



Division of Codes and Standards

Codes and Standards Online Services (C&S OS)

Manager Training Program Exemption Application

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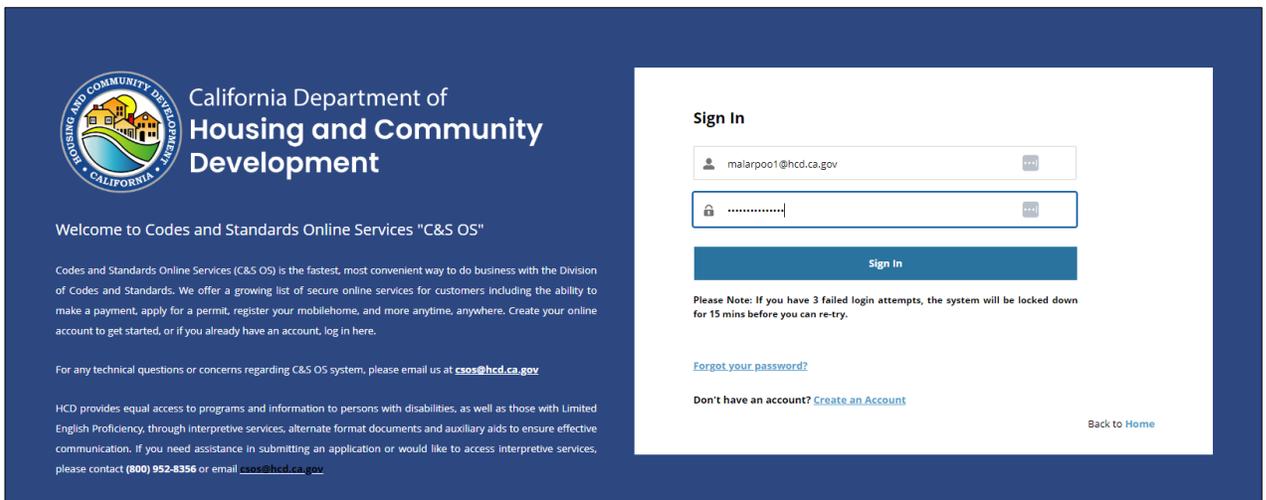
Login

- Open the HCD C&S OS portal using the following URL: [Home \(site.com\)](http://Home(site.com)) and click the **login** button.

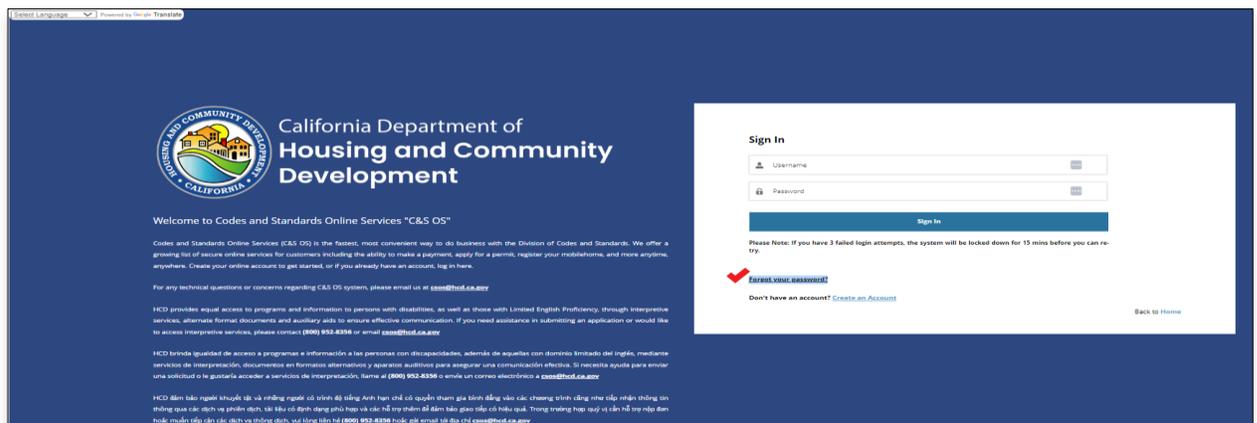


- Enter your Username and Password that you created during user registration as a **Park Owner/Operator**. Click the **Sign In** button.

