

Public Housing Specialist

A Public Housing Seminar

SEMINAR NUMBER: 101-102

Schedule

Day One: 8:00 A.M. Registration
Day Five: 11:45 AM. End of seminar
4:00 P.M. End of exam

Materials

- Public Housing Specialist Workbook 1: Eligibility and Occupancy Public Housing Specialist Workbook 2: Rent Calculation
- Public Housing HUD 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

Five days

Audience

All public housing staff and supervisors

Credits

CPE units = 39 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 3.3 Basic Program Level. No advanced preparation required. No prerequisites required.

PURPOSE: This public housing training allows you to learn three NMA seminars — eligibility, rent calculation, and occupancy — in one week! Final rule changes regarding social security number verification and EIV mandatory implementation are incorporated in this training, as well as the most recent HUD guidance on community service. Instead of three separate certification exams, one exam at the end of the training allows participants to get high-quality, up-to-date training on all three topics.

LEARNING OUTCOMES: Upon completion of Public Housing Specialist, you should be able to explain and apply HUD regulations and guidance to determining eligibility, the intake process, occupancy, and rent calculation in the public housing program.

- Identify and explain key program components
- Describe factors of eligibility, waiting list requirements, and preferences
- Explain and discuss occupancy standards in the public housing program
- Describe and explain the process of unit offers
- Describe the various aspects of the leasing process and analyze the required provisions of the public housing lease, including requirements and restrictions for pets
- Analyze and describe the processes associated with annual and interim activities, including requirements for community service
- Describe and analyze reasons for terminations and the grievance 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 total tenant payment and tenant rent
- Calculate prorated rent for mixed families

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.



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Public 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

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Registration Options

- Seminar Fee #101-102.....**\$1,325**
- In-class Certification Exam #100-102
 (Included in registration fee) **OR**
- Online Certification Exam #11008-
 EXAM (Included in registration fee)

Seminar Dates and Locations

NEW LOCATION!

February 6-10 in Honolulu, HI
 Airport Center
 3049 Ualena Street
 Honolulu, HI 96819

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

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.