# **EXPRESS TERMS**CALIFORNIA CODE OF REGULATIONSTITLE 25. HOUSING AND COMMUNITY DEVELOPMENTDIVISION 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, Park Manager Training Program and Article 1, Administration and Enforcement

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

## Adopt Section 2800. Application and Scope

§ 2800. Application and Scope

1. 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 this chapter.
2. 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 California Code of Regulations, Title 25, Division 1, Chapter 2.2 shall be entitled to apply for exemption from this chapter’s training and examination requirements.
3. 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 18876.1, Health and Safety Code.

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

## Adopt Section 2800.1. Definitions

§ 2800.1 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 or entity completing and submitting an application required by this chapter.
3. Approved. The department’s determination that an applicant meets the requirements of this chapter.
4. Certificate Holder. A park manager who meets the requirements of this chapter, has met the required initial training coursework requirements and, as applicable, the continuing training coursework requirements, and has successfully completed a third-party provider or department 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 requirements of this chapter.
6. Continuing Training. The continuing training is required every two (2) years after the initial training is completed and shall consist of two (2) to four (4) hours of follow-up training coursework. Continuing training includes the successful completion of an online examination following the continuing training coursework.
7. Department. The Department of Housing and Community Development.
8. 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.
9. Exemption Application. An online application used to apply for an exemption from the training and examination requirements of this chapter.
10. 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.
11. Exempt Applicants. Applicants that are not required to comply with the initial training coursework, continuing training coursework, or examination requirements of this chapter.
12. 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.
13. Initial or Continuing Training Coursework Curriculum and Examination. The coursework and examination requirements as defined in sections 18876.1(b) of the Health and Safety Code, and section 2800.6 of this chapter.
14. Initial Training. The initial training of six (6) to eight (8) hours, completed during a manager’s initial year of employment with a park. This includes the successful 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.
15. 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.
16. 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.
17. Mobilehome Park. Shall have the same meaning as defined in section 18214 of the Health and Safety Code.
18. Notice of Violation. A notice issued by the department to inform a park owner, operator, manager, or third-party provider that they are in violation of this chapter.
19. Online Portal. An online platform used to submit applications, receive information, and communicate with the department.
20. Park Manager or Manager. A person employed as or acting under contract as an onsite manager, assistant manager, or otherwise acting in an onsite or offsite managerial capacity or role, on behalf of a mobilehome park or recreational vehicle park.
21. Park Manager Training Program. The program contained in this chapter. Also referred to as “Program” in this chapter.
22. 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 California Code of Regulations, Title 25, Division 1, Chapter 2.2.
23. Park Operator or Operator. The person or entity to whom a permit to operate is issued by the enforcement agency pursuant to Health and Safety Code sections 18506 or 18870.7.
24. Park Owner or Owner. The person or entity that legally owns or possesses an item, property, or business which qualifies as a mobilehome park or recreational vehicle park subject to any requirement of this chapter through title, lease, deed, or other legal document.
25. Proof of Training Completion. An electronic notification from the third-party provider to the department indicating successful completion of the required training by managers as specified in section 2800.9 of this chapter.
26. Recreational Vehicle Park. Shall have the same meaning as defined in section 18862.39 of the Health and Safety Code.
27. Rent. Money or other consideration given for the right of use, possession, and occupation of a lot in a mobilehome park or recreational vehicle park.
28. Third-party Provider. As used in this chapter means a person or private entity that complies with all of the following:
	1. Is in the business of and qualified to establish and administer park management training curriculum, administer training and examinations, and submit information to the department in accordance with this chapter.
	2. Is a person or private entity approved by the department and 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) for the training and examination owed by park management.
	5. Is approved by the department.
	6. Renews approval with the department every two (2) years.
	7. Maintains a business location within the State of California.
29. Violation.A failure to conform to the requirements of this chapter, or any other applicable provision of law.

**Note:**

Authority cited: Section 18876.1, Health and Safety Code.

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

## Adopt Section 2800.2. Enforcement, Actions, and Hearings

§ 2800.2. Enforcement, Actions, and Hearings

1. In order to enforce this chapter, the department may:

(1) Enter and inspect all parks, places of business for managers, local enforcement agencies, or third-party providers, wherever situated, and inspect all records related to the department’s enforcement of this chapter.

