



Nan McKay
AND ASSOCIATES, INC.

Rent Calculation II: Hands-On Workshop

An HCV and Public Housing Seminar

SEMINAR NUMBER: 101-064

Schedule

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

Materials

- Rent Calc II Workbook
- Rent Calculation References
- Course Book
- 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

Three days

Audience

Occupancy and reexam staff and supervisors

Credits

CPE units w/ exam = 22 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 1.8 Intermediate Program Level. No advanced preparation required. Prerequisites: Working knowledge of how to conduct rent calculation in either the HCV or public housing programs.

PURPOSE: This brand new, hands-on workshop is designed to address the needs of already-proficient specialists, quality control staff, and supervisors who conduct and oversee reexams. This course assumes you understand the fundamentals of rent calculation and takes you and your staff immediately into more complicated calculation territory such as: multiple asset calculation, earned income disallowance calculation and tracking, and complicated adjusted income for families with multiple deductions. We focus on common errors by delving into learning activities and case studies that apply critical rent calculation skills on a practical level. In HCV, your SEMAP scores are at stake. In public housing, the financial health of your projects is at stake. This workshop will help specialists, supervisors and quality control file reviewers to not only check files more efficiently, but also more effectively mentor new staff. As an onsite, this workshop can be HCV-only, public housing-only, or presented for both programs. The workshop can be customized at a PHA to work with your "live" files, processing problematic reexams with staff and walking through the QC process. Updated for the streamlining final rule!

LEARNING OUTCOMES: Upon completion of the Rent Calc II: Hands-on Workshop, you should be able to:

- Perform advanced rent calculation skills and error resolution proficiency on a practical level
- Verify and calculate asset income of various types of assets
- Identify and calculate annual income at an advanced level
- Determine deductions for a family using advanced knowledge of adjusted income
- Identify and correct file errors
- Apply advanced rent calculation skills to solve hands-on case studies

*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.



Rent Calculation II: Hands-On Workshop

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

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 3:00 P.M. End of exam

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 #101-064.....**\$725**
- In-class Certification Exam #100-064**\$150**
- Online Certification Exam #11064-EXAM**\$150**

Seminar Dates and Locations

- December 14-16 in Lansing, MI
 Lansing Housing Commission
 LaRoy Froh
 2400 Reo Road
 Lansing, MI 48911

***Breakfast and lunch included in training.**

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

Hotel Recommendations

Country Inn & Suites by Carlson
 6511 Centurion Drive
 Lansing, MI 48917
 Phone: (517) 827-7000

Comfort Inn & Suites Dimondale - Lansing
 9742 Woodlane Drive
 Windsor Charter Township, MI 48821
 Phone: (517) 345-6101

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.

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)
