



**APPLICATION FOR COURSE PROVIDER AND/OR COURSE APPROVAL
(PART A)**

SECTION 1 – PURPOSE OF APPLICATION

This application form is to obtain the California Department of Housing and Community Development's (HCD's) approval of a Preliminary or Continuing Education Course pursuant to the California Code of Regulations, Title 25, Division 1, Chapter 4, Subchapter 2 (hereinafter 25CCR).

Check the applicable box(es) to indicate the purpose of this application submittal and follow the instructions provided.

- CHANGE OF OWNERSHIP Complete Sections 5 through 7 and include the fee of forty-five dollars (\$45) as specified in 25CCR Section 5360(j) with this application
- ORIGINAL COURSE PROVIDER APPROVAL Complete all sections and include the attachments specified in Section 6, as applicable, with this application
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- ADDITIONAL COURSE APPROVAL Complete all sections and include the attachments specified in Section 6, as applicable, with this application

NOTE: Only one (1) course approval per application.

SECTION 2 – COURSE TYPE

Check one box: PRELIMINARY EDUCATION CONTINUING EDUCATION

Also check one of the boxes below

- Classroom
- Classroom with Challenge Examination
- Correspondence Course

SECTION 3 – COURSE INFORMATION - Continuing Education Only (Type or Print)

COURSE TITLE: _____

CLOCK HOURS: _____ COURSE TOPIC: _____

SECTION 4 – COURSE PROVIDER INFORMATION (Type or Print)

BUSINESS NAME: _____

DOING BUSINESS AS (DBA) NAME (If applicable): _____

CORPORATE NAME (If applicable): _____

PRINCIPAL PLACE OF BUSINESS ADDRESS: _____
Number and Street City State ZIP Code

TELEPHONE NUMBER: (____) _____ E-MAIL ADDRESS (If applicable): _____

LOCATION OF COURSE PROVIDER RECORDS (If different than above):

Number and Street City State ZIP Code

MAILING ADDRESS (If different than above):

Number and Street or P.O. Box City State ZIP Code

CHECK IF ADDITIONAL PAGE(S) IS/ARE ATTACHED TO IDENTIFY ANY OTHER BUSINESS LOCATION(S) WHERE COURSE PROVIDER RECORDS WILL BE MAINTAINED

SECTION 5 – OWNERSHIP INFORMATION

Check one box: INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY (LLC) CORPORATION

LIST BELOW, AS APPROPRIATE, THE NAME(S) AND TITLE(S) OF THE INDIVIDUAL OWNER, ALL PARTNERS OF THE PARTNERSHIP, MEMBERS OF AN LLC OR EACH CORPORATE OFFICER, DIRECTOR AND CONTROLLING STOCKHOLDER OF A CORPORATION PARTICIPATING IN THE DIRECTION, CONTROL, OPERATION, OR MANAGEMENT OF THE BUSINESS.

Last	First	Middle	Title

CHECK IF ADDITIONAL PAGE(S) IS/ARE ATTACHED TO PROVIDE THE REQUESTED INFORMATION

NOTE: For a partnership attach a copy of the executed partnership agreement; for an LLC attach a copy of the current Articles of Organization filed with the California Secretary of State (SOS); for a corporation attach a copy of the current Articles of Incorporation filed with the SOS.

SECTION 6 – ATTACHMENTS

Attach the following items, as appropriate. Items 1 through 3 may be eliminated if this application is for an Additional Course Approval, as noted in Section 1.

