SEMERNUMBER:101-004

SCHEDULE
DayOne:8:00A.M.Registration
DayFive:11:30A.M.Endofseminar
3:30P.M.Endofexam

MATERIALS
- PublicHousingManagementWorkbook
- PublicHousingManagementMasterBook
- 50058forms
- NMAPen,pencil,calculator,andbag

CERTIFICATIONEXAM
Acertificationexamisavailablefor$150
unlessotherwisestatedontheorderform

DELIVERYMETHOD
AgroupliveseminarfeaturingPowerPoint,
casestudies,groupdiscussion,classmaterials
(workbookandmasterbook),andQ&A

LENGTH
Five days

AUDIENCE
Assetmanagers,propertymanagers,occupancy
specialists,andpublichousingsupervisors.

CREDITS
CPEunits=39inthefieldofSpecialized
KnowledgeandApplications.CEUunits
w/exam=3.2BasicProgramLevel.No
advancedpreparationrequired.Noprequsites
required.

For more information about this class,
please call us at 800.783.3100,
email sales@nanmckay.com,
or visit our online store at nanmckay.com
for current seminar locations and dates.

PURPOSE:PublicHousingManagementprovidesanoverviewofthe
HUDregulationsandrequirementsneededtomanageandimprove
yourpublichousingprogramandeacheofyourprojects.You
willlearntoeffectivelymanageyourproject’sbudgetbyunderstanding
thebudget’skeycomponents,feespaidbyyourproject,thecollection
ofreceivables,andvacancyreduction.Inaddition,PHMteaches
youbestpracticesin nondiscrimination, enforcement of the lease
andcommunityservice,andsupervisingtechniques.Youwillalsolearn
to increase your agency’s performance by understanding Public Housing
Assessment System (PHAS) performance measures and how to assess
them,whilegainingtheadditionalskills,responsibility,andaccount-
abilityyouneedunderHUD’snewassetmanagementmodel.

LEARNINGOUTCOMES:UponcompletionofthePublicHousing
ManagementSeminar,youshouldbeableto:

- Demonstrate knowledge of basic public housing program
  information.
- Apply HUD requirements regarding fair housing to public
  housing program operations using case studies and discussion.
- Recognize the factors of eligibility and how they affect
  families when they apply to the PHA.
- Discuss tenant selection as it applies to application and
  removal from the waiting list.
- Calculate rent in accordance with 24 CFR and individual
  PHA policy.
- Understand the leasing process from orientation to move-in.
- Discuss the occupancy cycle as it relates to public housing.
- Identify resident relation strategies to encourage self-suffi-
  ciency.
- Understand key elements of managing the project’s budget.
- Recognize they key components of property management in
  a public housing setting
- Discuss the role of the Public Housing Assessment System
  (PHAS) as a management tool and as a HUD monitoring
  system.
- Identify the key elements of managing staff.

*All classes are subject to change. Please plan ahead by purchasing
refundable airfare.

Nan McKay & Associates, Inc. has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET). In obtaining this accreditation, Nan McKay & Associates has demonstrated that it complies with the ANSI/IACET Standard which is recognized internationally as a standard of good practice. As a result of their Authorized Provider status, Nan McKay & Associates is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standard.

Nan McKay & Associates, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted.
Seminar Schedule

Day One: 8:00 A.M. Registration
Day Five: 11:30 A.M. End of seminar
3:30 P.M. End of exam

Registration Options

- 10% off when you register 45+ days in advance ..... $1,192.50
- Seminar Fee #101-004............ $1,325
- In-class Certification Exam #100-004 (Included in registration fee) OR
- Online Certification Exam #11006-EXAM (Included in registration fee)

Seminar Dates and Locations

- February 5-9 ~ Nashville, TN
  Embassy Suites Nashville at Vanderbilt
  1811 Broadway
  Nashville, TN 37203
  Phone: (615) 320-8899
  Rate: $170 single
  Book hotel by: 01/16/2018
- May 14-18 ~ Minneapolis, MN
  Crowne Plaza Minneapolis Northstar
  618 2nd Avenue South
  Minneapolis, MN 55402
  Phone: (612) 338-2288
  Rate: $159 single
  Book hotel by: 04/23/2018

For more information about this class including current seminar locations and dates, please call us at 800.783.3100 email sales@nanmckay.com, or visit our online store at nanmckay.com

Policies

By registering for and attending this training, you agree that you will not copy, share, post, or otherwise disseminate training or exam materials, including but not limited to posting on the internet, internal network, shared drive, or other publicly accessible means of access. Unauthorized distribution of NMA materials may result in the loss of your certification and/or legal action. Hotel Recommendations: Please note that these are only recommendations. We also recommend asking for the government rate when booking rooms at any hotel. Cancellations: If you are unable to attend this seminar, you may send a substitute or receive a credit toward a future seminar, to be attended within a one-year period. If you are unable to attend, you must notify NMA in writing at least 60 calendar days prior to the start date of the seminar. If you do not notify NMA in writing, you are responsible for the entire registration fee. If you cancel less than 60 days prior to the start date of the seminar, a cancellation fee of $150 will be assessed. Substitutions must be in writing on company letterhead with the seminar name, location and attendee name, and received by NMA prior to the seminar start date. NMA reserves the right to cancel a seminar at any time. If a seminar is canceled by NMA, registration fees will be refunded or credited in full. NMA is not responsible for airfare, lodging or other related expenses. Please plan ahead by purchasing refundable airfare. Retaking Exams: Exam retake options vary, call for details. You are permitted to fail an exam three times before you are required to retake the seminar. NMA reserves the right to change any policies or pricing at any time and in its sole discretion. For more information regarding refund, complaint and program cancellation policies, please contact our offices at 800.783.3100.

Attendance Information

Print names as you would like the name to appear on the certificate.

- Please check here if you are disabled and require a specific accommodation in order to participate in this seminar. A form will be sent to process your request.

Attendee 1 Full Name: ____________________________
Title: ____________________________
Email Address (Required): ____________________________

Attendee 2 Full Name: ____________________________
Title: ____________________________
Email Address (Required): ____________________________

Attendee 3 Full Name: ____________________________
Title: ____________________________
Email Address (Required): ____________________________

Payment Options

To register using a credit card or purchase order, fax a completed registration form to (619) 258-5791. Make checks payable to Nan McKay & Associates, Inc. and mail the registration form(s) with your check to 1810 Gillespie Way, Suite 202, El Cajon, CA 92020. Payment must be received before registration can be confirmed. Please select one of the following payment options.

Order Total: ____________________________
Purchase Order Number: ____________________________
Make Payable to NMA Enclosed · Check #: ____________________________
Charge my Credit Card: ☐ VISA ☐ Master Card ☐ American Express
Name on Credit Card: ____________________________
Credit Card Number: ____________________________
Security Code: ____________________________ Expiration Date: ______ / ______
Authorized Signature (Please sign on the line below):
______________________________

12/29/17