



PARK MANAGER TRAINING PROGRAM FREQUENTLY ASKED QUESTIONS

Q: WHAT IS THE PARK MANAGER TRAINING PROGRAM?

A: The Park Manager Training Program (Program) ensures that at least one person is properly certified and trained as a manager for each mobilehome park or recreational vehicle park (collectively parks) in California, as specified in [California Code of Regulations, Title 25, Division 1, Section 2.3](#) and [Health and Safety Code, section 18876.1](#). The Program issues a certificate of compliance to each park manager that successfully completes the training and examination requirements or a certificate of exemption for park managers that meet an exemption for the training and examination requirements. The certificate of compliance or certificate of exemption must be posted in a conspicuous location within the park managed.

Q: WHAT ARE THE FEES AND WHEN DO THEY GO INTO EFFECT?

A: Starting May 1, 2025, all parks regardless of their exemption status, are required to pay the Program Certificate of Compliance or Exemption Issuance fee of \$350.00. This fee will be assessed at the same time that the park's permit to operate fees are collected.

For additional fees including the fees to apply to become an HCD third-party provider, please review [California Code of Regulations, Title 25, Division 1, Chapter 2.3, Article 7](#).

Q: HOW DOES A PARK MANAGER, OWNER, AND/OR OPERATOR COMPLY?

A: Park managers will have until May 1, 2026, or within one (1) year of the manager's hire date (whichever occurs later) to comply with the training and examination requirements specified in California Code of Regulations, Title 25, Division 1, Chapter 2.3 and Health and Safety Code, section 18876.1. Once third-party providers are available to offer the training and examinations, additional information will be released by HCD.

Q: HOW TO APPLY TO BE A THIRD-PARTY PROVIDER?

A: If you are interested in becoming an HCD-approved third-party provider for the Program, please apply online at <https://cahcd.my.site.com/s/new-requester-account?appType=sb869tpp>.

Q: WHAT ARE LOCAL ENFORCEMENT AGENCIES RESPONSIBILITIES?

A: Local Enforcement Agencies will be required to electronically verify that each park within their jurisdiction has at least one certified/trained manager prior to issuing the park's annual permit to operate. The Local Enforcement Agency is responsible for collecting the Certificate of Compliance or Exemption Issuance fee and submitting the fees to HCD.

Local Enforcement Agencies can create an account through HCD's Codes and Standards Online Services where they will be able to view completed park manager training and update local park permit to operate information for parks within their jurisdiction. More information will be released by HCD soon.

Q: CAN COMMUNITY GROUPS OR OTHER STAKEHOLDERS BE INVOLVED IN THE REVIEW OR APPROVAL OF CURRICULUM?

A: Pursuant to Health and Safety Codes, section 18876.1, the Department shall review third-party provider curriculum consistent with subject areas in HSC, section 18876.1 (e).