



A blended program of study offering a comprehensive exploration of issues in HUD compliance

COS Masters (COSM) is an advanced program of study that explores the depth and breadth of HUD compliance through a combination of classroom, online, and peer-to-peer learning environments.

Who should attend: Those with COS certification who seek more complete mastery of HUD compliance.

OVERVIEW

HUD rules and regulations are complicated—and ever-changing. COS Masters was designed to provide housing managers who cannot afford to operate with any gaps in their knowledge with broad-based training in both the technical details and the practical realities of HUD compliance. COSM combines classroom instruction with on-demand Web-based learning, as well as opportunities for peer-to-peer communication through an online forum, to create a rich and stimulating learning experience.

PROGRAM STRUCTURE

1 COS Advanced (COSA)

The COS Masters program begins with COS Advanced (COSA), an intensive, two-day class that picks up where COS leaves off, with focuses on the evaluation and analysis of compliance data and processes. Topics explored include:

- Navigating the regulatory landscape: 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

Prerequisites: Participants must be COS certified. Equivalent certification through a different organization will be considered; however, those students must also pass NCHM’s COS exam prior to attending COSA.

Examination: Online exam—required of COSM candidates. Students have one week after completion of class to finish exam.

DURATION:	COSM candidates have one year from completion of COS Advanced to complete online requirements and COSM online exam
CERTIFICATION / EXAM:	COSA exam; COSM certification exam
INSTRUCTION FORMAT:	Classroom (COSA) and online programs
PREREQUISITES:	COS certification
INTENDED AUDIENCE:	Managers of HUD-subsidized programs including Section 8, 202, 811, 221, and 236

2 Online Instruction

Online instruction is a central component of the COS Masters program. COSM candidates have one year after they pass the COSA exam to complete 12 On-Demand Webinars that explore the range of topics in which expert-level occupancy managers need to be knowledgeable.

ON-DEMAND TRAINING

FOCUS: Advanced Compliance Studies

- Recertification Functions and Process
- Effective Compliance Supervision
- Due Diligence and Compliance
- Tenant Interviews

FOCUS: Documentation and Best Practices

- Files and File Audits
- Documentation: Your Best Ally
- Tenant Fraud

FOCUS: Mastering Fair Housing

- Affirmative Fair Housing Marketing Plan

FOCUS: Interpreting Complex Regulations

- State versus Federal
- Reading Between the (Guide) Lines

FOCUS: Policy Writing and Implementation

- Policy Writing and Implementation I

FOCUS: Leadership and Interpersonal Skills

- Setting Resident Boundaries

3 COS Masters Online Exam

Once a COS Masters candidate has completed both COSA and the online instruction component, they are eligible to take the proctored online COSM examination. The online exam will include content from COS, COSA, and the mandatory online COSM courses. The exam is approximately four hours long and must be completed within the 12-month period.



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NCHM admits students without regard to race, color, creed or ethnic origin, or disability to all of its educational programs.