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.



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



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 Community Development
C&S OS

Account Information

Park Owner/Operator Name: CHRISTINA CARR
Park Owner/Operator Mailing Address: 16669 "D" ST #16, VICTORVILLE, SAN BERNARDINO, CA, 92395

New Application

Park Manager Training Exemption Application

- HCD 415 Permit Applications
- Miscellaneous Registration & Titling Processes
- Mobilehome Park/Special Occupancy Park Permit to Operate Applications
- Escrow Opening
- Formal Title Search
- Informal Title Search
- ✓ Park Manager Training Exemption Application

	SUBMITTED BY	DESCRIPTION
	HCD PARKOWNERSB869	PMTF Exemption
	HCD PARKOWNERC8869	PMTF Exemption

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

California Department of Housing and Community Development
C&S OS

Account Information

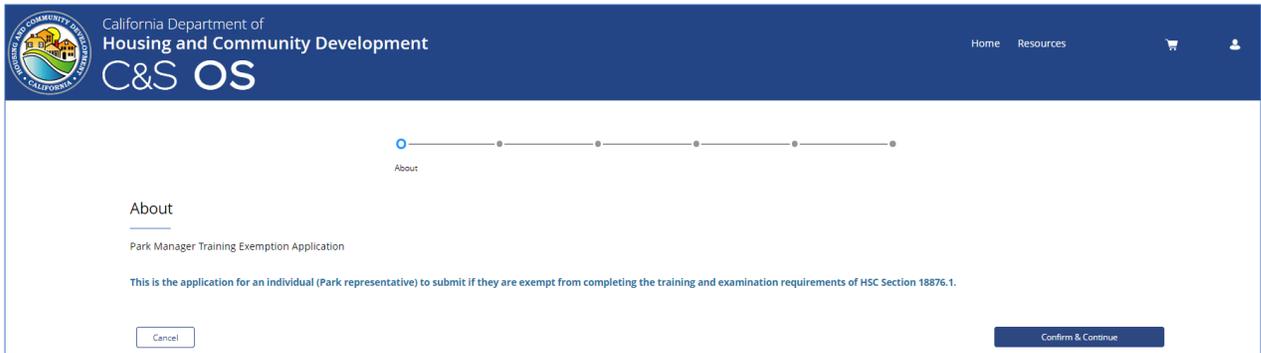
Park Owner/Operator Name: CHRISTINA CARR
Park Owner/Operator Mailing Address: 16669 "D" ST #16, VICTORVILLE, SAN BERNARDINO, CA, 92395

New Application

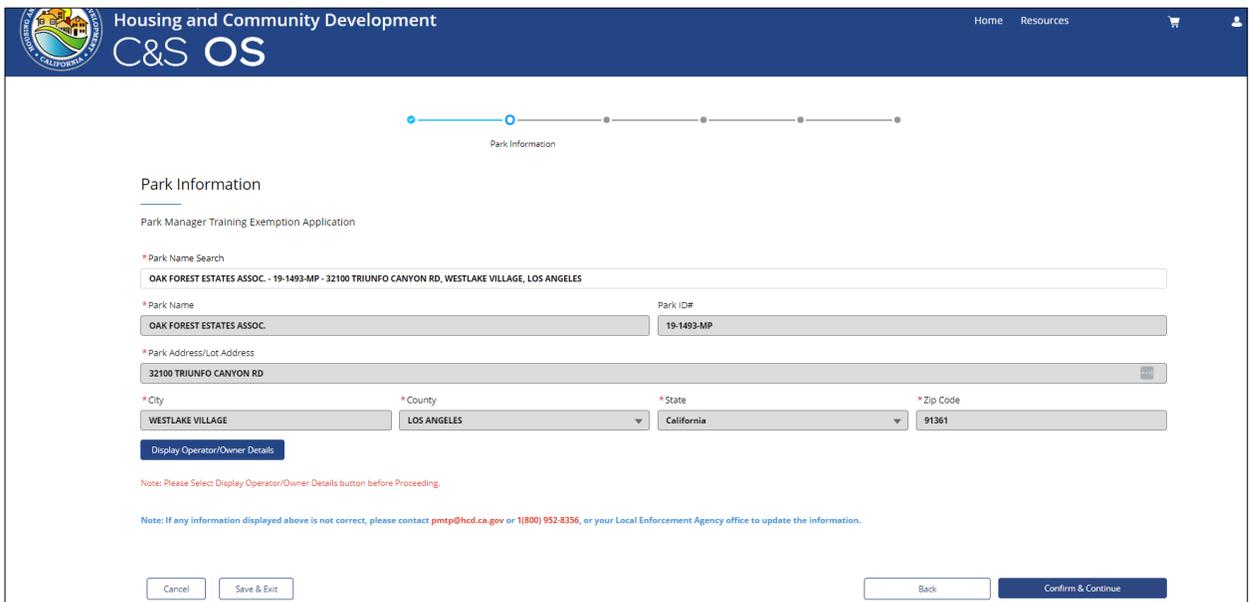
Park Manager Training Exemption Application

