

Public Housing Management

A Public Housing Seminar

SEMINAR NUMBER: 101-004

Schedule

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

Materials

- Public Housing Management Workbook
- Public Housing Management Master Book
- 50058 forms
- NMA pen, pencil, calculator, and bag

Certification Exam

A certification exam is available for \$150 unless otherwise stated on the order form

Delivery Method

A group-live seminar featuring PowerPoint, case studies, group discussion, class materials (workbook and master book), and Q & A

Length

Five days

Audience

Asset managers, property managers, occupancy specialists, and public housing supervisors.

Credits

CPE units w/ exam = 39 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 3.2 Basic Program Level. No advanced preparation required. No prerequisites required.

PURPOSE: Public Housing Management provides an overview of the HUD regulations and requirements needed to manage and improve your public housing program and each of your projects. You will learn to effectively manage your project's budget by understanding the budget's key components, fees paid by your project, the collection of receivables, and vacancy reduction. In addition, PHM teaches you best practices in nondiscrimination, enforcement of the lease and community service, and supervising techniques. You will also learn to increase your agency's performance by understanding Public Housing Assessment System (PHAS) performance measures and how to assess them, while gaining the additional skills, responsibility, and accountability you need under HUD's new asset management model.

LEARNING OUTCOMES: Upon completion of the Public Housing Management Seminar, you should be able to:

- 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-sufficiency.
- Understand key elements of managing the project's budget.
- Recognize the 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.

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.

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



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Public Housing Management

Seminar Registration Form

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

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Registration Options

We are able to offer a reduced price for this class because it is being hosted by a local housing authority.

- Seminar Fee #101-004.....**\$1,100**
- In-class Certification Exam #100-004 (Included in registration fee) **OR**
- Online Certification Exam #11006-EXAM (Included in registration fee)

Seminar Dates and Locations

October 24-28 in Hartford, CT
Housing Authority of the City of Hartford
180 Overlook Terrace
Hartford, CT 06106

Registration contact: Jason Lee
Phone: (800) 783-3100 x146
Email: jason@nanmckay.com

Hotel Recommendations

Holiday Inn Express Hartford Downtown
440 Asylum Street
Hartford, CT 06103
Phone: (860) 246-9900

Hartford Marriott Downtown
200 Columbus Boulevard
Hartford, CT 06103
Phone: (860) 249-8000

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 this 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: _____

Email Address (Required): _____

Attendee 2 Full Name: _____

Email Address (Required): _____

Attendee 3 Full Name: _____

Email Address (Required): _____

Attendee 4 Full Name: _____

Email Address (Required): _____

Please include a shipping address that is not a P.O. Box. We will ship you a plaque if you purchase and pass the certification exam for this seminar.

Agency: _____

Phone: _____ Fax: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Shipping Address (No P.O. Boxes): _____

City: _____ State: _____ Zip: _____

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: _____

Check 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)
