

Certified Occupancy Specialist



The nation's foremost course on HUD occupancy guidelines and regulations

Certified Occupancy Specialist (COS) is a comprehensive study of HUD guidelines and regulations set forth in HUD Handbook 4350.3, including rent calculation, eligibility, verification, recertification, tenant screening, and Fair Housing.

Who should attend: Individuals, both experienced and new to HUD housing, responsible for HUD compliance.

OVERVIEW

HUD's efforts to transform the affordable housing industry have resulted in a myriad of new rules, regulations, and standards. NCHM's COS, the most widely-sought certification in the affordable housing industry, is the definitive training for compliance at properties falling under the umbrella of HUD Handbook 4350.3 Rev. 1.

WHAT YOU'LL LEARN

The course covers all core occupancy standards, including eligibility; 504/Fair Housing; assets and income determination and calculation; allowances and adjusted income; verifications; annual and interim recertifications; billing and special claims; and tenant fraud. The COS Workbook incorporates HUD Handbook 4350.3 REV-1, Change 2 (July, 2007) in its entirety and addresses important changes such as new rules for income calculation and allowances, new procedures for reporting to the Department of Homeland Security, and much more.

Instruction is delivered through lecture and an integrated multimedia presentation. Training notes, coordinated with the multimedia presentation, facilitate participants' preparation for the certification examination.

Computerized grading of the exam results allows each participant to see their numeric score, relative standing, and a detailed breakdown of their strengths and weaknesses. Participants with passing scores will earn a COS certificate; others will receive certificates of participation.

PILLAR COURSE:	Meets RHM Occupancy requirement
DURATION:	Three-day program
CERTIFICATION / EXAM:	Includes half-day certification exam
INSTRUCTION FORMAT:	Lecture with multimedia presentation
PREREQUISITES:	None; exposure to HUD Handbook 4350.3 helpful
INTENDED AUDIENCE:	Managers of HUD-subsidized programs including Section 8, 202, 811, 221, and 236
MATERIALS PROVIDED:	COS workbook; complete printed copy of HUD Handbook 4350.3; COS training notes
MATERIALS TO BRING:	Calculator (required), highlighter; sticky notes recommended

Course agenda

DAY 1

8:30..... Introduction
 9:00 Income and Assets
 10:00..... Break
 10:15..... Income and Assets (continued)
 11:45..... Lunch (not provided)
 1:00..... Income and Assets (continued)
 3:00..... Break
 3:15..... Allowances
 4:15..... Tenant Rent
 5:00..... Homework assigned / end of instruction

DAY 2

8:00..... Review of homework
 9:00..... Verifications
 10:00..... Break
 10:15..... Verifications (continued)
 11:00..... Eligibility
 11:45 Lunch (not provided)
 1:00..... Eligibility and Tenant Selection
 1:30..... Annual Recertification
 3:00 Break
 3:15..... Interim Adjustments
 4:00..... Vouchers and Special Claims
 4:30..... Fair Housing / Section 504
 5:00..... Homework assigned / end of instruction

DAY 3

8:00..... Review of homework
 9:00..... Final review
 9:30 Break
 10:00..... COS examination
 2:00..... End of exam



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