

SEMINAR NUMBER: 101-027

Schedule

Day One: 8:00 A.M. Registration
Day Three: 12:00 P.M. End of seminar
3:30 P.M. End of exam

Materials

- Housing Quality Standards workbook
- HQS Quick Check Guide
- HUD inspection form (HUD-52580-a)
- NMA pen, pencil, flashlight 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, Quick Check Guide), brainstorming, and Q&A.

Length

Three days

Audience

HQS staff and inspection supervisors.

Credits

CPE units w/ exam = 22 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 1.9 Basic Program Level. No advanced preparation required. No prerequisites required.

PURPOSE: Maintain strong ties with owners and the community by ensuring inspectors thoroughly understand the required elements of HQS. This 3-day training provides information on general room standards, kitchens, bathrooms, electricity, plumbing, and security, including the lead-based paint regulations. Day 3 involves a site inspection and analysis of inspection results focusing on the four SEMAP indicators that relate to HQS inspections. Updated for the streamlining final rule! This class also includes a discussion of UPCS-V.

LEARNING OUTCOMES: Upon completion of HCV Housing Quality Standards (HQS), you should have the skills needed to be an effective and efficient HQS inspector:

- Recognize the HQS requirements for electricity, including the number of outlets required for each room, how outlets and fixtures must be installed, their workability, and identification of electrical hazards, and inspect and rate according to these requirements
- Identify the minimum general security requirements in terms of accessibility and lockability, and inspect and rate according to these requirements
- Define, inspect, and rate kitchens following the basic requirements, including what constitutes "fail" or "pass with comment" ratings for each aspect of the kitchen
- Inspect and rate bathrooms, building exterior, water and cooling system, and plumbing
- Identify and appropriately address lead-based paint hazards and indoor air quality hazards
- Recognize and apply the Section Eight Management Assessment Program (SEMAP) indicators that apply to the HQS function
- Conduct an on-site inspection

*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.



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HCV Housing Quality Standards

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 #101-027.....**\$650**
- In-class Certification Exam #100-027**\$150**
- Online Certification Exam #12005-EXAM**\$150**

Seminar Dates and Locations

December 12-14 in Buffalo, NY
Belmont Housing Resources - North Training Room
1195 Main Street
Buffalo, NY 14209

Registration contact: Sandy Thurston
Phone: (716) 433-4066
Email: youts2001@yahoo.com

Hotel Recommendations

Best Western On The Avenue
510 Delaware Avenue
Buffalo, NY 14202
Phone: (716) 886-8333

*Ask for government rate.

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, make checks payable to NYS PHADA and mail the registration form(s) with your check to PO Box 205, Lockport, NY 14095. 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.