

The next generation of occupancy training for managers of assisted housing

COS Advanced (COSA) builds upon and goes beyond the subject matter presented in COS, focusing on the 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

Certified Occupancy Specialist Advanced® (COSA®) builds upon and goes beyond the subject matter presented in Certified Occupancy Specialist® (COS®), focusing on evaluation and analysis of compliance data and processes, electronic submission of data, and problem resolution.

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. It 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.

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 regulations
- Advanced Fair Housing, Section 504, and LEP regulations

PILLAR COURSE:	No
DURATION:	Delivered online over three days
CERTIFICATION/EXAM:	Includes online exam
INSTRUCTION FORMAT:	Interactive online presentation (see below)
PREREQUISITES:	COS or approved equivalent (non-COS must pass COS exam prior to attending COSA)
INTENDED AUDIENCE:	Certified Occupancy Specialists
MATERIALS PROVIDED:	Manual with PowerPoint Handouts
MATERIALS TO BRING:	HUD Handbook 4350.3 REV-1

- TRACS and MAT files: Ensuring your records are complete
- Discrepancy resolution including Repayment Agreements
- MOR tips and advanced strategies for auditing files

COURSE FORMAT

Class will meet online for four consecutive days. The first three days of training will be from 1pm to 4pm Eastern Time. The fourth day is one hour of homework and exam review from 1pm to 2pm. The online exam will be available for one week following the last day of the course.

Course agenda

DAY 1

- Navigating regulatory sources
- Leasing

DAY 2

- Advanced Fair Housing
- Discrepancies, errors, and fraud

DAY 3

- TRACS and subsidy billing
- Auditing files and preparing for MORs

DAY 4

- Homework and exam review



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