

Division of Codes and Standards

Codes and Standards Online Services (C&S OS)

Manager Training Program Exemption Application

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Login

• Open the HCD C&S OS portal using the following URL: <u>Home (site.com)</u> and click the **login** button.



• Enter your Username and Password that you created during user registration as a **Park Owner/Operator**. Click the **Sign In** button.

NOTE: If you have not created your account as a park owner/operator, please review the User Creation for Park Owner/Operator and create an account.

California Department of	Sign In
Development	amalarpoot@hcd.ca.gov
activity.	
Velcome to Codes and Standards Online Services "C&S OS"	
odes and Standards Online Services (C&S OS) is the fastest, most convenient way to do business with the Division	Sign In
f Codes and Standards. We offer a growing list of secure online services for customers including the ability to ake a payment, apply for a permit, register your mobilehome, and more anytime, anywhere. Create your online count to get started, or if you already have an account, log in here.	Please Note: If you have 3 failed login attempts, the system will be locked down for 15 mins before you can re-try.
or any technical questions or concerns regarding C&S OS system, please email us at csos@hcd.ca.gov	Forgot your password?
CD provides equal access to programs and information to persons with disabilities, as well as those with Limited	Don't have an account? Create an Account
	Back to Hom
nglish Proficiency, through interpretive services, alternate format documents and auxiliary aids to ensure effective	

NOTE: If you forgot the password, click on the **Forgot your password** link, and follow the instructions to reset your password.

Entrol Language.		
California Department of		
Housing and Community Development	Sign In	
Welcome to Codes and Standards Online Services "C&S OS" Code and Sandards Odde Service (ES OS) is the future, more converses any is do business with the Doddon of Codes and Sandards. We alw	Sign In Please Note: If you have 3 failed legin attempts, the system will be locked down for 15 mins before you can re-	
groung to be drawn orden wrinne fer coulden yn a white hy o make a payrene. Yngely fer a peref, register pour moldetrione, and nove anytene, anytelene Chara pour orden actionet yn act artene (yn an weaky) fer a anyten. Yn a moloch yn hyne, Flor any sochrold gwellion o'r concern regending CAS 00 system, please enwil oa a c <mark>aedithada.ean</mark>	try.	
HCD provides again assess to programs and information to provide with distalling as an and a showed principles (a programma and/op, additionals format distance) and additional provides to service of these contractances of the principle additional and addition and/op, additional additional additional (BMP) SEATES or main additional additional additional in additional and the access integration additional principles (BMP) SEATES or main additional additional additional additional SEATES additional additional additional additional additional additional additional additional additional additional SEATES additional additional SEATES additional additionad additionad ad		Back to Home
service de la properties de la construcción de la c		
thông qua các dịch vụ phiên địch, thi khủ có định dạng phủ hợp và các hỗ trự thên để đản táng giao tiếp có hiệu quả. Trong trường hợp quố vị cần hỗ trự nặp đơn hoặc muốn tiếp địn các dịch vụ thông dịch, vài làng liên hệ (1809) 932.8136 hoặc già emait sử địa chỉ <u>constitutica a gọc</u>		

Park Manager Training Exemption Application

Start New Application

• After signing in as **Park Owner/Operator**, click on the **New Application** drop down link and select **Park Manager Training Exemption Application**.

California Department of Housing and Comn C&S OS	^f nunity Development		
Account Information			
Park Owner/Operator Name	Park Owner/Operator Mailing Address		
CHRISTINA CARR	16669 "D" ST #16, VICTORVILLE, SAN BERNA	RDINO, CA, 92395	
New Application	*		
HCD 415 Permit Applications			
Miscellaneous Registration & Titling Processes			
Mobilehome Park/Special Occupancy Park Permit to Operati	e Applications		
Escrow Opening			
Formal Title Search		SUBMITTED BY	DESCRIPTION
Informal Title Search			
			the second second

• Click on the **Start** button to navigate to the next page.

California Department of Housing and Comr C&S OS	of munity Development
Account Information	
Park Owner/Operator Name	Park Owner/Operator Mailing Address
CHRISTINA CARR	16669 "D" ST #16. VICTORVILLE, SAN BERNARDINO. CA, 92395
New Application	

• On the About screen, review the note and click the **Confirm & Continue** button to navigate to the **Park Information** screen.