1. If any park owner, operator, or manager fails to comply with this chapter following sixty (60) calendar days from the issuance of a notice of violation by the department that identifies the violation(s) and corrective action, the park manager shall be subject to civil penalties as identified in section 2800.16.
2. If any park owner, operator, or manager fails to comply with this chapter, and one hundred and twenty (120) calendar days have elapsed from the date an initial notice of violation was issued by the department identifying the violation(s) and corrective action, the enforcement agency may suspend the park permit to operate for cause.
3. In the event that a park’s permit to operate is suspended pursuant to this chapter, it shall be unlawful for any person to operate, occupy, rent, lease, sublease, let out, or hire out for occupancy any lot in a park.
4. 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 any and all reasons for disputing 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(c) and (d) and 1757 of Title 25, California Code of Regulations, Division 1, Chapter 2.

**Note:**

Authority cited: Section 18876.1, 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 2800.3. Park Compliance

§ 2800.3. Park Compliance

1. On or before May 1, 2026, or within one (1) year of a person’s hiring date, whichever occurs later, each park shall identify a park manager, as defined in section 2800.1, that has completed training of six (6) to eight (8) hours of initial training coursework. The following shall apply to initial training coursework:
2. Proof of initial training coursework completion and successful completion of an approved examination by the identified park manager shall be electronically submitted to the department by an approved third-party provider with the information described in section 2800.9. 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.
3. Continuing training coursework shall be completed by park managers every two (2) years after the initial training coursework and examination requirements in subsection (a) 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:
4. 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 2800.9.
5. If compliance timelines within this section are not met, the park owner or operator shall electronically submit to the department the amendment application described in section 2800.12 with a correction plan that explains how the park owner or operator will secure a certificate holder and, if applicable, the name and hire date of a prospective certificate holder.
6. The certificate of compliance issued by the department shall be posted in the park in a conspicuous location.
7. 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 exempt person or entity shall electronically submit to the department an exemption application as described in section 2800.14 of this chapter, including a copy of the active real estate license, every four (4) years or when information on the license changes, or upon termination or expiration of the license.
8. Upon approval of the exemption, the department shall issue a certificate of exemption that shall be posted in a conspicuous location onsite within the park.
9. A park owner, operator or manager shall report to the department any changes in compliance status within thirty (30) days of such changes occurring in compliance status by submitting an amendment application described in section 2800.12.
10. Fees shall be paid as specified in section 2800.15(g), (h), (i), and (k) of this chapter.

**Note:**

Authority cited: Section 18876.1, 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 2800.4. Third-party Provider Conflict of Interest

§ 2800.4. Third-party Provider Conflict of Interest

1. A third-party provider shall be considered free of any conflicts of interest, affiliation, influence, and control of a park owner, operator, or manager or any corporation, limited liability company, partnership, person, or other entity with an ownership interest in a park when in compliance with the following criteria:

(1) The third-party provider and its owners, directors, shareholders, management personnel, and other personnel have no ownership or managerial affiliation with any park.

(2) The results of the third-party provider’s work do not accrue financial benefits to the organization, through stock ownership in any corporation or partnership that has ownership of park(s).

(3) The third-party provider’s owners, directors, management personnel, and other personnel hold no ownership interest or stock in and receive no stock options in any corporation, limited liability company, or partnership that has ownership of park(s).

1. No member of a third-party provider shall take part in any act of collusion or other fraudulent practice with a park owner, operator, or manager or any corporation, limited liability company, or partnership with an ownership interest in a park.
2. 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 this chapter and that it and the organization’s management shall take reasonable steps to ensure that no conflict of interest occurs during the term of providing third-party provider services.

**Note:**

Authority cited: Section 18876.1, Health and Safety Code.

