

ASSISTED HOUSING MANAGER OCCUPANCY TRAINING



July 28–30, 2015

Course Description

Quadel's three-day Assisted Housing Manager (AHM) occupancy training provides essential information on HUD-subsidized multifamily housing. It is a comprehensive course for new, front-line housing management staff and a useful refresher for experienced or supervisory staff. With increased monitoring of regulatory compliance by HUD, Quadel's AHM occupancy training will provide you with tools to implement your program within HUD requirements, while better serving your residents at the same time.

Quadel's AHM course utilizes classroom lecture, group discussion, and case study exercises. Day One begins with an overview and selected history of HUD-subsidized multifamily housing programs and the types of financing that make them possible; civil rights and non-discrimination; eligibility for occupancy and assistance; waiting list issues; income determination; and rent calculation. Day Two covers leasing activities, re-certifications, and terminations. Quadel's trainer will highlight changes in policy and procedures as necessary, to reflect recent HUD notices that affect the HUD Handbook 4350.3

Quadel offers an AHM certification examination as a third day of the in-house training session. The certification exam is a four-hour, open-book exam consisting of multiple-choice questions, short exercises, and a case study. Participants must achieve a score of 70 percent to pass the exam. Participants who successfully pass the examination will receive the AHM designation and a formal certificate suitable for framing attesting to their proficiency in HUD multifamily occupancy requirements. The AHM designation is recognized by professionals in the assisted housing management industry nationwide and provides access to a broad range of assistance from State Housing Finance Agencies and management companies across the country.

Register at: www.regonline.com/2015ahmtraining

LaQuinta Inn & Suites
4521 W. 41st St.
Sioux Falls, SD 57104
605.275.4555

Register by July 10, 2015
\$400 per person
For Questions Contact:
Denise Albertson 605.773.2598
or denise@sdhda.org

Participants will need to bring their own pens/pencils, highlighter and a calculator.

Refreshments will be served throughout the day, but lunch will be on your own. There are several nearby restaurants. Participants will receive a copy of Quadel's nationally recognized course book, which contains all the requirements from the HUD Handbook 4350.3