



Certified Occupancy Specialist Advanced (COSA)

From Specialist to Expert – Welcome to the next level of your occupancy training

The Certified Occupancy Specialist (COS) training by NCHM has been the gold-standard in the housing industry for decades, and COS Advanced (COSA) takes it one step further, focusing on evaluation and analysis of compliance data and processes, electronic submission of data, and problem resolution.

NCHM was created to professionalize the housing industry, and COSA was developed to take housing managers from specialists to experts by providing participants with the knowledge to effectively navigate, and analyze, the increasingly complex field of HUD compliance.

COSA includes deep dives into the technical details and challenges of managing compliance with HUD's assisted housing programs.

Please Note: The certification exam for this class is completed online. Students have one week following completion of the class to take the online exam.

COURSE PROFILE

Duration: Online Course taught over a three-day period

Exam: Includes a half-day in-classroom certification exam

Format: Class meets online for three consecutive days. The three days of training are from 1pm to 4pm EST. The online exam is available for one week following the last day of the course.

Prerequisites: COS certification or approved equivalent (non-COS must pass COS exam prior to attending COSA)

Audience: Occupancy specialists; senior compliance staff

Provided: Course Materials (Participants must provide their own HUD Handbook 4350.3, Rev 1. updated through Change 4)



Program dates/registration
visit nchm.org or call 800-368-5625

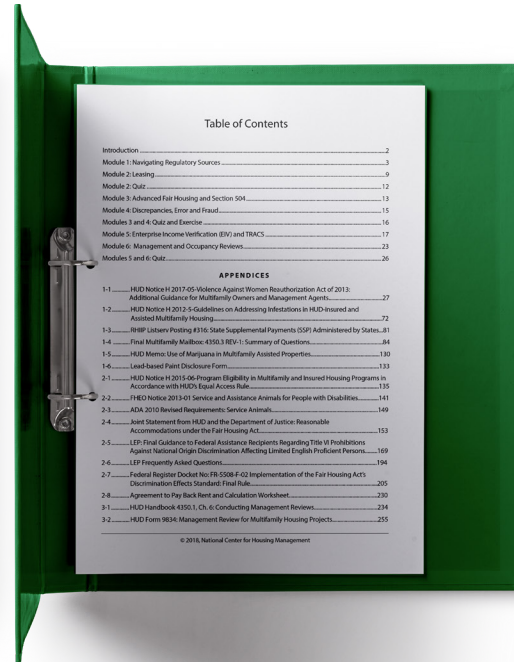
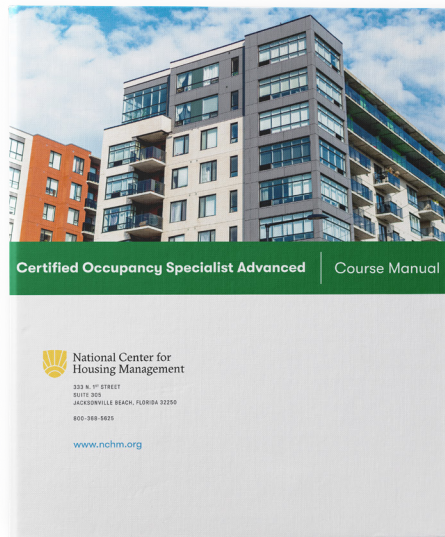
What you will learn:

- Navigating the regulatory landscape: HUD handbooks, notices, RHIP, etc.
- Leasing compliance, including VAWA regulations
- Advanced Fair Housing, Section 504, and LEP regulations
- TRACS and MAT Files: How to ensure your records are complete
- Discrepancy Resolution including Repayment Agreements
- MOR Tips and Advanced Strategies for Auditing Files



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COURSE MATERIALS



- Course Manual (above), HUD Handbook 4350.3 and related HUD notices, memos and forms
- COSA Course Presentation
- Handouts

COURSE AGENDA

DAY
1

1:00pm-4:00pm

- Navigating Regulatory Sources
- Leasing
- Homework

DAY
2

1:00pm-4:00pm

- Advanced Fair Housing and Section 504
- Discrepancies, Errors, and Fraud
- Homework

DAY
3

1:00pm-4:00pm

- Enterprise Income Verification System (EIV) and TRACS
- Management and Occupancy Reviews (MOR)