



Nan McKay
AND ASSOCIATES, INC.

Hearing Officer Workshop

An HCV and Public Housing Seminar

SEMINAR NUMBER: 101-065

Schedule

Day One: 8:00 A.M. Registration
Day Two: 2:30 P.M. End of seminar
4:30 P.M. End of exam

Materials

- Hearing Officer Workbook
- NMA bags, pencil, and pen

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

Hearing officers, members of hearing panels, managers who represent the PHA in hearings and policy analysts

Credits

CPE units w/ exam = 13 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 1.1 Basic Program Level. No advanced preparation required. No prerequisites required.

PURPOSE: This two-day training is essential for hearing officers, members of hearing panels, managers who represent the PHA in hearings, and policy analysts. The training is packed with information, covering all aspects of public housing and Housing Choice Voucher hearings. After getting grounded in the regulations, participants will then examine the PHA policies and grievance procedures that determine how regulations are implemented at the PHA. The seminar will walk participants through coordinating and conducting orderly and fact-based hearings. Commonly heard issues, working with advocacy groups, the 504 coordinator and reasonable accommodation issues will be addressed. This training comes with hands-on practice, where in small groups and individually, participants will read cases and make decisions, citing appropriate regulations and PHA policies. The seminar comes complete with an optional certification examination. Updated for the streamlining final rule!

LEARNING OUTCOMES: Upon completion of the Hearing Officer Workshop, you should be able to:

- Apply critical thinking skills to the facts of the case in order to integrate HUD regulations and guidance into the PHA's policies and procedures to make reasoned decisions
- Recognize the elements of cohesive and comprehensive hearing and grievance procedures
- Identify how and when to work with the PHA's 504 coordinator, Legal Aid, and advocacy groups
- Conduct orderly appeals and hearings
- Practice making and writing hearing decisions, with appropriate citations, first in a group and then individually
- Recognize housing choice voucher regulations for informal reviews for applicants and informal hearings for participants
- Identify public housing regulations for informal hearing for applicants and grievance hearing for tenants

*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.



Hearing Officer 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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 4:30 P.M. End of exam

Registration Options

- Seminar Fee #101-065.....\$700
- In-class Certification Exam #100-065\$150
- Online Certification Exam #11065-EXAM\$150

Seminar Dates and Locations

March 28-29 in Knoxville, TN
 Knoxville Community Development
 901 North Broadway
 Knoxville, TN 37917

Registration contact: Eyvonne McDonald
 Phone: (800) 783-3100 x198
 Email: Emcdonald@nanmckay.com

Hotel Recommendations

The Crowne Plaza
 401 W. Summit Hill Drive
 Knoxville, TN 37902
 Phone: (865) 522-2600

The Holiday Inn
 525 Henley Street
 Knoxville, TN 37902
 Phone: (865) 522-2800

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.