholders, directors, general managers, and officers who are designated to direct, control, or manage the program. For a partnership, include an electronic copy of the executed partnership agreement; for an LLC, include an electronic copy of the current Articles of Organization filed with the California Secretary of State; for a corporation, include an electronic copy of the current Articles of Incorporation filed with the California Secretary of State.

(2) Attestation that the entity or person seeking approval does not have any conflicts of interest as described in section 10005.

1. When an application to become a third-party provider is approved by the department, the third-party provider shall electronically submit an application for curriculum approval or renewal with the following:

(1) A description of how the initial training coursework of six (6) to eight (8) hours and the continuing training coursework of two (2) to four (hours) will be provided;

(2) A copy of the initial and continuing training curriculum that will be offered that contains the information required in section 10007. The department shall be provided access to the online system for which the curriculum is to be administered;

(3) A copy of the online examination(s) that will be offered;

(4) Proof of training completion to be provided to the certificate holder and the department;

(5) A schedule of fees in compliance with section 10016;

(6) Other information deemed necessary by the department for the selection process.

1. The third-party provider shall maintain the hire dates for certificate holders.
2. The department shall conduct monitoring audits of third-party providers training curriculum every two (2) years to ensure compliance with part 2.3.1 of the Health and Safety Code and this chapter.
3. At the sole discretion of the department, the department shall determine the eligibility of each application based on the criteria in this chapter. If the department concludes that the information in the application is inadequate, it may ask the applicant for additional information, or it may reject the application if it deems the deficiencies, omissions, or conflicts of interest, cannot be corrected within a reasonable time as determined by the department.
4. Fees shall be paid as specified in section 10017(a) and (c).

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Section 10007. Third-party Provider Initial and Continuing Training Coursework Curriculum and Examination Requirements

### Section 10007. Third-party Provider Initial and Continuing Training Coursework Curriculum and Examination Requirements

(a) An approved third-party provider shall offer the initial training coursework of six (6) to eight (8) hours in an online format as described in section 18876.1(b) of the Health and Safety Code that includes curriculum described in section 18876.1(e) of the Health and Safety Code.

(b) An approved third-party provider shall offer the continuing training coursework of two (2) to four (4) hours in an online format as described in section 18876.1(b) of the Health and Safety Code that includes curriculum described in section 18876.1(e) of the Health and Safety Code.

(c) Initial or continuing training may be offered in a format other than online if when approved by the department in advance. Alternatives to online training curriculum may include lectures, instructional videos, online courses, or other methods of instruction.

(d) The initial and continuing training coursework curriculum must be reviewed and approved by the department every two (2) years.

(e) The department may develop content for the training or examination and revise content where appropriate.

(f) The initial and continuing training coursework shall include information on the most prevalent or common complaints received by the department pursuant to section 18876.1(c) of the Health and Safety Code. This will and shall be provided annually to third-party providers electronically by the department.

(g) Passing score for the online examination for the initial training coursework shall be a minimum of seventy-five (75) percent.

(h) If the applicant fails to pass the examination three (3) times, the applicant will be required to complete the training and examination again and the re-administration fee as described in section 10016(j) may be assessed by the third-party provider.

(i) A certificate holder may use any department approved third-party provider to complete the continuing training coursework.

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Section 10008. Third-party Provider Record Keeping Requirements

### § 10008. Third-party Provider Record Keeping Requirements

1. Prior to the completion of the initial or continuing coursework and examination, as specified in section 10007 of this chapter, third-party providers shall verify the identity of each course participant, by review of a valid driver's license or identification card issued by a government agency.
2. Third-party providers shall maintain records of attendance documents, initial and continuing training coursework proof of completion, and examinations for a minimum of three (3) years. These records are subject to examination by the department.
3. An electronic copy of all records shall be stored with the third-party provider for a minimum of three (3) years from the date of receipt.
4. Third-party provider records shall be readily available for review by the department electronically and at the third-party provider’s business location.
5. The department may request electronic copies of third-party provider records be provided to the department for review within ten (10) calendar days of request by the department.

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Section 10009. Cancellation of Approval of Third-party Provider

### § 10009. Cancellation of Approval of Third-party Provider

(a) Whenever the department discovers that a third-party provider is out of compliance with the provisions of part 2.3.1 of the Health and Safety Code or this chapter, the department may take enforcement action as prescribed in this section.

(b) The department shall provide electronic notification to the person or entity responsible for violations and require correction within twenty (20) calendar days of the notice by the department.

(d) If the violations were committed willfully, or when a person served with an electronic notice issued in this section fails to comply, the department may revoke approval status.

(e) The department shall have discretion to revoke approval status for willful violation of part 2.3.1 of the Health and Safety Code or this chapter at any time.

(f) If a third-party provider would like to have their approval as a third-party provider cancelled, an application shall be electronically submitted to the department thirty (30) calendar days prior to the effective cancellation date.