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

## Adopt Section 2800.5. Third-party Provider and Curriculum Approval and Renewal

§ 2800.5. Third-party Provider and Curriculum Approval and Renewal

1. An entity or person seeking approval to become a third-party provider or an existing third-party provider seeking renewal shall electronically submit an application to the department.
2. The electronic application specified in subsection (a) of this section shall include the following:
	1. The full legal name, address, email, and telephone number of the applicant.
		1. If the applicant is a partnership, limited liability company, or corporation, proof of good standing with the State of California and 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.
			1. For a partnership, include an electronic copy of the executed partnership agreement;
			2. for a limited liability company, include an electronic copy of the current Articles of Organization filed with the California Secretary of State;
			3. for a corporation, include an electronic copy of the current Articles of Incorporation filed with the California Secretary of State.
		2. If the applicant is an individual, the applicant shall submit a copy of a state-issued identification or U.S. passport.
	2. Attestation that the entity or person seeking approval does not have any conflicts of interest as described in section 2800.4 of this chapter.
3. 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 which contains the information required in section 2800.6 of this chapter. The department shall be provided access to the online system through 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 2800.15 of this chapter;
	6. A statement of qualifications that identifies how the applicant is qualified to establish and administer park management training curriculum, administer training and examination, and submit information to the department in accordance with this chapter;
	7. Other information deemed necessary by the department for the selection process to ensure compliance with this chapter.
4. The third-party provider shall maintain records of the hire dates for certificate holders as well as any information required by section 2800.9 of this chapter.
5. The department shall conduct monitoring audits of a third-party provider’s training curriculum every two (2) years to ensure compliance with this chapter.
6. At the sole discretion of the department, the department shall determine the eligibility of each application based on the criteria outlined 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.
	1. If the department finds the curriculum deficient, the third-party provider shall re-submit the curriculum.
7. Fees shall be paid as specified in section 2800.15(a) through (e) of this chapter.

**Note:**

Authority cited: Section 18876.1, Health and Safety Code.

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

## Adopt Section 2800.6. Third-party Provider Initial and Continuing Training Coursework Curriculum and Examination Requirements

§ 2800.6. Third-party Provider Initial and Continuing Training Coursework Curriculum and Examination Requirements

1. 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.
2. 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.
3. Initial or continuing training may be offered in a format other than online if approved by the department in advance. Alternatives to online training curriculum may include lectures, instructional videos, online courses, or other methods of instruction.
4. The initial and continuing training coursework curriculum shall be reviewed and approved by the department every two (2) years.
5. The department may develop content for the training or examination and revise content where appropriate.
6. 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 shall be provided annually to third-party providers electronically by the department.
7. Passing score for the online examination for the initial and continuing training coursework shall be a minimum of seventy-five (75) percent of the total score.
8. If the applicant fails to pass the examination three (3) times, the applicant shall be required to complete the training and examination again, and the re-administration fee as described in section 2800.15(j) of this chapter may be assessed by the third-party provider.
9. A certificate holder may use any department-approved third-party provider to complete the initial and continuing training coursework.

**Note:**

Authority cited: Section 18876.1, Health and Safety Code.

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

## Adopt Section 2800.7. Third-party Provider Record Keeping Requirements

§ 2800.7. Third-party Provider Record Keeping Requirements

1. Prior to the completion of the initial or continuing coursework and examination, as specified in section 2800.6 of this chapter, third-party providers shall verify the identity of each course participant, by review of copy of an official identification issued by a government agency.
2. Third-party providers shall maintain applications, records of attendance documents, initial and continuing training coursework proof of training completion, and answers and results of examinations for a minimum of four (4) years from the date of receipt. These records are subject to examination by the department.
3. Third-party providers shall store an electronic copy of all records for a minimum of four (4) 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 18876.1, Health and Safety Code.

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

## Adopt Section 2800.8. Revocation or Cancellation of Approval of Third-party Provider

§ 2800.8. Revocation or Cancellation of Approval of Third-party Provider

1. Whenever the department discovers that a third-party provider is out of compliance with the provisions of this chapter, the department may take enforcement action as prescribed in this section.
2. The department shall provide electronic notice of violation to the person or entity responsible for violations and require correction within twenty (20) calendar days of the notice by the department.
3. If the violations were committed willfully, or when a person served with an electronic notice as specified in this chapter, fails to comply, the department may revoke approval status.
4. The department shall have discretion to revoke approval status for willful violation of Part 2.3.1 (commencing with Section 18876) of Division 13 of the Health and Safety Code or this chapter at any time. Revocations are subject to the hearing process in Section 2800.2(e) of this chapter.
5. If a third-party provider seeks to cancel their approval as a third-party provider, an application shall be electronically submitted to the department thirty (30) calendar days prior to the effective cancellation date.
6. All outstanding obligations to applicants or the department must be completed before seeking cancellation.

