



PUBLIC HOUSING SPECIALIST TRAINING

(Includes Certification Exam)

Training Provided by Nan McKay & Associates

DATE: April 27 – May 1, 2020

8:00 am - 5:00 pm (daily)

Albuquerque Housing Authority

1840 University Blvd., SE

Albuquerque, New Mexico 87106

REGISTRATION FEE: \$1,050.00 (includes certification fee)

PURPOSE: This public housing training allows you to learn three NMA seminars—**eligibility, rent calculation, and occupancy**—in one week! 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.

Day One: Identify and explain key program components; describe factors of eligibility, waiting list requirements and preferences; explain and discuss occupancy standards in the PH Program.

Day Two: Describe and explain the process of unit offers; describe the various aspects of the leasing process and analyze the required provision of the PH lease, including requirements and restrictions for pets; analyze and describe the processes associated with annual and interim activities, including requirements for community service.

Day Three: 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.

Day Four: 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.

Day Five: Calculate prorated rent for mixed families; certification exam.

NAHRO-New Mexico

www.nmnhro.org

Dodi Salazar, Service Officer (505) 501-2891

dodsalzr@yahoo.com

**Public Housing Specialist Training and Certification
Registration Form
April 27 – May 1, 2020
Registration Fee: \$1,050.00 (includes certification exam)**

Please submit a separate registration form for each participant:

NAME: _____ TITLE: _____

AGENCY: _____

ADDRESS: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

Cancellation and Refunds: to receive a refund of your registration fees, written notice of cancellation must be received before April 20, 2020. A \$25 cancellation fee will be assessed. Cancellations received after this date will not be refunded. The agency may send a substitute attendee if the original registrant can't attend. No exceptions will be made.

For questions regarding this training, please contact Dodi Salazar, Service Officer at (505) 501-2891

dodsalzr@yahoo.com

Fax Registration Forms to: (505) 989-7786

Attn: Nellie Olivas

OR email forms to Dodi Salazar at dodsalzr@yahoo.com.

Mail Payment & Copy of Registration Form(s) to:

New Mexico NAHRO

Attn: Nellie Olivas

664 Alta Vista St.

Santa Fe, New Mexico 87505