Start

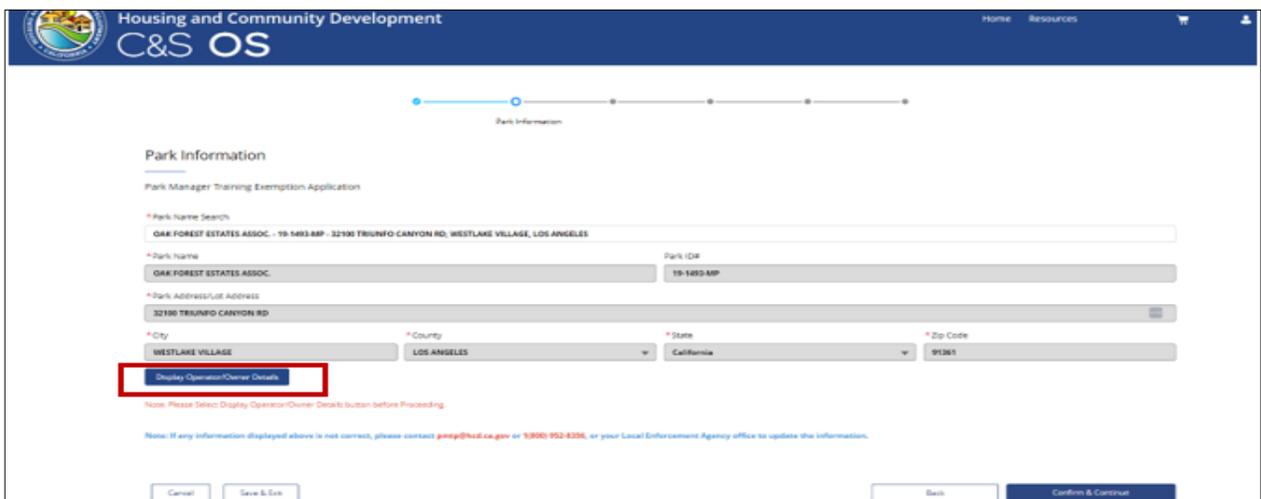
- On the About screen, review the note and click the **Confirm & Continue** button to navigate to the **Park Information** screen.



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



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



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

The screenshot shows the 'Park Information' section of a 'Park Manager Training Exemption Application'. The form contains several input fields: 'Park Name Search' (OAKHURST MOBILE ESTATES - 20-0040-MP - 39678 RD 425B, OAKHURST, MADERA), 'Park Name' (OAKHURST MOBILE ESTATES), 'Park ID#' (20-0040-MP), 'Park Address/Lot Address' (39678 RD 425B), 'City' (OAKHURST), 'County' (MADERA), 'State' (California), and 'Zip Code' (93644). A blue button labeled 'Display Operator/Owner Details' is highlighted with a red rectangle. Below the form, there is a red error message: 'Note: Please Select Display Operator/Owner Details button before Proceeding.' and another blue note: 'Note: If any information displayed above is not correct, please contact pmtg@hcd.ca.gov or 1(800) 952-4356, or your Local Enforcement Agency office to update the information.' At the bottom, there are buttons for 'Cancel', 'Save & Exit', 'Back', and 'Confirm & Continue'.