**Note:**

Authority cited: Section 18876.1, 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 2800.9. Park Manager Initial or Continuing Training Coursework Curriculum and Examination, Proof of Training Completion

§ 2800.9. Park Manager Initial or Continuing Training Coursework Curriculum and Examination, Proof of Training Completion

1. Upon a person’s satisfactory completion of either the initial or continuing training coursework curriculum and examination administered by an approved third-party provider, proof of training completion shall be electronically submitted to the department by the third-party provider within five (5) calendar days of completion:
	1. The proof of training completion shall include all of the following:
		1. Park name and address;
		2. Department-issued park identification number;
		3. Certificate holder name and title;
		4. Certificate holder mailing address where the department shall send the certificate of compliance;
		5. Certificate holder phone number, and email address;
		6. Issue date;
		7. Expiration date.
	2. The third-party provider shall provide an electronic copy of proof of completion to:
		1. The certificate holder that completed the training;
		2. The department through the online portal;
		3. The local enforcement agency, when applicable.
2. Proof of training completion submitted by a third-party provider without an associated park included with their application will be denied by the department.

**Note:**

Authority cited: Section 18876.1, Health and Safety Code.

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

## Adopt Section 2800.10. Park Manager Initial or Continuing Training Coursework Curriculum, Certificate of Compliance

§ 2800.10. Park Manager Initial or Continuing Training Coursework Curriculum, Certificate of Compliance

1. Upon the department’s receipt of the proof of the initial training coursework and successful examination completion from a department-approved third-party provider, the department shall issue an initial certificate of compliance to the certificate holder’s mailing address.
2. Upon the department’s receipt of the proof of the continuing training coursework and successful examination completion from a department-approved third-party provider, the department shall issue a continuing training coursework certificate of compliance to the certificate holder’s mailing address.
	1. Each certificate of compliance shall be valid for two (2) years from the issue date.
3. The department shall electronically notify a certificate holder at least ninety (90) calendar days in advance of the renewal date.
4. 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 changes, identifying the prior and new information.
5. 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 employing the certificate holder within thirty (30) calendar days of the certificate holder’s hire date.
6. Within sixty (60) calendar days of a certificate of compliance expiration date, an amendment application shall not be approved by the department. The certificate holder must complete the continuing training coursework curriculum and examination as specified in this chapter.

**Note:**

Authority cited: Section 18876.1, Health and Safety Code.

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

## Adopt Section 2800.11. Park Manager Training Certificate of Exemption

§ 2800.11. Park Manager Training Certificate of Exemption

1. Upon receipt of an exemption application that meets the requirements set forth in section 2800.14 of this chapter, the department shall issue a certificate of exemption to the applicant.
	1. The certificate of exemption shall be valid until the expiration date stated on the certificate.
2. The department shall electronically notify a certificate of exemption holder at least ninety (90) calendar days in advance of the renewal date.
3. A certificate of exemption holder shall electronically submit an amendment application to the department within thirty (30) calendar days if any contact information has changed.
4. If the certificate of exemption 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 the certificate of exemption expiration date, an amendment application shall not be approved by the department.
5. Fees shall be paid as specified in section 2800.15(g) of this chapter.

**Note:**

Authority cited: Section 18876.1, Health and Safety Code.

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

## Adopt Section 2800.12. Park Manager Training Certificate of Compliance Amendment

§ 2800.12. 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:
	1. Park name and address;
	2. Department-issued park identification number;
	3. Prospective or prior certificate holder name and title, if applicable;
	4. Prospective or prior certificate holder address, phone number, and email address, if applicable;
	5. Park owner or operator name and title;
	6. Park owner or operator address, phone number, and email address;
	7. A statement describing the action to be taken to meet the compliance requirements outlined in this chapter.
2. An entity seeking to request a duplicate copy of a department-issued certificate of compliance shall submit an electronic amendment application.
3. Within sixty (60) calendar days of the certificate of compliance expiration date, an amendment application shall not be approved by the department. The certificate holder must complete the required continuing training coursework curriculum and examination as described in this chapter.
4. Fees shall be paid as specified in section 2800.15(k) of this chapter.

**Note:**

Authority cited: Section 18876.1, 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 2800.13. Local Enforcement Agency Responsibilities

§ 2800.13. 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 department shall electronically provide the status of each park’s compliance with this chapter to local enforcement agencies.
3. All local enforcement agencies shall forward to the department the fees paid by the park pursuant to section 2800.15 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 18876.1, Health and Safety Code.

