



STATE OF CALIFORNIA
 BUSINESS, TRANSPORTATION AND HOUSING AGENCY
 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
 DIVISION OF CODES AND STANDARDS
CERTIFICATION OF CLOCK HOUR EARNINGS

SECTION 1 - LICENSEE IDENTIFICATION

LICENSE NO.: _____ EXPIRATION DATE: _____

NAME: _____ TELEPHONE NO.: (____) _____

RESIDENCE ADDRESS: _____
Number and Street City State ZIP Code

MAILING ADDRESS: _____
Number and Street City State ZIP Code

EMAIL ADDRESS: _____

SECTION 2 – COURSE INFORMATION

COURSE APPROVAL NUMBER	COURSE TITLE	DATE OF PRESENTATION	CERT. OF COMPLETION SERIAL NUMBER	CLOCK HOURS	DEPARTMENT USE ONLY

DO YOU HAVE AN APPLICATION FOR EQUIVALENCY APPROVAL ON FILE WITH THE DEPARTMENT? YES _____ NO _____

SECTION 3 – LICENSEE CERTIFICATION

I, _____, certify under penalty of perjury that the foregoing
Print or Type Name
 information is true and correct to the best of my belief and knowledge.

SIGNATURE: _____ DATE: _____

EXECUTED IN THE COUNTY OF _____ STATE OF _____

INFORMATION AND INSTRUCTIONS:

- For a MANUFACTURED HOME dealership, each person participating in the direction, control or management activities of the sales operation must have completed the APPROPRIATE clock hours of approved Continuing Education Courses as required in Health and Safety Section 18056.2 and California Code of Regulations, Title 25, Division 1, Chapter 4, Subchapter 2, Section 5306 (hereinafter 25CCR) PRIOR TO EXPIRATION of the license. Should any participating member of the dealership FAIL TO COMPLETE the required clock hours prior to expiration of the license, the dealer license will not be eligible for renewal.

 For a MANUFACTURED HOME salesperson, you must have completed the APPROPRIATE clock hours of approved Continuing Education Courses PRIOR TO EXPIRATION of the license as required in Health and Safety Code Section 18056.2 and 25CCR Section 5306. FAILURE TO COMPLETE the required clock hours prior to the expiration date will result in expiration of the license.

 COMMERCIAL MODULAR DEALERS and SALESPERSONS issued licenses exclusively for the sale of commercial modulars are exempt from Continuing Education requirements.
- Holders of both a manufactured home dealer and salesperson license may apply the same Continuing Education clock hour credits toward the renewal of both licenses, provided the credits were earned within the respective licensure terms.
- Submit this Certification of Clock Hour Earnings (HCD-OL 137), along with your renewal application.

NOTE: Participating members of a dealership need only submit this certification with the application to renew the main location.