



PARK MANAGER TRAINING PROGRAM INFORMATION FOR LOCAL ENFORCEMENT AGENCIES

The Park Manager Training Program (PMTP) ensures that mobilehome parks and recreational vehicle parks (collectively “park”) have a manager that is trained/certified and has been issued a Certificate of Compliance or Certificate of Exemption. The certificate must be posted in the park in a conspicuous location.

All parks, regardless of their exemption status, will be required to pay the Certificate of Compliance or Exemption Issuance fee of \$350.00, annually. This fee will be assessed at the time a park’s permit to operate is initially issued or renewed.

YOUR RESPONSIBILITIES AS A LOCAL ENFORCEMENT AGENCY:

- After May 1, 2026, verify that a park is in compliance with the Park Manager Training Program prior to issuing a park’s annual permit to operate. This action will be completed through HCD’s online portal by creating a LEA account. See the instructions below on how to create your account.
- Starting May 1, 2025, collect the Certificate of Compliance or Exemption Issuance fee of \$350.00 at the same time the permit to operate fees from each park within your jurisdiction are collected. This fee must be forwarded to HCD and will be included on your annual invoice.

INFORMATION ABOUT EXEMPTIONS: A Park owner or operator can complete a Park Manager Training Exemption Application in their Park owner/operator account (see below). A park can apply for an exemption if:

- The manager holds a valid real estate license, or
- The park is a temporary recreational vehicle park, incidental camping area, or tent camp.

HOW DO PARK OWNERS AND OPERATORS COMPLETE THE TRAINING AND EXAM: The training & exam must be completed through an HCD-approved third-party provider. Once available, third-party providers will be listed online at: <https://cahcd.my.site.com/s/>. Please scroll down and choose the “*Find a HCD Approved Third-party Provider*” link.

CREATE YOUR LOCAL ENFORCEMENT AGENCY ACCOUNT AND UPDATE PARK INFORMATION:

1. Go to: <https://cahcd.my.site.com/s/login/SelfRegister>.
2. Create your Local Enforcement Agency account.
3. Update and validate park, owner, operator, and manager information and permit to operate status for parks in your jurisdiction.

QUESTIONS OR SUPPORT? Email: PMTP@hcd.ca.gov

Sign up for updates from HCD: www.hcd.ca.gov → [Contact](#) → [Email Sign-Up](#)

REVIEW PROGRAM STATUTE AND REGULATIONS: [California Health and Safety Code, Division 13, Part 2.3.1](#); [California Code of Regulations, Title 25, Division 1, Chapter 2.3](#).