



Certified Voucher Specialist

Comprehensive training in the occupancy requirements of HUD Voucher programs

Certified Voucher Specialist (CVS) provides comprehensive occupancy training for the Housing Choice and Project-Based Voucher programs.

Who should attend: Public Housing Authority (PHA) administrators and staff, as well as property owners considering participation in the Housing Choice Voucher or Project-Based Voucher programs.

OVERVIEW

CVS provides a compliance-focused review of the occupancy requirements of HUD's Housing Choice and Project-Based Voucher programs. The foundation for the course is HUD Handbook 7420.10G; guidance from other relevant HUD publications is also reviewed.

WHAT YOU'LL LEARN

Certified Voucher Specialist covers all core occupancy requirements and functions, including:

- Income, asset and adjusted income calculations
- Program-based rent calculations
- Verification and eligibility requirements
- Annual and interim reexaminations
- Applicable civil rights and Fair Housing obligations

The CVS manual incorporates HUD Handbook 7420.10G and numerous other HUD Rules, Notices and Memos containing updated occupancy guidance for the programs.

Instruction is delivered through lecture and an integrated multimedia presentation. Training notes, coordinated with the presentation, facilitate participants' preparation for the online certification examination. Strong emphasis is placed on learning how to use the federal regulatory guidance materials for future success in understanding how to manage the programs.

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 in various testing areas. Participants with passing scores will earn a CVS certificate; others will receive certificates of participation.

PILLAR COURSE:	Meets RHM Occupancy requirement
DURATION:	Two-day program
CERTIFICATION/EXAM:	Online exam (one week to complete)
INSTRUCTION FORMAT:	Multimedia, lecture, and discussion
PREREQUISITES:	None; suitable for all levels
INTENDED AUDIENCE:	PHAs and property owners
OFFERED:	Special Group; also online
MATERIALS PROVIDED:	CVS manual and training notes; HUD Handbook 7420.10G;
MATERIALS TO BRING:	Calculator and #2 pencil (req.), highlighter, sticky notes recommended

Course agenda:

DAY 1

- Introduction
- Income
- Assets
- Adjusted income

DAY 2

- Homework review
- Tenant rent
- Verifications
- Eligibility
- Reexaminations
- Civil rights and Fair Housing



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