

CERTIFIED PROFESSIONAL OF OCCUPANCY	NAHMA	COURSE SCHEDULE	INSTRUCTOR
<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 2) 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 2) 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. It is recommended that course attendees have a basic knowledge of the HUD 4350.3 Rev - 1 (change 2) Handbook prior to registration.</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;">THE NAHP® CERTIFICATION</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 & 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>DAY ONE</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>DAY TWO</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>DAY THREE</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;">NEAHMA</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. 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 February 12, 2010 to: 781-380-4842.

CPO Class – February 23, 24, 25, 2010

On-line payment option available for credit card payments at 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

Four Points by Sheraton Norwood
1125 Boston-Providence Turnpike
Route 1 (18 miles south of Boston)
Norwood, MA 02062

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. Please contact the hotel directly to make your reservations by calling 781-769-7900.

From Boston and points North

Take I-93 South which turns into I-95 (Route 128) North. Take Exit 15B, Route 1 South toward Norwood. Travel 4.5 miles, the Four Points by Sheraton Norwood Hotel & Conference Center will be on your right after the Staples Plaza.

From the West

Follow Mass. Turnpike (I-90) East. Take Exit 14 onto I-95 (Route 128) South. (Note: From the West, this Exit is number 14, from the East, it is number 15.) Continue South to Exit 15B. Route 1, Norwood, And proceed as above.

From Providence, TF Green Airport & points South

Take I-95 North to Exit 11B, Reponses Street, Norwood. Drive 7/10 of a mile and turn left onto Dean Street. At traffic light, turn left onto Route 1, heading South. The Four Points by Sheraton Norwood Hotel & Conference Center is on your right after the Staples Plaza.

From Logan Airport

Exit airport, follow signs through Williams tunnel (toll) to I-90 /I-93 South. Follow signs for I-93 South about 7 miles.

I-93 South turns into I-95 (Route 128) North. Proceed on I-95(Route 128) North to Exit 15B, Route 1 Norwood.

QUESTIONS

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

NEAHMA
400 Washington Street, Suite 210
Braintree, MA 02184

NAHMA
NATIONAL AFFORDABLE HOUSING MEASUREMENT ASSOCIATION



Certified
Professional of
Occupancy

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COURSE FOR MANAGERS
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