

Agenda

Day One

7:30 a.m. – 8:15 a.m.
Registration & Continental Breakfast

8:15 a.m. -12:00 p.m.
Morning Session

12:00 p.m. – 12:45 p.m.
Lunch (included)

12:45 p.m. – 5:00 p.m.
Afternoon Session

5:30 p.m. – 6:30 p.m.
Review Session (optional)

Day Two

7:30 a.m. – 8:00 a.m.
Continental Breakfast

8:00 a.m. – 12:00 p.m.
Morning Session

12:00 p.m. – 12:45 p.m.
Lunch (included)

12:45 p.m. – 5:00 p.m.
Afternoon Session

5:30 p.m. – 6:30 p.m.
Review Session (optional)

Day Three

7:30 a.m. – 8:00 a.m.
Continental Breakfast

8:00 a.m. – 11:45 a.m.
Morning Session

11:45 a.m. – 12:30 p.m.
Lunch (included)

12:30 p.m. – 5:00 p.m.
Occupancy Exam

**It is STRONGLY RECOMMENDED
that attendees bring a highlighter,
Post-It Notes, and calculator to the
course.**

NAHMA™

The National Affordable Housing Management Association

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.

**Crowne Plaza Monroe
390 Forsgate Drive
Monroe Twp, NJ 08831
609-655-4775**

**Make your hotel reservation today!
\$109 plus tax per night
You must ask for the JAHMA rate.**

For more information & directions
Call 856-786-9590, fax 856-786-6265
or visit
www.JAHMA.org



**The New Jersey
Affordable Housing
Management Association**



Certified Professional of Occupancy

*A comprehensive course for
managers of affordable housing
developments.*

**Course materials reflect
Change 3 to the HUD Handbook
4350.3, Rev1, Change3**

March 24-26, 2010

**Crowne Plaza Monroe
390 Forsgate Drive
Monroe Twp, NJ 08831**

Developed by

NAHMA™

The National Affordable Housing Management Association



Registration

JAHMA CPO Course

March 24-26, 2010

Seats are limited to first 50 paid registrants!

Sign up early!

Name _____

Management Company _____

Property _____

Address _____

Phone _____

Fax _____

E-mail _____

Number of years worked in affordable housing _____

Course Fees...

Member price – **\$599.00**

Members (3 or more from the same management company. All members must be on the same registration form and paid for at the same time) – **\$579.00**

Non-Member price – **\$649.00**

*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 prior to registration.

Mail Registration to...

JAHMA

P.O. Box 43, Riverton, NJ 08077-0043

Register online at: www.jahma.org

Registration deadline:

Friday, March 19, 2010

Make checks payable to JAHMA.

VISA/MASTERCARD/DISCOVER

Card # _____

Exp Date _____ Amount to Charge \$ _____

Signature _____

Certified Professional of Occupancy

Beginning in January 2010 NAHMA will start requiring that all CPO certificants maintain 6 units per year in Compliance training.



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 Handbook in its entirety, with specific handbook references cited in the margins of the course text.

Each participant will receive a copy of the 4350.3 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.

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 Handbook prior to registration.

Janice McNally, Instructor

Janice began her career in affordable housing in 1997, when she joined the home office team of Interstate Realty Management Company in Marlton, New Jersey. She was Assistant Billing Supervisor, overseeing the billing of a mixed portfolio of affordable housing developments as well as conventional and tax credit properties. Since August of 2006, she has been the Tax Credit Compliance Manager for her company, overseeing the Tax Credit Department and all compliance issues for an ever increasing number of Tax Credit properties.

In 2003, Janice earned National Trainer status for NAHMA instructing the CPO certification course. She has received the following professional designations: NAHMA — CPO, CPO Trainer; NCHM — COS; and Spectrum — C4P Quadel-TaCCs. She holds a BA and MA from the Univ. of Colorado and has done post-graduate studies at Johns Hopkins University.

Janice has conducted in house training sessions for site managers in occupancy, site management, computer training and tax credit compliance. She has traveled as a troubleshooter for Interstate Realty Management Company since 2000, in addition to her regular responsibilities as Tax Credit Compliance Manager.

The NAHP® Certification

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:

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.

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 manager or multi-site supervisor overseeing two or more active properties, or a position with equivalent executive-level responsibilities.

For additional registration forms, more information & directions visit www.jahma.org, call 856-786-9590, or fax 856-786-6265

Cancellation Policy: Registration fees will be refunded less a \$50 processing charge if received in writing ten (10) business days prior to the seminar. Substitutions, but no refunds, can be made after that date.