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

The screenshot shows the 'Operator Details' section of the application. It contains several input fields: 'ParkOperator Name' (J & H ASSET PROPERTY MANAGEMENT), 'Title' (Operator), 'Email Address' (empty), 'Phone Number' ((714) 974-6397), 'ParkOperator Address' (22880 SAVI RANCH PKWY), 'ParkOperator City' (YORBA LINDA), 'ParkOperator State' (CA), and 'ParkOperator ZipCode' (92887). A blue note at the bottom reads: 'Note: If any information displayed above is not correct, please contact pmtg@hcd.ca.gov or 1(800) 952-4356, or your Local Enforcement Agency office to update the information.' At the bottom, there are buttons for 'Cancel', 'Save & Exit', 'Back', and 'Confirm & Continue', with the 'Confirm & Continue' button highlighted in red.

- 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.

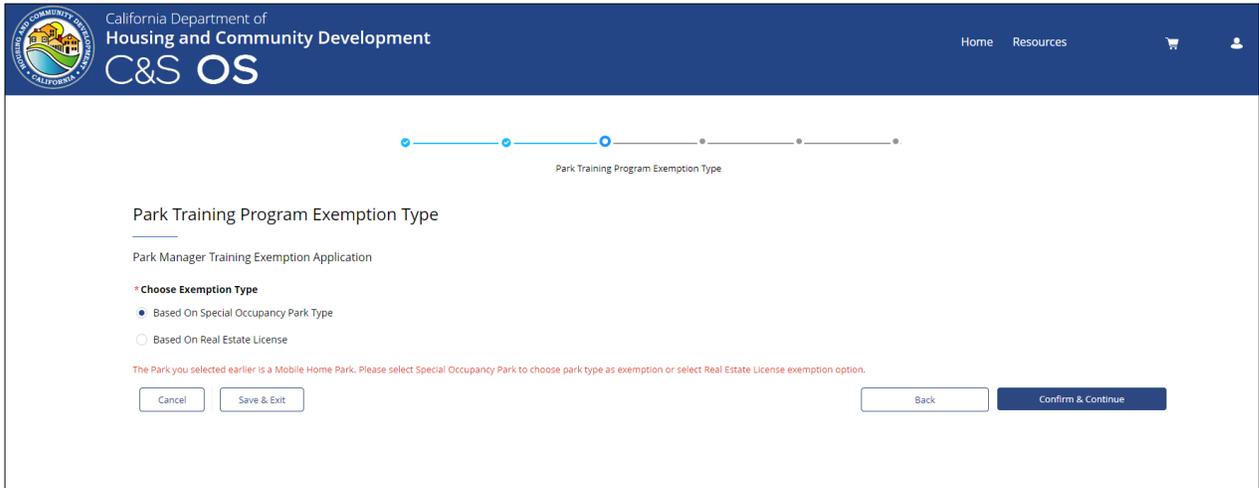
Exemption Real Estate License
 Exception type
 Based On Special Occupancy Park Type
 Based On Real Estate License
 Expiration Date
 10-01-2024
 First Name
 Test HCD
 Middle Name
 Last Name
 Test Last Name HCD
 Email
 malarvizhi.anbazhagan+poo1@hcd.ca.gov
 Phone Number
 (898) 989-8989
 Uploaded Files: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

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

Real Estate License
 * Expiration Date
 10-01-2024
 * First Name
 Test HCD
 Middle Name
 Last Name
 Test Last Name HCD
 * Email Address
 malarvizhi.anbazhagan+poo1@hcd.ca.gov
 * Phone Number
 (898) 989-8989
 * RealIDFile
 Upload Files Or drop files
 NOPA.pdf
 Cancel Save & Exit Back Confirm & Continue

