



Certified Occupancy Specialist (COS)

The Professional Go-to - It's the most widely recognized certification for HUD occupancy

With changes coming virtually every year, keeping up with these HUD-mandated adjustments makes this course, and your certification, more valuable than ever. To be considered a true housing professional in this changing environment, NCHM's Certified Occupancy Specialist (COS) accreditation is a must.

Certified Occupancy Specialist (COS) is a comprehensive study of HUD's Office of Multifamily Housing guidelines and regulations set forth in HUD Handbook 4350.3 REV-1 and subsequent notices, including rent calculation, eligibility, verification, recertification, tenant screening, and Fair Housing.

Congress and 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 HUD certification in the affordable housing industry, is the definitive training for compliance at properties subject to HUD Handbook 4350.3 REV-1.

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

What you will learn:

- Core occupancy requirements, including eligibility and tenant selection; 504/Fair Housing; assets and income determination and calculation; deductions and adjusted income; verification methods including EIV; and requirements for annual and interim recertifications.
- How to navigate the HUD Handbook 4350.3 REV-1, Change 4, and applicable notices.

NCHM's COS Course Manual includes a complete copy of the HUD Handbook 4350.3 REV-1 and relevant additional notices and guidance already in effect but not yet integrated into the HUD Handbook.

How you will learn:

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

COURSE PROFILE

Duration: 3 days in-classroom, 4 days online per Course Agenda below

Exam: Includes either in-classroom or online certification exam

Format: Lecture with multimedia presentation

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

Audience: Managers and others involved with HUD-subsidized programs including Section 8, 202, 811, 221, 236, RAD/PBRA, and SPRAC

Provided: COS Course Materials; complete printed copy of HUD Handbook 4350.3 REV-1 and subsequent notices

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

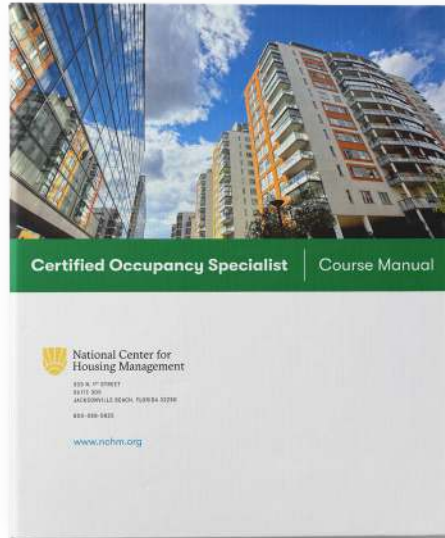


Program dates/registration
visit nchm.org or call 800-368-5625



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COURSE MATERIALS



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

COURSE AGENDA

DAY
1

8:00am-5:00pm

- Introduction
- Fair Housing and Civil Rights
- Eligibility
- Income
- Assets
- Homework

DAY
2

8:00am-5:00pm

- Homework Review
- Deductions
- Adjusted Income
- Tenant Rent
- Verifications
- Recertifications
- Homework

DAY
3

8:00am-3:00pm

- Homework Review
- Final Review
- Exam

COS ONLINE

DAY
1

1:00pm-5:00pm EST

- Introduction
- Fair Housing and Civil Rights
- Eligibility

DAY
3

1:00pm-5:00pm EST

- Homework Review
- Deductions
- Adjusted Income
- Tenant Rent
- Homework

DAY
2

1:00pm-5:00pm EST

- Income
- Assets
- Homework

DAY
4

1:00pm-5:00pm EST

- Homework Review
- Verifications
- Recertifications