

SOUTH WESTERN AFFORDABLE HOUSING MANAGEMENT ASSOCIATION

THE CERTIFIED PROFESSIONAL OF OCCUPANCY COURSE

The Ultimate Course for the HUD Handbook 4350.3

June 27, 28, 29 - 2017

Hilton San Antonio Airport

611 NW Loop 410

210 340 6060

Group Room Block Name: **SWAHA**

Or follow this link to book your overnight room on-line

<http://group.hilton.com/southwesternaffordablehousingassociation>

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. It is the only occupancy course that covers the new 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 new 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.

Anita Moseman will lead the course as instructor. She is one of only a few certified instructors, a SW-AHMA favorite and her classes have the highest pass rate of any instructor nationally.

Course Tuition:

Tuition includes new 4350.3, class book and NAHMA testing fee.

- **SW-AHMA Member price** - \$569.00 per person
- **Non - Member price** - \$629.00 per person
- **Exam Retake** - Only for those who have sat for the course previously \$75.00
- **Class review** for CPO certificate holders wanting a review without exam \$350.00 (class review and does include materials)

To order a **4350.3 HUD Handbook** only without a taking the class \$75.00

Certified Professional of Occupancy (CPO)

Class check-in begins at 8:30 am on June 27. Class begins promptly at 9am-The final day is a the last few chapters of the handbook, a brief review, then instructions for taking the exam on-line either at your office or at home, . The final day will end by 12 noon.

Meals are not included with this course. There will be an hour and 15 min. break for lunch each day.

Registration: Fax **CPO** registration form to SWAHMA 210-822-5842 or mail registration and fee to SW-AHMA PO Box 171348 San Antonio, Tx. 78217 - Questions please call Roy Cozart 210 822 5852.

Please indicate your registration type below

Member Yes No Class & Exam Yes No Class Review Only Yes No

Name: _____

Amount enclosed:\$ _____

Property: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

DRESS IN LAYERS - ROOM TEMPERATURE IS UNPREDICATABLE
Bring a non-printing calculator and something with which to write.

This is the last Scheduled CPO for 2017