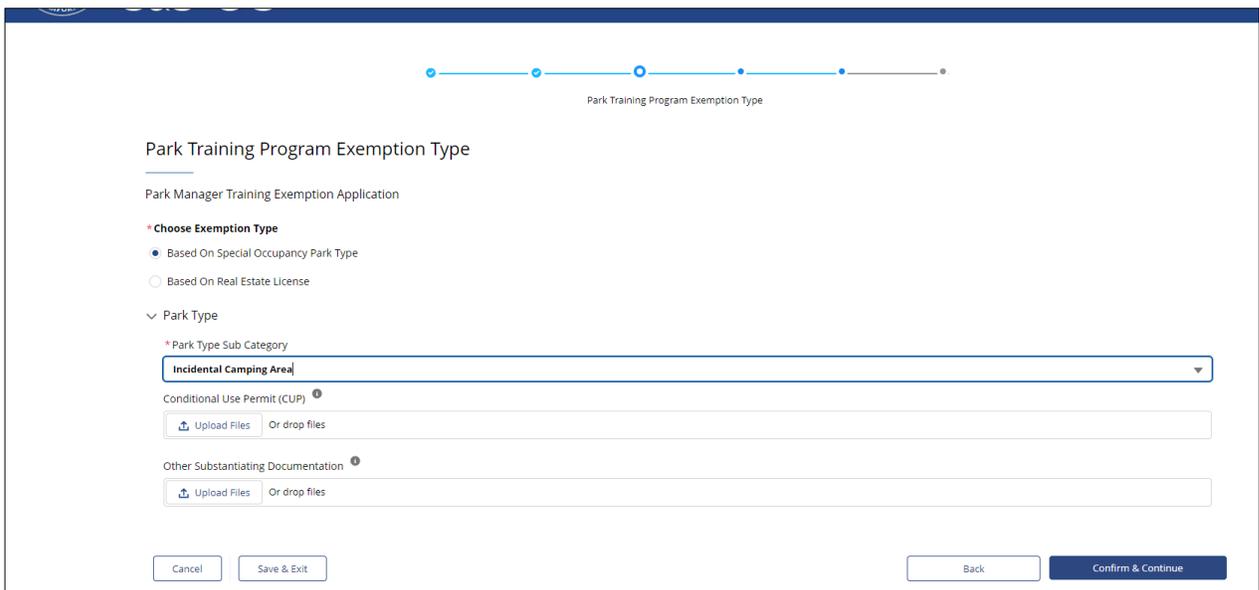
Section II-Special Occupancy Park Type Exemption

- 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.



The screenshot shows the 'Park Training Program Exemption Type' selection screen. At the top, there is a progress bar with five steps, and the current step is highlighted. Below the progress bar, the title 'Park Training Program Exemption Type' is displayed. Underneath, it says 'Park Manager Training Exemption Application'. The main section is titled '* Choose Exemption Type' and contains two radio button options: 'Based On Special Occupancy Park Type' (which is selected) and 'Based On Real Estate License'. A red error message is visible: '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.' At the bottom, there are four buttons: 'Cancel', 'Save & Exit', 'Back', and '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**.



The screenshot shows the 'Park Training Program Exemption Type' selection screen with expanded options. The 'Based On Special Occupancy Park Type' radio button is selected. Below it, the 'Park Type' section is expanded, showing a dropdown menu for '* Park Type Sub Category' with 'Incidental Camping Area' selected. Below the dropdown, there are two file upload sections: 'Conditional Use Permit (CUP)' and 'Other Substantiating Documentation'. Each section has an 'Upload Files' button and an 'Or drop files' label. At the bottom, there are four buttons: 'Cancel', 'Save & Exit', 'Back', and '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 Application

▼ Park Information

Park Name: ALMOND TREE RV PARK Park ID#: 04-0156-MP

Park Address/Lot Address: 3124 ESPLANADE

City: CHICO County: BUTTE State: CA Zip Code: 95973

> Operator Information

▼ Exemption Park Type

Exception type

Based On Special Occupancy Park Type

Based On Real Estate License

Park Type Sub Category: INCIDENTAL_CAMPING_AREA

Uploaded Files: ["NOPA.pdf"]

