

The next generation of occupancy training for managers of assisted housing

Certified Occupancy Specialist Advanced (COSA) builds upon and goes beyond the subject matter presented in COS, focusing on evaluation and analysis of compliance data and processes, policy development, and supervisory issues.

Who should attend: Certified Occupancy Specialists seeking a deeper understanding of key compliance issues.

OVERVIEW

COS Advanced was developed to provide housing managers with the analytical skills and subject-matter expertise required to effectively navigate the increasingly complex field of HUD compliance. Using COS as a point of departure, COSA delves into both the technical details and the executive challenges of managing compliance with HUD’s assisted housing programs.

COS Advanced is a core component of NCHM’s COS Masters (COSM) certification program, which combines an accelerated curriculum with a rich, blended instructional design to provide today’s housing professional with the most comprehensive occupancy training available. COS Masters candidates must meet several program requirements, including successful completion of COS Advanced and the online COSA exam.

WHAT YOU’LL LEARN

The curriculum of COS Advanced was derived from a close review of the regulatory landscape—and the identification of areas that were not adequately explored through existing training resources.

Some of the key areas that COS focuses on include:

- Navigating the regulatory landscape: HUD handbooks, notices, RHIP, etc.
- Leasing compliance, including VAWA
- Making sense of TRACS and EIV
- Fundamentals of policy-making
- Advanced strategies for auditing files
- Advanced Fair Housing and Section 504
- Contract renewals, rent increases, and unit transfers

PILLAR COURSE:	No; required for COS Masters certification
DURATION:	Two-day program
CERTIFICATION / EXAM:	Includes online exam
INSTRUCTION FORMAT:	Lecture with multimedia presentation
PREREQUISITES:	COS certification
INTENDED AUDIENCE:	Certified Occupancy Specialists
MATERIALS PROVIDED:	Manual with PowerPoint Handout
MATERIALS TO BRING:	Calculator (required), highlighter; sticky notes recommended

Course agenda

DAY 1

- 8:00..... Registration
- 8:30..... Navigating regulatory sources
- 10:00..... Break
- 10:15..... Navigating regulatory sources (conclusion and quiz)
- 11:00..... Leasing and Violence Against Women Act (VAWA)
- 12:00..... Lunch (not provided)
- 1:00..... Leasing and VAWA (continued)
- 1:15..... Policy development I
- 1:30..... Leasing and VAWA - quiz
- 2:00..... Advanced Fair Housing
- 3:00..... Break
- 3:15..... Advanced Fair Housing (continued)
- 4:00..... Policy development II
- 4:45..... Introduction to Enterprise Income Verification (EIV)
- 5:00..... Class adjourned

DAY 2

- 8:30..... Enterprise Income Verification and TRACS
- 10:00..... Break
- 10:15..... Policy development III
- 10:30..... EIV and TRACS - quiz
- 11:00..... Management and Occupancy Reviews (MOR)
- 12:00..... Lunch (not provided)
- 1:00..... MOR (continued)
- 2:45..... Policy development IV
- 3:00..... Break
- 3:15..... Contract renewals
- 4:00..... Contract renewals quiz
- 4:30..... HUD forms and disaster policies
- 5:00..... Class adjourned



333 North 1st St., Suite 305 Jacksonville Beach, FL 32250
 TEL: 800-368-5625 / FAX: (904) 372 2324 • www.nchm.org

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