1. Application for Preliminary or Continuing Education Course Approval, Part B, for each person shown in Section 5.
2. Two (2) full facial photographs of each person shown in Section 5, minimum size 1¼" X 1", taken from a maximum distance of six (6) feet. 25CCR Sections 5340(a)(4) and 5342(a).
3. A properly completed Live Scan form (Form HCD OL 8016). Please note: HCD will only accept live scans from California Department of Justice (DOJ) approved live scan facilities, unless otherwise exempt. See [DOJ's Website](#) for approved facilities. If there are no live scan facilities available in your area or for out-of-state applicants, please contact HCD at (800) 952-8356 for directions and fingerprint cards. Applicants must pay the live scan operator directly for scanning their fingerprints. 25CCR Sections 5340(a)(5) and 5342(a).
4. A description as to how the course will be presented. 25CCR Sections 5340(a)(6) and 5342(a).
5. Copies of all written, audio and audio-visual presentations, lessons, reference materials or other materials the course attendees will be provided or required to possess. NOTE: For a correspondence course, in addition, the examinations, instructions, warnings, certifications and envelopes in the form required by 25CCR Section 5312. 25CCR Sections 5340(a)(7) and 5342(a).
6. For a continuing education course, a copy of any challenge examination to be used and information as to the examination administration and maximum time permitted for completing the examination. 25CCR Section 5342(a)(4).
7. An outline of the course curriculum with a designation of the time allotted to the topic, or topic segment. Reference any materials provided in response to number 5 above. NOTE: Preliminary education course outlines shall contain all topics required by 25CCR Section 5308. 25CCR Sections 5340(a)(8) and 5342(a)(2).
8. For a continuing education course, if the course topic is not one required in 25CCR, an explanation of the topic and how it relates to MH-Unit sales and benefits a licensee. 25CCR Section 5342(a)(1).
9. A description of the method of attendance control and record keeping. 25CCR Section 5340(a)(9).
10. Submit the appropriate fees as follows:
 - a. Application for Preliminary Education Course Approval – five hundred and eighty-eight dollars (\$588). 25CCR Sectio5340(b) and 5360(a).
 - b. Application for Continuing Education Course Approval – three hundred and ninety-six dollars (\$396) plus eighty-seven dollars (\$87) for each hour over four (4) hours. 25CCR Sections 5342(b) and 5360(b).
 - c. Applicant Verification fee of thirteen dollars (\$13) for persons applying to be an Individual (Sole) Owner Course Provider, on or after 4/6/98, who have not previously paid this fee in connection with any other HCD license or approval.

SECTION 7 – CERTIFICATION

I. INDIVIDUAL

I certify under penalty of perjury under the laws of the State of California that I am the sole owner of (name of business) _____ and that all answers and information contained within this application, attachments, and items submitted herewith are true and correct. I further certify that all courses will be conducted only as approved and in a manner satisfying all legal requirements.

Signature Date

II. PARTNERSHIP

We certify under penalty of perjury under the laws of the State of California that we are co-partners in (name of business) _____ and that no other person is associated in the ownership of the business and that all answers and information contained within this application, attachments, and items submitted herewith are true and correct. I further certify that all courses will be conducted only as approved and in a manner satisfying all legal requirements. We further certify that all courses will be conducted only as approved and in a manner satisfying all legal requirements.

Signature Date Signature Date

Signature Date Signature Date

III. LIMITED LIABILITY COMPANY (LLC)

I/We certify under penalty of perjury under the laws of the State of California that I/we am/are the manager(s) in (name of business) _____ and have filed Articles of Organization pursuant to California Corporations Code Sections 17050 et. seq., in the State of California and I/we am/are authorized by the California Secretary of State to transact business in California, and that all answers and information contained within this application, attachments, and items submitted herewith are true and correct. I/We further certify that all courses will be conducted only as approved and in a manner satisfying all legal requirements.

Signature Date Signature Date

IV. CORPORATION

I certify under penalty of perjury under the laws of the State of California that (name of business) _____ is incorporated in the State of _____ and have filed Articles of Incorporation pursuant to California Corporations Code Sections 200 et. seq., in the State of California and therefore is authorized by the California Secretary of State to transact business in California, and that all answers and information contained within this application, attachments, and items submitted herewith are true and correct. I further certify that all courses will be conducted only as approved and in a manner satisfying all legal requirements.

AFFIX CORPORATE SEAL HERE

Signature of Corporate Officer Authorized to Sign for Corporation

Title Date