

<b>CERTIFIED PROFESSIONAL OF OCCUPANCY</b>	<b>NAHMA</b>	<b>COURSE SCHEDULE</b>	<b>INSTRUCTOR</b>
<p>The Certified Professional of Occupancy (CPO) course is a comprehensive program offered by the National Affordable Housing Management Association (NAHMA) for property management staff in affordable developments, including LIHTC properties with HUD subsidies. It is the only occupancy course that covers the HUD 4350.3 Rev -1 (change 3) Handbook in its entirety, with specific handbook references cited in the margins of the course text.</p> <p>Each participant will receive a copy of the HUD 4350.3 Rev – 1(change 3) Handbook at this course. The three-day program is composed of two and a half days of instruction and a half-day exam. Participants who successfully pass the exam will receive a CPO certificate and lapel pin. All CPOs will be listed in an annual, national certification directory. The CPO is a requirement for NAHMA’s National Affordable Housing Professional (NAHP®) certification program.</p> <p>Fees and reasonable expenses for the course are an approved project expense. <b>It is recommended that course attendees have a basic knowledge of the HUD 4350.3 Rev - 1 (change 3) Handbook prior to registration.</b></p>	<p>NAHMA is the leading voice for affordable housing, advocating on behalf of multifamily property owners and managers whose mission is to provide quality affordable housing. It supports legislative and regulatory policy that promotes the development and preservation of decent and safe affordable housing, is a vital resource for technical education and information, fosters strategic relations between government and industry and recognizes those who exemplify the best in affordable housing. Founded in 1990, NAHMA’s membership today includes some of the industry’s most distinguished multifamily owners and management companies.</p> <p style="text-align: center;"><b>THE NAHP® CERTIFICATION</b></p> <p>The National Affordable Housing Professional (NAHP®) credential was developed by NAHMA to recognize those individuals who own, operate, manage, or assist in the management of affordable housing, and who, by completing strict NAHP® requirements, have met the highest possible industry standards. NAHP® certification is available at the following levels:</p> <p>Professional: Successful candidates have a minimum of two years of industry experience, and must also meet an education component comprised of HUD occupancy regulations, Fair Housing &amp; Section 504 regulations, and basic apartment management skills.</p> <p>Executive: This select level of certification was designed to recognize our industry’s most qualified executives. NAHP®-e candidates have at least five years of affordable housing management experience, functioning as an active owner, CEO, management agent, asset manger or multi-site supervisor overseeing two or more active properties, or a position with equivalent executive-level responsibilities.</p>	<p><b>DAY ONE</b></p> <p>7:30 a.m. - 8:15 a.m.      Registration (Continental Breakfast Included)</p> <p>8:15 a.m. - 12 p.m.      Morning Session</p> <p>12 p.m. - 1:00 p.m.      Lunch (Provided)</p> <p>1 p.m. - 5 p.m.      Afternoon Session</p> <p>5:15 p.m.      Adjourn</p> <p>5:30 p.m. - 6:30 p.m.      Review Session (Optional)</p> <p><b>DAY TWO</b></p> <p>8 a.m. - 12 p.m.      Morning Session (Continental Breakfast Included)</p> <p>12 p.m. - 1:00 p.m.      Lunch (Provided)</p> <p>12:45 p.m. - 5:15 p.m.      Afternoon Session</p> <p>5:15 p.m.      Adjourn</p> <p>5:30 p.m. - 6:30 p.m.      Review Session (Optional)</p> <p><b>DAY THREE</b></p> <p>8 a.m. - 12 p.m.      Morning Session (Continental Breakfast Included)</p> <p>12 p.m. - 1:00 p.m.      Lunch (Provided)</p> <p>12:45 p.m. - 5 p.m.      Occupancy Exam</p> <p>5 p.m.      Adjourn</p> <p><i>It is recommended that attendees bring a highlighter, a calculator and Post It notes to the course.</i></p>	<div style="text-align: center;">  </div> <p>Sue Johnson is the President of The Success Group. Sue has extensive experience in the field of housing management and in developing and conducting training programs, especially for Affordable Housing Management Associations (AHMAs). An experienced trainer, Sue has worked on the revisions of several national training programs and provided technical assistance on contracts with HUD, management companies and public housing agencies. She is a frequent guest speaker to property management conventions and conferences. Besides being a NAHMA-certified CPO trainer, Sue holds several certifications including CPO, COS and CMH.</p> <p style="text-align: center;"><b>NEAHMA</b></p> <p>The New England Affordable Housing Management Association (NEAHMA) was founded in 1989 to facilitate communications between management agents and the local and regional HUD and state housing finance agencies. At monthly membership meetings, agency representatives and NEAHMA members work together to find solutions to current affordable housing issues.</p> <p>NEAHMA’s membership consists of property management companies representing over 40,000 units of affordable housing in Massachusetts, Connecticut, Rhode Island, Maine, New Hampshire and Vermont. NEAHMA is a member of the National Affordable Housing Management Association (NAHMA).</p>

## REGISTRATION FORM

Please complete a separate form for each registrant and fax registration by October 28, 2010 to: 781-380-4842.

**CPO Class – November 9, 10, 11, 2010**

On-line payment option available for credit card payments at [www.neahma.org](http://www.neahma.org)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Property Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number of years worked in affordable housing: \_\_\_\_\_

AHMA Members: \$609	
AHMA Members: \$569 (Three or more from same company.)	
Non-Member: \$659	
Total Amount Enclosed:	

### Make Checks Payable To:

NEAHMA, 400 Washington Street, Suite 210  
Braintree, MA 02184  
Phone: (781) 380-4344

### Cancellation Policy:

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course.

### Outstanding Collection Policy:

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.

This organization complies with the Title III of the Americans with Disabilities Act (ADA). The site is accessible for individuals with disabilities and if a registrant requires special accommodations please contact the NEAHMA office at least ten days prior to the date of the course.

## COURSE LOCATION

**Holiday Inn Portsmouth  
300 Woodbury Avenue  
Portsmouth, NH 03801  
(603) 431-8000**

Course space is extremely limited.  
Registration is on a first come, first served basis.

## DIRECTIONS

### Overnight Room Accommodations

Rooms are available on an individual basis under a NEAHMA Room Block for \$99 per night. Please contact the hotel directly to make your reservations by calling (603) 431-8000

**From the North:** Take Route 95 South to Exit 5 (Portsmouth Traffic Circle), Take Third Exit off the Circle (Woodbury Avenue), Hotel will be on the right off of ramp.

**From the South:** Take Route 95 North to Exit 6 (Woodbury Avenue), Take a right off of the ramp, Hotel will be on the right. From the West: Take Route 101 East to Route 95 North to Exit 6 (Woodbury Avenue), Take a right off the ramp, Hotel will be on the right.

## QUESTIONS

Call NEAHMA office at:  
(781) 380-4344  
or  
email: [Julie.kelliher@neahma.org](mailto:Julie.kelliher@neahma.org)

NEAHMA  
400 Washington Street, Suite 210  
Braintree, MA 02184

**NAHMA**  
NATIONAL AFFORDABLE HOUSING MEASUREMENT ASSOCIATION



Certified  
Professional of  
Occupancy

A COMPREHENSIVE  
COURSE FOR MANAGERS  
OF AFFORDABLE HOUSING

November 9, 10, 11, 2010

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