

Multifamily Housing Specialist (MHS)

A Multifamily Housing Seminar

SEMINAR NUMBER: 101-078

Schedule

Day One: 8:00 A.M. Registration
Day Three: 1:00 P.M. End of seminar
3:00 P.M. End of exam

Materials

- Multifamily Housing Specialist course book
- HUD Handbook 4350.3 REV-1
- 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, and Q&A

Length

Three days

Audience

Occupancy specialists, reexamination specialists, eligibility specialists, waiting list specialists, and property managers

Credits

CPE units w/ exam = 21 CEU units w/ exam = 1.8. No prerequisites or advanced preparation required for this course.

PURPOSE: NMA is thrilled to announce our newest certification course: Multifamily Housing Specialist (MHS). This fast-paced, 3-day class provides a comprehensive training on the HUD Handbook 4350.3 REV-1, including eligibility, screening and selection, admission, rent calculation, recertification, termination, and a discussion on HUD's multifamily systems. NMA is the only training provider that has included in its course material specific requirements for PHAs that are participating in HUD's Rental Assistance Demonstration (RAD) program.

This seminar is designed specifically for anyone who works with HUD's multifamily program, including:

- Housing authorities that are transitioning to project-based rental assistance (PBRA) under the Rental Assistance Demonstration (RAD) program
- Staff who need training on HUD Handbook 4350.3 REV-1
- People who manage multifamily project-based Section 8, including management company staff

LEARNING OUTCOMES: Upon completion of MHS, you should be able to explain and apply HUD regulations and guidance to determining eligibility, calculating income and rent, leasing requirements, contract renewal, and successful use of the EIV and TRACS systems in Multifamily housing programs.

- Describe and explain the basics of the project-based Section 8 program
- Perform screenings for eligibility and suitability
- Identify and calculate annual income, total tenant payment, and tenant rent
- Recognize the general lease requirements for multifamily properties
- Describe the requirements regarding termination of assistance, including when assistance is terminated, notification requirements, and when assistance may be reinstated.
- Recognize the six contract renewal options.
- Provide a basic overview of the Tenant Rental Assistance Certification System (TRACS) and successful TRACS submission
- Describe the purpose and different parts of the voucher, and apply voucher requirements for payments and billing
- Explain the special claims process, including eligibility and types of claims

*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.



Multifamily Housing Specialist

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

- Seminar Fee #101-078.....\$700
- In-class Certification Exam #100-078\$150
- Online Certification Exam #13078-EXAM\$150

Seminar Dates and Locations

January 10-12 in Chicago, IL
 Hosted by the Chicago Housing Authority
NEW LOCATION!
 1 East Jackson Boulevard, 8th Floor
 Chicago, IL 60604
 (312) 362-5223
 Registration contact: Jason Lee
 Phone: (800) 783-3100 x146
 Email: jason@nanmckay.com

Hotel Recommendations

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

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

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

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 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)
