



## APPLICATION REQUIREMENTS FOR OBTAINING A 90-DAY CERTIFICATE AND CONVERTING TO A SALESPERSON LICENSE

### 90-DAY CERTIFICATES

A 90-day certificate will permit you to work for a ninety (90) day period **WITHOUT** having to complete a preliminary education course and/or the Manufactured Home/Mobilehome or Commercial Modular Salesperson Examination, or having to submit the Salesperson license fee. The certificate is non-renewable and will only be valid to work at the licensed dealership address printed on the 90-day certificate. A certificate holder must work under the direct supervision of a Responsible Managing Employee, as designated by the employing dealer. Persons acting under the authority of a 90-day certificate shall not execute any documents, contracts or listing agreements, or accept any cash or cash equivalent, for the sale or lease of a new or used manufactured home.

### TO OBTAIN A 90-DAY CERTIFICATE SUBMIT ALL OF THE FOLLOWING ITEMS:

1. Application for MH-Unit/Commercial Modular 90-Day Certificate (Form HCD OL 90).
2. Occupational Licensing Application for MH-Unit/Commercial Modular Salesperson, Part A (Form HCD OL 16).
3. Occupational Licensing Application for MH-Unit/Commercial Modular Manufacturers, Distributors, Dealers and Salespersons, Part B (Form HCD OL 29).
4. One properly completed Request for Live Scan Service form (Form HCD OL 8016). Applicants must pay the live scan operator directly for scanning their fingerprints. SEE NOTE #1.
5. Two (2) full facial photographs, minimum size 1¼" x 1", taken from a maximum distance of six (6) feet.
6. Statement of Citizenship, Alienage and Immigration Status in Support of a Request for State Public Benefits (HCD Benefits Status Form 1) and proof of U.S. citizenship, or qualified alien status with a right to work in the United States.
7. 90-Day Certificate application fee of \$134.
8. Applicant verification fee of \$13 for persons applying for a 90-day certificate or license on or after April 6, 1998, who have not previously paid this fee.

### CONVERTING A 90-DAY CERTIFICATE TO A SALESPERSON LICENSE

**YOU MAY NOT WORK WITH AN EXPIRED CERTIFICATE.** In order to avoid interruption with your employing dealer, HCD recommends that you submit the items listed below at least 30 days prior to the expiration of your 90-day certificate. (If you are changing employers, contact the Occupational Licensing Program office in Sacramento at 916-323-9803 or by email at [ol@hcd.ca.gov](mailto:ol@hcd.ca.gov) for the additional forms required.)

90-day certificate holders wishing to convert the certificate to a salesperson's license must submit all items listed below no later than three (3) months after the expiration of their 90-day certificate. Failure to complete your salesperson application within three (3) months after the expiration date of the 90-day certificate renders the salesperson application invalid. Applications submitted after three (3) months beyond the expiration date will require a new salesperson application to include newly completed forms HCD OL 16 and HCD OL 29 and photographs, in addition to items (2) through (4) listed below.

1. The 90-day certificate.
2. A copy of the preliminary education certificate of completion. SEE NOTE #2.
3. Proof (examination receipt) of successful passage of the Manufactured Home/Mobilehome or Commercial Modular Salesperson Examination within six (6) months prior to the application date. SEE NOTE #3.
4. License application fee of \$219.
5. Manufactured Home Recovery Fund fee of \$25. SEE NOTE #4.

### NOTES:

1. HCD offices are not equipped to take fingerprints. Only California Department of Justice (DOJ) approved live scan facilities may be used. See DOJ's website for approved facilities at <http://ag.ca.gov/fingerprints/publications/contact.htm>.
2. Every person applying to HCD for the Manufactured Home/Mobilehome Salesperson Examination must have first attended an HCD approved six (6) hour preliminary education course, except as provided in Title 25, California Code of Regulations, Chapter 4, Section 5302. (Not required for commercial modular salespersons.)
3. The fee is \$86 for each salesperson examination taken.
4. Each person making application for a Manufactured Home/Mobilehome Salesperson license must pay to the Department a fee to be deposited into the Manufactured Home Recovery Fund. (Not required for commercial modular salespersons.)
5. Only one 90-Day certificate will be approved per person and no extensions will be granted.
6. The fees listed on this form are the most current.