

SEMINAR NUMBER: 101-027

SCHEDULE:

Day One: 8:30 A.M. Registration
Day Three: 1:30 P.M. End of seminar
3:30 P.M. End of exam

MATERIALS:

- *HCV Housing Quality Standards Master Book*
- *A Good Place to Live* book
- Housing quality standards study guide and answer sheet
- HUD inspection form (HUD-52580-a) (OCE)
- "Improving Test Taking Skills"
- NMA pen, pencil, 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, videos, group discussion, seminar materials (master book and HUD regulations book), and Q & A. Also includes an on-site inspection.

LENGTH:

Three days

AUDIENCE:

HQS Staff

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 seminar 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.

LEARNING OUTCOMES: Upon completion of the **Housing Choice Voucher (HCV) Housing Quality Standards Seminar**, using HUD regulations and guidance, you should understand:

- What constitutes a decent, safe, and sanitary unit
- Developing local standards and the responsibilities of the inspector
- HUD's requirements for inspectors
- Common Office of Inspector General (OIG) findings in recent audits
- Electricity and security
- Windows, walls, ceilings, floors, interior, and kitchen
- Bathrooms
- Building exterior
- Heating and plumbing
- General health and safety
- Lead-based paint regulations
- SEMAP performance indicators for HQS
- How to conduct an on-site inspection

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.*

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





HCV Housing Quality Standards (HQS)

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

SEMINAR SCHEDULE

DAY ONE: Begins 8:00 A.M. DAY THREE: End of Seminar 1:30 P.M. End of Certification Exam 3:30 P.M.

REGISTRATION OPTIONS

To register online, visit nanmckay.com

****Standard pricing for this session is \$825 (without exam)**

- Seminar Only #101-027\$700
 Seminar & In-class Certification Exam #101-027.....\$850
 Seminar & Online Certification Exam #12005-EXAM.....\$850

SEMINAR DATE AND LOCATION

October 5 - 7 ~ Chicago, IL
Hosted by The Chicago Housing Authority
University Training Center (UTC)
525 S. State Street, Chicago, IL 60605
Phone: (312) 924-8089

Registration Contact: Jason Lee
Phone: (800) 783-3100 ext. 146
Email: jason@nanmckay.com

HOTEL RECOMMENDATIONS

Please note that these are only recommendations. We also recommend asking for the Government rate when booking rooms at any hotel.

Hilton Chicago
720 South Michigan Avenue, Chicago, IL 60605
Phone: (312) 922-4400

Renaissance Blackstone Chicago Hotel
636 South Michigan Avenue, Chicago, IL 60605
(Lobby entrance on East Balbo Avenue)
Phone: (312) 447-0955

Palmer House A Hilton Hotel
17 East Monroe Street, Chicago, IL 60603
Phone: (312) 726-7500

POLICIES

Morning coffee and afternoon snacks will be provided. Hotel Block of Rooms: For your convenience, Nan McKay & Associates reserves a block of discounted rooms at the seminar hotel. These rooms are available upon request and may be available up to 30 days prior to the seminar. Hotels may also offer an airport shuttle for your convenience. Cancellation & Substitution: Regional Seminars. 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 cancelled by NMA, registration fees will be refunded or credited in full. NMA is not responsible for airfare, lodging or other related expenses. Retaking Exams: Please contact our team of account manager at 800.783.3100, to find out what exam re-take options are available as they vary depending upon the seminar. 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.

ATTENDEE 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: _____

E-MAIL ADDRESS (REQUIRED): _____

ATTENDEE 2 FULL NAME: _____

E-MAIL ADDRESS (REQUIRED): _____

ATTENDEE 3 FULL NAME: _____

E-MAIL ADDRESS (REQUIRED): _____

ATTENDEE 4 FULL NAME: _____

E-MAIL 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 #: _____

SECURITY CODE: _____ EXPIRATION DATE: ____ / ____

AUTHORIZED SIGNATURE (Please sign on the line below)
