

**SEMINAR NUMBER: 101-100**

**Schedule**

Day One: 8:00 A.M. Registration  
Day Five: 12:00 P.M. End of seminar  
4:00 P.M. End of exam

**Materials**

- HCV Specialist Workbook 1: Eligibility and Occupancy
- Workbook 2: Rent Calculation
- HCV HUD References Course Book
- 50058 forms
- 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**

Five days

**Audience**

Occupancy specialists, reexamination specialists, eligibility specialist, waiting list specialists, and HCV supervisors and managers

**Credits**

CPE units = 38 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 3.2 Basic Program Level. No advanced preparation required. No prerequisites required.

**PURPOSE:** Get three NMA trainings: eligibility, rent calculation, and occupancy, all rolled into one! In one week, participants can acquire the knowledge they need to do their job. This HCV training is a must-attend. Final rule changes regarding social security number verification and EIV mandatory implementation are incorporated in this seminar. Updated for the streamlining final rule!

**LEARNING OUTCOMES:** Upon completion of HCV Specialist training, you should be able to:

- Explain and apply HUD regulations and guidance to determining eligibility, the intake process, occupancy, and rent calculation in the housing choice voucher (HCV) program
- Identify and explain key program components
- Describe factors of eligibility, waiting list requirements, and preferences
- Describe and explain the process of voucher issuance
- Describe the various aspects of the leasing process in its entirety
- Analyze and describe the processes associated with annual activities
- Describe and analyze reasons for terminations and the informal hearing process
- Explain and discuss the concept of portability, the challenges it presents, and the expectations for housing authorities on both ends of the process
- Read and interpret form HUD-50058 and its accompanying instructions
- Identify and calculate annual income
- Identify assets and calculate income from assets
- Calculate adjusted income by correctly deducting HUD-defined allowances and expenses from annual income
- Recognize the requirements for verification of income, allowances, and expenses
- Calculate gross rent and maximum rent at initial occupancy
- Calculate the HAP and family share for an HCV family using the payment standard, utility allowance, and gross rent
- Calculate prorated rent for mixed families

\*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](mailto:sales@nanmckay.com), or visit our online store at [nanmckay.com](http://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.



# HCV 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](mailto:sales@nanmckay.com), or visit our online store at [nanmckay.com](http://nanmckay.com)

### Seminar Schedule

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4:00 P.M. End of exam

### Registration Options

- Seminar Fee #101-100.....**\$1,325**
- In-class Certification Exam #100-100  
(Included in registration fee) **OR**
- Online Certification Exam #12008-  
EXAM (Included in registration fee)

### Seminar Dates and Locations

February 13-17 in Janesville, WI  
Fire Station #1  
303 Milton Avenue  
Janesville, WI 53545

Registration contact: James Misner  
Phone: (800) 783-3100 x129  
Email: [jmisner@nanmckay.com](mailto:jmisner@nanmckay.com)

### Hotel Recommendations

Hampton Inn  
2400 Fulton Street  
Janesville, WI 53546  
Phone: (608) 754-4900

Baymont Inn & Suites  
616 Midland Road  
Janesville, WI 53546  
Phone: (608) 758-4545

### 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.