



PARK MANAGER TRAINING PROGRAM INFORMATION FOR MOBILEHOME PARK & RECREATIONAL VEHICLE PARK OWNERS & OPERATORS

The Park Manager Training Program (PMT) 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 PARK OWNER OR OPERATOR:

- Unless otherwise exempt, parks shall ensure their park manager has received the initial training of at least six (6) hours and no more than eight (8) hours and successfully completed an examination by May 1, 2026, or within one year of a new manager’s hire date, whichever occurs later. Continuing training of two (2) to four (4) hours and an examination will be required every two (2) years thereafter.
- Notify HCD if any changes occur related to the issued Certificate of Compliance or Certificate of Exemption by submitting a Certificate of Compliance Amendment Application. Examples of reasons to submit an amendment:
 - A manager vacates their position, or a new manager is hired
 - Park name or address changes
 - Certificate holder details changed
- If a park is unable to secure a trained/certified park manager by the compliance dates mentioned above, the park must submit a Certificate of Compliance Amendment Application to provide HCD with their plan to become compliant.
- If your park’s information is outdated, such as the manager or operator’s name, submit a Permit to Operate Amendment Application in your Park Owner/Operator account (see instructions below).

INFORMATION ABOUT EXEMPTIONS: Complete a Park Manager Training Exemption Application in your Park Owner/Operator account (see instructions below). You may 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 TO COMPLETE THE TRAINING AND EXAMINATION: The training and examination 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 ACCOUNT AND SUBMIT FORMS

1. Go to: <https://cahcd.my.site.com/s/login/SelfRegister>.
2. Create your Park Owner/Operator account.
3. Submit an exemption or amendment application online. NOTE: You can also renew or amend your permit to operate through your Park Owner/Operator account.

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](#).