A CONTRACTOR OF	alifornia Department of lousing and Community Develop	ment	Home	Resources	7	٤
		0				
	About					
	Park Manager Training Exemption Application					
	This is the application for an individual (Park represer	tative) to submit if they are exempt from completing the training and examination requirements of HSC Section 18876.1.				
	Cancel			Confirm & Continue		

• Search for your park by typing in the **Park Name Search** field and select your park from the search results list.

Contraction of the second seco	Dusing and Community Develop SS OS	ment			Home Resources	Ä	4
		Park Information	00	0			
	Park Information						
	Park Manager Training Exemption Application						
	*Park Name Search						
	OAK FOREST ESTATES ASSOC 19-1493-MP - 32100 TRIUNFO C	ANYON RD, WESTLAKE VILLAGE, LOS ANGELES					
	* Park Name		Park ID#				
	OAK FOREST ESTATES ASSOC.		19-1493-MP				
	* Park Address/Lot Address						
	32100 TRIUNFO CANYON RD						
	*City	*County	* State	*Zip Code			
	WESTLAKE VILLAGE	LOS ANGELES 🛛	California	♥ 91361			
	Display Operator/Owner Details						
	New New Color Director Oceanity (Ocean Devile Instruments from 1	Descention					
	Note: Please Select Display Operator/Owner Details button before i	Proceeding.					
	Note: If any information displayed above is not correct, please	contact pmtp@hcd.ca.gov or 1(800) 952-8356, or your Local Enf	forcement Agency office to update the information.				
	Cancel Save & Exit			Back	Confirm & Continue		

• Verify that the **Park Name, Park ID and Park address** is correct and click **Display Operator/Owner Details**.

C	using and Community Developr &S OS	nent		Home	Resources	Ŧ	÷
		e e e e e e e e e e e e e e e e e e e					
	Park Information						
	Park Manager Training Exemption Application						
	*Park Name Search						
	GAK FOREST ESTATES ASSOC 10-1403-MP - 32100 TRUNFO C	INVON RD, WESTLAKE VILLAGE, LOS ANGELES					
	*Jark Name		Park ID#				
	GAK POREST ESTATES ASSOC.		19-1492-MP				
	* Park Address/Lot Address						
1	32100 TESUNFO CANYON RD						
	*Cty	*County	* State	* Zip Code			
	WESTLAKE VILLAGE	LOS ANSELES V	California v	91361			
	Dtuplay Operator/Overer Details						
_ _	Note: Please Select Display Operator/Owner Details button before P	Insceeding.					
	Note: If any information displayed above is not correct, please	contact prep@hcd.ca.gov or 1(000) 952-8356, or your Local En	forcoment Agency office to update the information.				
	Garoal Sava & Sava & Sava			Bash	Confirm & Continue		

Manager Training Program Exemption Application

• If you receive the error message as shown below in red, please select **Display Operator/Owner Details** in order to proceed.

	••••••••	• • • • •	
	Park Information		
Park Information ——— Park Manager Training Exemption Application			
* Park Name Search			
OAKHURST MOBILE ESTATES - 20-0040-MP - 39678 RD	1258, OAKHURST, MADERA		
* Park Name		Park ID#	
OAKHURST MOBILE ESTATES		20-0340-MP	
* Park Address/Lot Address			
39678 RD 4258			
*City	* County	* State	* Zip Code
OAKHURST	MADERA w	California 🛛 👻	93644
Display Operator/Owner Details			
> Operator Details			
Note: Flease Select Display Operator/Owner Details button	i before Proceeding. , please contact pmtp@hcd.ca.gov or 1(800) 952-8356, or j	your Local Enforcement Agency office to update the infor	nation.
Cancel Save & Exit			Back Centinue

• Verify the Park Operator Name, Email Address, Phone number, and Park Operator Address and click the Confirm & Continue button.

