



Certified Occupancy Specialist [COS]

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 and subsequent notices, including rent calculation, eligibility, verification, recertification, tenant screening, and Fair Housing.

COS training is suitable for 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 and tenant selection; 504/Fair Housing; assets and income determination and calculation; deductions and adjusted income; verifications including EIV; and annual and interim recertifications. The COS Reference Guide incorporates HUD Handbook 4350.3 REV-1 and relevant additional notices and guidance already in effect but not yet integrated into the handbook.

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 earn a COS certificate; others will receive certificates of participation.



Program dates/registration:

Visit nchm.org or call 800-368-5625

CLASSROOM-BASED CERTIFICATION CLASS

Pillar course: Meets RHM Occupancy requirement

Duration/delivery: Three-day classroom-based program

Prerequisites: None; exposure to HUD Handbook 4350.3 helpful but not required

Offered: Regularly scheduled and private group

Exam: Includes half-day certification exam

Provided: Reference Guide (includes HUD Handbook 4350.3 and subsequent notices); COS training notes

Bring: Calculator, highlighter, #2 pencil (required)

Course agenda:

Day 1

- Introduction
- Income
- Assets
- Adjusted Income
- Tenant Rent

Day 2

- Homework review
- Verifications
- Eligibility and Tenant Selection
- Recertification
- Fair Housing / Section 504

Day 3

- Homework review and final review
- COS certification examination

National Center for Housing Management

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