

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>	<p>Deborah R. Piltch is an attorney with an expertise in discrimination and housing law. Along with her law degree, Piltch has a Masters in Labor Relations. In 1994, Piltch formed Piltch Associates, Inc., a consulting business designed to assist public housing agencies, private owners, non- profit groups and others in the fields of housing law and fair housing and equal opportunity compliance, as well as organizational development and staff training. She has written extensively on regulatory compliance and fair housing law including co-authoring NAHMA’s CPO course. Debbie has conducted trainings on these subjects, as well as tax credit compliance and the 4350.3 rev 1for numerous public and private entities and organizations. She presently serves as the Director of Compliance for Maloney Properties, Inc., and is responsible for compliance for their entire portfolio.</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.</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 May 7, 2010 to: 781-380-4842.

CPO Class – May 18, 19, 20, 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

Centredale Manor
2074 Smith Street
North Providence, RI 02911
(401) 232-3770

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

DIRECTIONS

From Providence: Route 146 North to the Mineral Spring Avenue exit. At end of ramp, take a left onto Mineral Spring Avenue. Follow Mineral Spring Avenue to end (road bears to right). After next traffic light, you will see a fork in road with a high-rise building in front of it. Go straight into building driveway. Centredale Manor is the building at the end of driveway on your left.

From the South: Take 1-295 North to RT 44 East, exit 7A (towards Centredale). Follow Route 44 east 1.7 miles. After the traffic light (where burger king is on your left), take a right into the building driveway right before Cumberland Farms. Centredale Manor is the building at the end of the driveway on your left.

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

A COMPREHENSIVE
COURSE FOR MANAGERS
OF AFFORDABLE HOUSING

May 18, 19, 20, 2010

Centredale Manor
2074 Smith Street
North Providence, RI 02911
(401) 232-3770