J & H ASSET PROPERTY MANAGEMENT		Operator		
Email Address		Phone Number		
		(714) 974-0397		
ParkOperator Address				
22880 SAVI RANCH PKWY				
ParkOperator City	ParkOperator State		ParkOperator ZipCode	
YORBA LINDA	CA		92887	
ar if any information displayed shous is not correct, place	ase contact pmtp@hcd.ca.gov or 1(800) 952-831	56, or your Local Enforcement Agen	cy office to update the information.	

• On the **Park Training Program Exemption Type** screen, complete the steps in **Section** I if your exemption is due to having a valid **Real Estate License**. If your exemption is due to **park type**, please go to **Section II**.

Section I- Real Estate License Exemption

• Select **Based on Real Estate License** as the exemption type.

Exception type			
Based On Special Occupancy Park Type			
Based On Real Estate License			
Expiration Date			
10-01-2024			
First Name			
Test HCD			
Middle Name			
Last Name			
Test Last Name HCD			
Email			
malarvizhi.anbazhagan+poo1@hcd.ca.gov			
Phone Number			
(898) 989-8989			
Uploaded Files: ["NOPA.pdf"]			

• Enter the **Real Estate License** required fields and upload a copy of your Real Estate License in the Upload Files field.

* Expiration Date	
10-01-2024	苗
* First Name	
Test HCD	
Viddle Name	
* Last Name	
Test Last Name HCD	
* Email Address	
malarvizhi.anbazhagan+poo1@hcd.ca.gov	
* Phone Number	
(898) 989-8989	
RealIDFile 0	
the second	
NOPA.pdf	â

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Section II-Special Occupancy Park Type Exemption

Select Based on Special Occupancy Park Type as the exemption option.
 Please note: If the park previously selected is a mobilehome park, the following message will display: "The Park you selected earlier is a Mobile Home Park. Please select Special Occupancy Park to choose park type as exemption or select Real Estate License exemption option." Please return to the previous page to choose an applicable park.

California Department of Housing and Community Development	Home	Resources	ÌĦ	٤
Park Training Program Exemption Type	•.			
Park Training Program Exemption Type				
Park Manager Training Exemption Application				
* Choose Exemption Type				
Based On Special Occupancy Park Type				
O Based On Real Estate License				
The Park you selected earlier is a Mobile Home Park. Please select Special Occupancy Park to choose park type as exemption or select Real Estate License exemption opt	ion.			
Cancel Save & Exit	Back	Confirm & Continue		

• Expand the Park type section and choose the respective park type sub-category (Incidental Camping Area, Temporary RV Park, or Tent Camp) and upload a copy of the park's Conditional Use Permit or other substantiating documentation that indicates the park designation type.

	Park Training Program Exemption Type		
Deule Testistic -			
	Program Exemption Type		
Park Manager Traini	ig Exemption Application		
* Choose Exemption	/pe		
Based On Special	ccupancy Park Type		
🔵 Based On Real Est	te License		
✓ Park Type			
* Park Type Sub Ca	egory		
Incidental Campi	g Area		
Conditional Use Pe	mit (CUP)		
1 Upload Files	Or drop files		
Other Substantiatir	3 Documentation		
1 Upload Files	Or drop files		
Cancel	and 9 Evit	Back	Confirm & Continue

• After confirming all the entered details are correct, click **Confirm & Continue** to go to the **Summary & Review Page.**

Summary & Review					
Park Manager Training Exemption Applicatio	n				
✓ Park Information					
Park Name		Park ID#			
ALMOND TREE RV PARK		04-0156-MP			
Park Address/Lot Address					
3124 ESPLANADE					
City	County	State	;	Zip Code	
СНІСО	BUTTE	CA		95973	
> Operator Information					
 Exemption Park Type 					
Exception type					
 Based On Special Occupancy Park Type 					
O Based On Real Estate License					
Park Type Sub Category					
INCIDENTAL_CAMPING_AREA					
Uploaded Files: ["NOPA.pdf"]					
Cancel Save & Exit				Back	Confirm & Continue

• After confirming all the entered details are correct, click **Confirm & Continue** to go to the **Summary & Review Page.**

Manager Training Exemption Application					
'ark Information					
ark Name			Park ID#		
OAK FOREST ESTATES ASSOC.			19-1493-MP		
ark Address/Lot Address					
32100 TRIUNFO CANYON RD					
īty	County		State		Zip Code
WESTLAKE VILLAGE	LOS ANGELES		CA		91361
 Operator Information 					
ParkOperator Name			Title		
OAK FOREST ESTATES ASSOCIATION			Operator		
Operator Email Address			Operator Phone Number		
		8185687261			
ParkOperator Address					
14431 VENTURA BLVD #247					
ParkOperator City		ParkOperator State		ParkOperator Zip	Code

• On the **Signature** screen, enter all the required fields and click the **Confirm & continue** button.