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Article 4. Park Manager Requirements

### **ARTICLE 4. PARK MANAGER REQUIREMENTS**

## Adopt Section 10010. Park Manager Training Initial and Continuing Coursework and Examination Proof of Completion

### § 10010. Park Manager Training Initial and Continuing Coursework and Examination Proof of Completion

(a) Upon a person’s satisfactory completion of the initial and continuing training coursework and examination administered by an approved third-party provider, proof of initial and continuing training coursework and examination completion shall be electronically submitted to the department by the third-party provider within five (5) calendar days of completion:

(1) The proof of completion shall include:

(A) Park name and address;

(B) Department issued park identification number;

(C) Certificate holder name and title;

(D) Certificate holder address, phone number, and email address;

(E) Issue date;

(F) Expiration date.

(2) The third-party provider shall provide an electronic copy of proof of completion to:

(A) The certificate holder that completed the training;

(B) The department through the online portal;

(C) The local enforcement agency, when applicable.

(b) Park manager applications without an associated park included with their application will be denied.

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Section 10011. Park Manager Training Initial and Continuing Training Coursework Certificate of Compliance

### § 10011. Park Manager Training Initial and Continuing Training Coursework Certificate of Compliance

(a) Upon the department’s receipt of the proof of the initial training coursework and examination completion, an initial certificate of compliance shall be issued to the park manager by the department.

(b) Upon the departments receipt of the proof of the continuing training coursework and examination completion, a continuing training coursework certificate of compliance shall be issued to the park manager by the department.

(1) Each certificate of compliance shall be valid for two (2) years from the issue date.

(c) The department will electronically notify a certificate holder electronically at least ninety (90) calendar days in advance of the renewal date.

(d) If any contact information for the park manager has changed, an amendment application shall be electronically submitted to the department within thirty (30) calendar days of the change.

(e) If the certificate holder obtains employment at a park other than the park identified on their initial certificate of compliance, an amendment application shall be electronically submitted to the department by the new park within thirty (30) calendar days of the certificate holder’s hire date.

(1) Within sixty (60) calendar days of an expired certificate of compliance, an amendment application will not be approved by the department. The certificate holder must complete the continuing training coursework and examination as specified in this chapter.

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Section 10012. Park Manager Training Certificate of Exemption

### § 10012. Park Manager Training Certificate of Exemption

(a) Upon receipt of the proof of exemption described in section 10015 of this chapter, a certificate of exemption shall be issued to the applicant by the department.

(1) If the exemption is granted based on section 10015(a), the certificate of exemption shall be valid until the expiration date stated on the certificate.

(b) The department will electronically notify a certificate holder electronically at least ninety (90) calendar days in advance of the renewal date.

(c) A certificate holder shall electronically submit an amendment application to the department within thirty (30) calendar days if any contact information has changed.

(d) If the certificate holder obtains employment at a park other than the park identified on their certificate of exemption, the new park shall electronically notify the department by submitting an amendment application.

(1) Within sixty (60) calendar days of an expired certificate of exemption, an amendment application will not be approved by the department. The certificate holder must complete the continuing training coursework and examination as specified in this chapter.

(e) Fees shall be paid as specified in section 10016(f).

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code. Section 10000, Business and Professions Code.

## Adopt Section 10013. Park Manager Training Certificate of Compliance Amendment

### § 10013. Park Manager Training Certificate of Compliance Amendment

1. Any changes to park information or compliance status shall be electronically submitted to the department on an amendment application. An amendment application is also required to notify the department of a certificate holder vacating their position, or a certificate holder obtaining employment at a different park. The amendment application shall contain:

(A) Park name and address;

(B) Department issued park identification number;

(C) Prospective certificate holder name and title, if applicable;

(D) Prospective certificate holder address, phone number, and email address, if applicable;

(E) Park owner or operator name and title;

(F) Park owner or operator address, phone number, and email address;

(G) A statement describing the action to be taken to meet the compliance requirements outlined in this section.

1. An entity seeking to request a duplicate copy of a department issued certificate of compliance shall submit an electronic amendment application.

(f) If an initial training or continuing training coursework certificate of compliance expires and sixty (60) calendar days have lapsed, an amendment application will not be approved by the department. The certificate holder must complete the required continuing training coursework and examination as described in this chapter.

1. Fees shall be paid as specified in section 10016(j).

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Article 5. Local Enforcement Agency Requirements

### **ARTICLE 5. LOCAL ENFORCEMENT AGENCY REQUIREMENTS**

## Adopt Section 10014. Local Enforcement Agency Responsibilities

### § 10014. Local Enforcement Agency Responsibilities

1. Local enforcement agencies shall electronically verify the status of each park’s compliance with this chapter prior to issuing the annual permit to operate.
2. The status of each park’s compliance with this chapter will be made available to local enforcement agencies by the department electronically.
3. All local enforcement agencies shall forward to the department, the fees paid by the park pursuant to section 10016 of this chapter within thirty (30) calendar days of receipt.
4. All local enforcement agencies shall electronically provide the department a list of temporary recreational vehicle parks, incidental camping areas, and tent camps in their jurisdiction, annually.

