

# Certified Occupancy Specialist | PUBLIC HOUSING



*Occupancy training and certification for those involved in Public Housing*

Certified Occupancy Specialist – Public Housing (COSP) is a comprehensive study of HUD guidelines and regulations set forth in the Public Housing Occupancy Guidebook (PHOG).  
**Who should attend:** Individuals, both experienced and new to HUD housing, responsible for HUD compliance.

## OVERVIEW

In the same tradition as COS, NCHM’s nationally recognized occupancy course, COSP provides managers of public housing with occupancy training tailored to the needs of PHAs. COSP is based on the HUD Public Housing Occupancy Guidebook (PHOG) issued in June of 2003 and includes all relevant subsequent notices, ensuring that you are completely up to date with all HUD requirements. Ideal for newcomers to the public housing industry, COSP is also an effective refresher for seasoned professionals who want to stay abreast of the latest changes in HUD guidance and interpretation.

## WHAT YOU’LL LEARN

The course covers the breadth of occupancy-related topics, including accurate calculation of assets, income, and allowances; rent computation; verification; eligibility; tenant screening; admissions and occupancy policies (known as ACOP); program rents; unit transfers; annual and interim reexaminations; community service; self-sufficiency requirements; and grievance procedures.

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

<b>PILLAR COURSE:</b>	Meets RHM Occupancy requirement
<b>DURATION:</b>	Three-day program
<b>CERTIFICATION/EXAM:</b>	Includes half-day certification exam
<b>INSTRUCTION FORMAT:</b>	Lecture with multimedia presentation
<b>PREREQUISITES/LEVEL:</b>	Exposure to Public Housing Occupancy Guidebook (PHOG) helpful/Introductory to intermediate
<b>INTENDED AUDIENCE:</b>	Individuals, both experienced and new to Public Housing
<b>MATERIALS PROVIDED:</b>	COS-P Workbook; COS-P training notes
<b>MATERIALS TO BRING:</b>	Calculator (required); highlighter, sticky notes

## Course agenda

### DAY 1

- 8:30..... Introduction
- 9:00 ..... Assets and asset income
- 10:00..... Break
- 10:15..... Assets and asset income (continued)
- 12:00..... Lunch (not provided)
- 1:00..... Non-asset income
- 3:00..... Break
- 3:15..... Deductions from income
- 4:15..... Rents
- 5:00 ..... Class released

### DAY 2

- 8:30..... Homework review
- 9:00..... Fair Housing and Section 504
- 10:00..... Break
- 10:15..... Eligibility
- 11:15..... Waiting list and occupancy guidelines
- 12:00 ..... Lunch (not provided)
- 1:00..... Verifications
- 3:00 ..... Break
- 3:15 ..... Annual and interim reexaminations
- 5:00..... Class released

### DAY 3

- 8:30..... Homework review
- 9:00..... Unit transfers
- 9:30..... Community service requirements
- 10:00..... Review and evaluation
- 10:15..... Break
- 10:30..... COS-P examination begins
- 2:30..... Examination ends



333 N. 1st St., Suite 305 Jacksonville Beach, FL 32250  
 HQ: 447 Carlisle Drive, Suite A, Herndon VA 20190  
 TEL: 800-368-5625 • FAX: (904) 372-2324 • www.nchm.org

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