Housing and Community Dev	elopment					Hame Resources	7
	o <u> </u>	0	0	0			
Signature							
Park Manager Training Exemption Application							
I certify under penalty of perjury that the information provided	herein is true and correct to the best of my knowledge.						
* Applicant Name:			*Tele:				
Test			Operator				
*Signature:			Date:				
Test			10-07-2024				
Cancel Save & Evit					Back	Confirm & Continue	

Manager Training Program Exemption Application

- Review the **Park Manager Training Program Fee Information** for your exemption type and click **Confirm & Continue**.
 - Park Manager Training Program Fee Information for Real Estate License.

COMMUNITY OF THE OWNER	alifornia Department of Iousing and Community Development	Home	Resources 🐂
	© O O O O Park Manager Training Prog	gram Fee Informat	ion
	Park Manager Training Program Fee Information		
	Park Manager Training Exemption Application		
	If your real estate exemption is approved, your park is exempt from the training and examination requirements. The annual fee for the 'Park Manager Training Certificate o the annual renewal of your PTO. You will need to resubmit an exemption application upon the renewal of your real estate license.	of Exemption' o	f \$353 will be collected during
	Cancel Save & Exit Back		Confirm & Continue

• Park Manager Training Program Fee Information for Park Type.

California Department of Housing and Community Development	Home	Resources	Ħ	٠
6 0 0 0 0 0 0 0 0 0 0 Parts tangen Taking Program Fac	ormation			
Park Manager Training Program Fee Information				
Park Manager Training Exemption Application				
Based on the information you provided, the annual fee for the 'Park Manager Training Certificate of Exemption' of \$353 will be collected during the renewal of your PTO.				
Cancel San a Lint Red.		Confirm & Continue	I	

• Your application is now complete. A document tracking number (DTN) is displayed and is your confirmation number.

California Department of Housing and Community Development	Home Resources 🐂
Complete ———————————————————————————————————	
Thank you for submitting your application. You will receive a confirmation email for Document Tracking Number (DTN) 13415419	
Birck to Dushboard	

• Click on the **Back to Dashboard** button to navigate to your Dashboard page to view submitted applications. Your application status will display as "In HCD Review".

Carlo	California Depar Housing and	tment of Community Develop	ment			Home Resources	¥ 1
Account Inf	ormation					Submit a Complaint	Annage Users
Park Owner/Operator NAZMUDIN M LALAN	Name I	Park Owner/ 5082 BOLSA	Dperator Mailing Address AVE #102, HUNTINGTON BEACH, ORANGE, C/	A, 92649			
New Application			•				
Start							
Existing Application S	itatus						Transaction Log
DTN	DECAL NUMBER	PARK NAME	DATE SAVED/SUBMITTED	SUBMITTED BY	DESCRIPTION OF APPLICATION	STATUS	ACTION
13415419		ALMOND TREE RV PARK	Oct 07, 2024 11:20 PM	Test Park owner	PMTP Exemption Application	In HCD Review	
<u>13415416</u>		ALMOND DRIVE MOBILE ESTATES	Oct 07, 2024 11:57 AM	Test Park owner	PMTP Exemption Application	Complete	
Showing Results 2 of 2 its	ems						<< < Page1of1 > >>

• You will receive a New Park Exemption Application confirmation email.

