



Certified Occupancy Specialist – Public Housing (COSP)

The most widely recognized certification for HUD occupancy tailored specifically for Public Housing

Our COS has been the industry-standard for occupancy training and certification since 1981 and this version extends that quality to the HUD Public Housing Program.

Certified Occupancy Specialist –Public Housing (COSP) is a comprehensive study of the HUD guidelines and regulations that you will find in the Public Housing Occupancy Guidebook (PHOG). COSP is geared toward individuals, both experienced and new to the field, who are responsible for, or involved in, compliance with HUD regulations as they relate to the traditional low-income public housing program.

If you have ever tried to read a governmental guidebook on regulations of any type, you know how difficult it can be to get through it and understand the content well enough to act with confidence. NCHM helps to ease the burden by providing straightforward, simple to understand explanations.

COSP is based on the HUD Public Housing Occupancy Guidebook (PHOG) issued in June of 2003 and includes all of the many relevant notices issued since then, ensuring that you are completely up-to-date with all HUD requirements. Not only will you be current on the regulations, you will have the fundamental training necessary to become a true professional.

Ideal for newcomers to the public housing industry, COSP is also an effective refresher course for veteran professionals who want to stay abreast of the latest changes in HUD guidance and interpretation.

Please Note: The certification exam for this course is administered in the classroom on the third day.

What you will learn:

- All essential occupancy-related topics contained in HUD's PHOG and supporting notices, 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
- Grievance procedures

How you will learn:

- Instruction is delivered through lecture and an integrated multimedia presentation. Extensive course materials, coordinated with the multimedia presentation, facilitate participants' preparation for the certification examination.

COURSE PROFILE

Duration: Three days

Exam: Includes half-day in-classroom certification exam

Format: Lecture with multimedia presentation

Prerequisites: Exposure to Public Housing Occupancy Guidebook (PHOG) helpful but not required

Audience: Public Housing Agency (PHA) staff and others involved in the low-income public housing program

Provided: Course Materials

Bring: Calculator and pencil (required); highlighter, sticky notes (recommended)

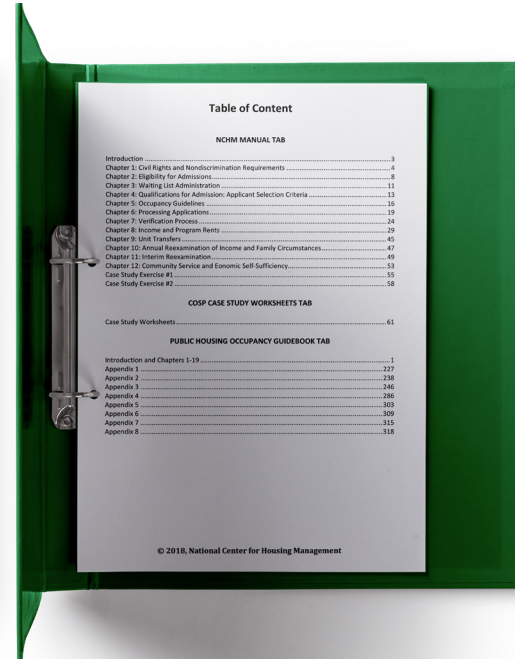
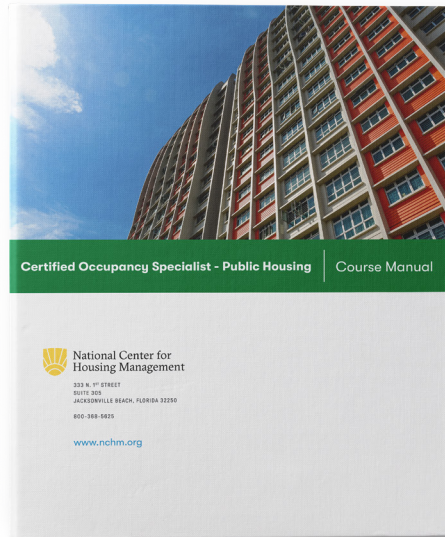


Program dates/registration
visit nchm.org or call 800-368-5625



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COURSE MATERIALS



- Course Manual (above), HUD Public Housing Occupancy Guidebook and related HUD notices, memos and forms
- COSP Course Presentation
- Handouts

COURSE AGENDA

DAY
1

8:00am-5:00pm

- Introductions
- Assets
- Income
- Deductions
- Adjusted Income
- Tenant Rent
- Homework

DAY
2

8:00am-5:00pm

- Homework Review
- Civil Rights and Fair Housing
- Eligibility
- Waiting Lists
- Verifications
- Annual and Interim Reexaminations
- Homework

DAY
3

8:00am-3:00pm

- Homework Review
- Unit Transfers
- Community Service Requirements
- Final Review
- Exam