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Article 6. Exemptions

### **ARTICLE 6. EXEMPTIONS**

## Adopt Section 10015. Exemptions

### § 10015. Exemptions

1. The training and examination requirement of part 2.3.1 of the Health and Safety Code and this chapter do not apply to an individual with a valid license under the Real Estate Law (Part 1 (commencing with section 10000) of Division 4 of the Business and Professions Code. Individuals seeking exemption shall electronically file an exemption application with the department every four (4) years, when information on their license changes, or upon expiration of the license.

(1) The exemption application shall include:

(A) Park name and address;

(B) Department issued park identification number;

(C) Exempt applicants name and title;

(D) Exempt applicants address, phone number, and email address;

(E) Real estate brokers license issue date;

(F) Real estate brokers license expiration date;

(G) A copy of the real estate broker’s license;

(H) Park owner or operator name and title, if different from applicant;

(I) Park owner or operator address, phone number, and email address, if different from applicant.

(2) The department will electronically notify exempt applicants at least ninety (90) calendar days in advance of the renewal date.

(3) An amendment application shall be electronically submitted to the department by the certificate holder within thirty (30) calendar days as described in section 10013 if any contact information has changed.

1. An exemption application shall be electronically submitted to the department by owners, operators, or managers of temporary recreational vehicle parks, incidental camping areas, and tent camps that will include a copy of the conditional use permit issued by the local land use agency indicating the park type, or other substantiating documentation deemed acceptable by the department.

(1) After an exemption application is approved by the department, certificate holders need not reapply unless conditions described in the initial exemption have changed.

1. Any approved exemption application applies only to the training and examination requirements of this chapter.

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code. Section 10000, Business and Professions Code.

## Adopt Article 7. Fees and Penalties

### **ARTICLE 7. FEES AND PENALTIES**

## Adopt Section 10016. Fees

### § 10016. Fees

1. Third Party Provider Approval Application Fee. Four hundred twenty-seven dollars ($427).
2. Third-party Renewal Application Fee. One hundred forty-three dollars ($143).
3. Third-party Curriculum Review Fee.  Five hundred eighty-eight dollars ($528).
4. Third-party Curriculum Renewal Review Fee. Three hundred fifty-two dollars ($352)
5. Third-party Provider Training and Examination Late Submission Penalty. Twenty-five dollars ($25).
6. Program Certificate of Compliance Issuance Fee. Three hundred fifty-three dollars ($353). This fee shall be collected at the same time the park’s permit to operate fees are due to the enforcement agency. This fee applies to all parks, regardless of exemption.
7. Program Initial Training Coursework Fee. Not to exceed four hundred dollars ($400).
8. Program Continuing Training Coursework Fee. Not to exceed two hundred dollars ($200).

(1) Third-party providers may charge an additional fee of up to one hundred dollars ($100) for park managers that manage ten (10) or more parks.

1. Re-administration Fee. Twenty-five (25) percent of the initial training coursework or continuing training coursework fees specified in this section not to exceed one hundred dollars ($100).
2. Amendment Application Fee. Twenty-five dollars ($25).

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.

## Adopt Section 10017. Penalties

### § 10017. Penalties

(a) Program Certificate of Compliance Issuance Penalty Fee.

(1) When a park has failed to pay the program certificate of compliance issuance fee at the same time the park’s permit to operate fees are due for more than thirty (30) calendar days after the due date, a fifty ($50) dollar penalty fee shall be assessed by the department.

(2) When a park has failed to pay the program certificate of compliance issuance fee at the same time the parks permit to operate fees are due for more than sixty (60) calendar days after the due date, a three hundred ($300) dollar penalty fee shall be assessed by the department.

(3) When a park has failed to comply with the program initial or continuing training coursework or examination requirements for more than thirty (30) calendar days after the due date, a fifty ($50) dollar penalty fee shall be assessed by the department.

(4) When a park has failed to comply with the program initial or continuing training coursework or examination requirements for more than sixty (60) calendar days after the due date, a three hundred ($300) dollar penalty fee shall be assessed by the department. (b) After sixty (60) calendar day notice of a violation of part 2.3.1 of the Health and Safety Code or this chapter, any park owner, operator, manager, or third-party provider shall be subject to the following civil penalties:

(1) Two hundred and fifty dollars ($250) for the first violation.

(2) Two thousand dollars ($2,000) for the second and each subsequent violation.

(3) When a park owner, operator, manager, or third-party provider has failed to correct cited violation(s) and an additional sixty (60) calendar days have lapsed, an additional civil penalty of one hundred dollars ($100) will be incurred for each subsequent calendar day the violation(s) remain(s) uncorrected.

(c) Any park owner, operator, or manager who willfully violates part 2.3.1 of the Health and Safety Code or this chapter shall be subject to suspension of their permit to operate.

(d) The department shall institute or maintain an action in the appropriate court to collect any civil penalty arising under this section.

**Note:**

Authority cited: Section 18876, Health and Safety Code.

Reference: Sections 18876 and 18876.1, Health and Safety Code.