



Nan McKay
AND ASSOCIATES, INC.

Fair Housing & Reasonable Accommodation

A Public Housing, HCV, and Multifamily Seminar

SEMINAR NUMBER: 101-018

Schedule

Day One: 8:00 A.M. Registration
Day Two: 2:45 P.M. End of seminar
5:00 P.M. End of exam

Materials

- Fair Housing and Reasonable Accommodation Workbook
- 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, course book or master book), brainstorming, and Q & A

Length

Two days

Audience

All PHA staff

Credits

CPE units w/ exam = 1.5 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 1.3 Basic Program Level. No advanced preparation required. No prerequisites required.

PURPOSE: This seminar is a comprehensive overview of all essential federal fair housing laws relevant to public housing and HCV program operations. Upon completion, participants will leave with not only a better understanding of federal fair housing laws, HUD regulations, and fair housing resources, but also the ability to apply the laws and regulations to PHA work, which assures your best efforts with compliance.

LEARNING OUTCOMES: Upon completion of Fair Housing and Reasonable Accommodation, you should be able to explain and apply critical fair housing laws, regulations, and guidance to assure compliance in HUD's multifamily, housing choice voucher (HCV), and public housing programs.

- Discuss fair housing best practices and common errors resulting in lawsuits
- Compare and contrast the two definitions of disabled in HUD programs
- Apply the reasonable accommodation process at all program levels including application, occupancy, and termination
- List and explain the factors for compliance as well as best practices under the Violence Against Women Reauthorization Act (VAWA)
- Describe guidance for working with limited English proficiency (LEP) individuals
- Discuss discrimination based on federally protected classes such as race, familial status, and national origin
- Discuss pertinent issues surrounding both sexual harassment and hate crimes
- Explain the basic Section 3 requirements for housing agencies and their contractors

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

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.



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.



Fair Housing and Reasonable Accommodation

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 #101-018.....\$500
- In-class Certification Exam #100-018\$150
- Online Certification Exam #11018-EXAM\$150

Seminar Dates and Locations

December 6-7, 2016 in Gastonia, NC
 The Gastonia Housing Authority
 340 W. Long Avenue
 Gastonia, NC 28054

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

Hotel Recommendations

Courtyard Charlotte Gastonia
 1856 Remount Road
 Gastonia, NC 28054
 Phone: (704) 852-4411

Comfort Suites
 1874 Remount Road
 Gastonia, NC 28054
 Phone: (704) 865-6688

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)

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 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.