Sandbox: New Park Exemption Application Confirmation Email noreply@salesforce.com on behalf of Kristen Mathews <kristen.mathews+ To O kristen.mathews+po03@hcd.ca.gov</kristen.mathews+ 	$\textcircled{\begin{tabular}{ c c c c } \hline \hline$
STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AG	ENCY GAVIN NEWSOM, Governor
PARK MANAGER TRAINING PROGRAM pmtp@hcd.ca.gov Phone: 1-800-952-8356 HCD Website: www.hcd.ca.gov	
Dear Customer,	
Thank you for submitting an application for an exemption from the training and exa Program. Your Application DTN : 13505323, is currently under review. You will rece approved.	amination requirements for the Park Manager Training eive a confirmation email once the application is
To ensure delivery of future emails, please add support@salesforce.com to your s	afe address list and check your spam folder.
You may direct any questions or concerns to pmtp@hcd.ca.gov or call 1(800) 952-10	<u>8356</u>
Thank You, Park Manager Training Program	

Application Approval Process

• After HCD approval, the application status is displayed as **Complete** on the applicant dashboard — Existing Application Status table.

Housing and Community Development Home Resources	*0
Account Information	nage Users
Park Owner/Operator Name Park Owner/Operator Mailing Address WILLIAMS, KEN & WIN FRADY 15263 HESPERIAN BLVD. #57, SAN LEANDRO, ALAMEDA, CA, 94578	
New Application	
Start	
Existing Application Status	Transaction Log
DTN DECAL NUMBER PARK NAME DATE SAVED/SUBMITTED BY DESCRIPTION OF APPLICATION STATUS	ACTION

• An email will be sent to the email address on file indicating the application is approved.

Sandbox: New Park Exemption Application Approval Confirmation	
noreply@salesforce.com on behalf of kristen mathews <kristen.mathews@ <math="">\bigcirc Seply \bigcirc Reply All \rightarrow Forward \bigcirc</kristen.mathews@>	••
To O kristen.mathews+po03@hcd.ca.gov Wed 3/12/2025 1:48	PM
STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GAVIN NEWSOM, Governor	
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT	
DIVISION OF CODES AND STANDARDS	1
	2
Phone: 1-800-952-8356	/
HCD Website: www.hcd.ca.gov	
Dear Customer, Thank you for submitting your application for an exemption to the training and examination requirements for the Park Manager Training Program. Your application has been approved and an exemption for the training and examination requirements per Title 25, Section 100015(a), has been applied to ParkName (1) (1) (1) (1) (1) (1) (1) (1) (1) (1))
Thank You,	
Park Manager Training Program	

Application Denial Process

• If the application is **denied**, you will receive an email with the denial letter.

Sandbox: Denial Notice of Park Manager Training Exempt	ion							
NR noreply@salesforce.com on behalf of No Reply <donotreplycso To Okristen.mathews+po03@hcd.ca.gov</donotreplycso 	s@hcd.ca.							
STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT DIVISION OF CODES AND STANDARDS Park Manager Training Program pmtp@hcd.ca.gov Phone: 1-800-952-8356 WWW.HCD.CA.GOV March 12, 2025	AGENCY GAVIN NEWSOM, Governor							
Return to Customer Exempt Applications								
Kristen MathewsDTN Number:C/O Kristen MathewsPark Name:15263 HESPERIAN BLVD. #57SAN LEANDRO, California 94578	13505323							
Thank you for submitting your application for an exemption to the training and examination requirements for the Park Manager Training Program. Your application is being returned to you for the following reason(s):								
Park Type								
If you have any questions regarding this denial notice, please contact P Sincerely, CAHCD UAT Site Guest User	MTP@hcd.ca.gov.							

• Log into your dashboard and your application status will display as **Returned to Customer**. Click the Resubmit hyperlink to resubmit your application.

	Housing and C	Community Developm S	ent			Home Resources	¥0 ±
Account	Information					Submit a Complaint	CO Manage Users
Park Owner/Oper WILLIAMS, KEN 8	ator Name WIN FRADY	Park Owner/O 15263 HESPER	perator Mailing Address IAN BLVD. #57, SAN LEANDRO, ALA	MEDA, CA, 94578			
New Application			•				
Start Existing Applicat	ion Status						
DTN	DECAL NUMBER	PARK NAME	DATE SAVED/SUBMITTED	SUBMITTED BY	DESCRIPTION OF APPLICATION	STATUS	
13505323		COUNTRY CLUB MOBILE ESTATES	Mar 12, 2025 12:32 PM	Kristen Mathews	PMTP Exemption Application	Returned to customer	Resubmit