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

## Adopt Article 6. Exemptions

**ARTICLE 6. EXEMPTIONS**

## Adopt Section 2800.14. Exemptions

§ 2800.14. Exemptions

1. The training and examination requirements of 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, or seeking to maintain an exemption, shall electronically file an exemption application with the department either every four (4) years; when information on their license changes; upon suspension or termination; or upon the expiration date on the certificate of exemption.
	1. The exemption application shall include:
		1. Park name and address;
		2. Department-issued park identification number;
		3. Exempt applicant’s name and title;
		4. Exempt applicant’s address, phone number, and email address;
		5. Real estate license issue date;
		6. Real estate license expiration date;
		7. A copy of the real estate license;
		8. Park owner or operator name and title, if different from applicant;
		9. Park owner or operator address, phone number, and email address, if different from applicant.
	2. The department shall 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 of exemption holder within thirty (30) calendar days as described in section 2800.12 of this chapter if any contact information has changed or if the real estate license has been suspended, terminated, or expires.
2. An exemption application shall be electronically submitted to the department by the 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 do not need to reapply unless conditions described in the initial exemption have changed.
3. Any approved exemption applies only to the training and examination requirements of this chapter.

**Note:**

Authority cited: Section 18876.1, Health and Safety Code.

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

## Adopt Article 7. Fees and Penalties

**ARTICLE 7. FEES AND PENALTIES**

## Adopt Section 2800.15. Fees

§ 2800.15. Fees

1. Third-party Provider Approval Application Fee. Four hundred twenty-seven dollars ($427).
2. Third-party Provider Renewal Application Fee. One hundred forty-three dollars ($143).
3. Third-party Provider Initial Curriculum Review Fee.  Five hundred twenty-eight dollars ($528).
4. Third-party Provider Continuing Curriculum Review Fee.  Two hundred sixty-four dollars ($264).
5. Third-party Provider Initial Curriculum Re-Review Fee. One hundred thirty-two dollars ($132).
6. Third-party Provider Continuing Curriculum Re-Review Fee. Sixty-six dollars ($66).
7. Third-party Provider Initial Curriculum Renewal Review Fee. Three hundred fifty-two dollars ($352).
8. Third-party Provider Continuing Curriculum Renewal Review Fee. One hundred seventy-six dollars ($176).
9. Third-party Provider Training and Examination Late Submission Penalty. Twenty-five dollars ($25).
10. Program Certificate of Compliance or Exemption Issuance Fee. Three hundred fifty dollars ($350). 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.
11. Program Initial Training Coursework Fee. Not to exceed four hundred dollars ($400).
	1. For park managers that manage ten (10) or more parks, the third-party providers may charge an additional fee of up to two hundred dollars ($200).
12. Program Continuing Training Coursework Fee. Not to exceed two hundred dollars ($200).
	1. For park managers that manage ten (10) or more parks, the third-party providers may charge an additional fee of up to one hundred dollars ($100).
13. 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).
14. Amendment Application Fee. Twenty-five dollars ($25).

**Note:**

Authority cited: Section 18876.1, Health and Safety Code.

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

## Adopt Section 2800.16. Penalties

§ 2800.16. Penalties

1. Program Certificate of Compliance or Exemption Issuance Penalty Fee.
	1. If a park fails to pay the program certificate of compliance or exemption 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, the department shall assess a fifty ($50) dollar penalty fee.
	2. If a park fails to pay the program certificate of compliance or exemption issuance fee and at the same time the park’s permit to operate fees are unpaid for more than sixty (60) calendar days after the due date, then the department shall assess a three hundred ($300) dollar penalty fee.
	3. If a park or park manager fails to comply with any program initial or continuing training coursework or examination requirements of this chapter for more than thirty (30) calendar days after the due date, the department shall assess a fifty ($50) dollar penalty fee.
	4. If a park or park manager fails to comply with any program initial or continuing training coursework or examination requirements of this chapter for more than sixty (60) calendar days after the due date, the department shall assess a three hundred ($300) dollar penalty fee.
2. Sixty (60) calendar days after issuance of a notice of violation of this chapter, if the cited violation is not corrected, 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. If a park owner, operator, manager, or third-party provider fails to correct cited violation(s) and an additional sixty (60) calendar days have elapsed, the department shall assess an additional civil penalty of one hundred dollars ($100) for each subsequent calendar day the violation(s) remain(s) uncorrected.
3. If any park owner, operator, or manager willfully violates this chapter, the park shall be subject to suspension of its permit to operate.
4. The department may institute or maintain an action in the appropriate court to collect any civil penalty arising under this section.

**Note:**

Authority cited: Section 18876.1, Health and Safety Code.

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