Buttons: Cancel, Save & Exit, 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 Application

▼ Park Information

Park Name: OAK FOREST ESTATES ASSOC. Park ID#: 19-1493-MP

Park Address/Lot Address: 32100 TRIUNFO CANYON RD

City: WESTLAKE VILLAGE County: LOS ANGELES State: CA Zip Code: 91361

▼ Operator Information

ParkOperator Name: OAK FOREST ESTATES ASSOCIATION Title: Operator

Operator Email Address: Operator Phone Number: 8185687261

ParkOperator Address: 14431 VENTURA BLVD #247

ParkOperator City: SHERMAN OAKS ParkOperator State: CA ParkOperator ZipCode: 91423

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

California Department of Housing and Community Development
C&S OS

Home Resources

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: Text * Title: Operator

* Signature: Text Date: 10-07-2024

Buttons: Cancel, Save & Exit, Back, Confirm & Continue

- 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.

The screenshot shows the 'Park Manager Training Program Fee Information' page for a Real Estate License exemption. The page header includes the California Department of Housing and Community Development logo and 'C&S OS'. A progress bar at the top indicates the current step. The main content area contains the title 'Park Manager Training Program Fee Information', the sub-header 'Park Manager Training Exemption Application', and a paragraph explaining that if the real estate exemption is approved, the park is exempt from training and examination requirements, but an annual fee of \$353 will be collected during the renewal of the PTO. At the bottom, there are buttons for 'Cancel', 'Save & Exit', 'Back', and 'Confirm & Continue'.

- Park Manager Training Program Fee Information for Park Type.

The screenshot shows the 'Park Manager Training Program Fee Information' page for a Park Type exemption. The page header includes the California Department of Housing and Community Development logo and 'C&S OS'. A progress bar at the top indicates the current step. The main content area contains the title 'Park Manager Training Program Fee Information', the sub-header 'Park Manager Training Exemption Application', and a paragraph stating that based on the information provided, the annual fee of \$353 will be collected during the renewal of the PTO. At the bottom, there are buttons for 'Cancel', 'Save & Exit', 'Back', and 'Confirm & Continue'.

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

The screenshot shows the 'Complete' confirmation page. The page header includes the California Department of Housing and Community Development logo and 'C&S OS'. The main content area displays the word 'Complete' in a large font, followed by the sub-header 'Park Manager Training Exemption Application'. Below this, a message reads: 'Thank you for submitting your application. You will receive a confirmation email for Document Tracking Number (DTN) 13415419'. At the bottom, there is a button labeled 'Back to Dashboard'.

- 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”.

California Department of Housing and Community Development
C&S OS

Home Resources

Account Information Submit a Complaint Manage Users

Park Owner/Operator Name: NAZMUDIN M LALANI
Park Owner/Operator Mailing Address: 5082 BOLSA AVE #102, HUNTINGTON BEACH, ORANGE, CA, 92649

New Application

Start

Existing Application Status Transaction Log

DTN	DECAL NUMBER	PARK NAME	DATE SAVED/SUBMITTED	SUBMITTED BY	DESCRIPTION OF APPLICATION	STATUS	ACTION
1345323		ALMOND TREE RY PARK	Oct 07, 2024 11:33 PM	Test Park owner	PMTTP Exemption Application	In HCD Review	
1345323		ALMOND DRIVE MOBILE ESTATES	Oct 07, 2024 11:57 AM	Test Park owner	PMTTP Exemption Application	Complete	

Showing Results 2 of 2 items << >> Page 1 of 1 >>>

- 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: kristen.mathews+po03@hcd.ca.gov Reply Reply All Forward Calendar More Wed 3/12/2025 12:33 PM

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GAVIN NEWSOM, Governor

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
 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 examination requirements for the Park Manager Training Program. Your Application DTN : 13505323, is currently under review. You will receive a confirmation email once the application is approved.

To ensure delivery of future emails, please add support@salesforce.com to your safe address list and check your spam folder.

You may direct any questions or concerns to pmtp@hcd.ca.gov or call **1(800) 952-8356**

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.

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

