

OKLAHOMA NAHRO  
PRESENTS...

PHO

Oklahoma NAHRO Service Office  
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1.866.234.4018



# Public Housing Occupancy Training & Certification

Provided by Nan McKay and Associates

July 17– 19, 2018

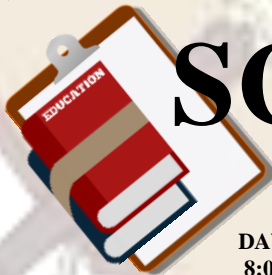
## TRAINING LOCATION:

Oklahoma City Housing Authority  
1700 N E 4<sup>th</sup> Street  
Oklahoma City, OK 73117

To assist staff in correctly applying HUD regulations to all aspects of public housing tenancy and daily case management. Final rule changes regarding social security number verification and EIV mandatory implementation are incorporated in this training, as well as the most recent HUD guidance on community service.



Updated for the [streamlining final rule!](#)



# SCHEDULE

## DAY ONE

- 8:00 Registration
- 8:30 Welcome and Introductions
- 8:45 Learning Outcomes, Program Components and Intake and Occupancy Cycle
- 10:15 Break
- 10:30 PHA and Family Responsibilities and Fair Housing/Reasonable Accommodation
- 12:00 Lunch (on your own)
- 1:00 Fair Housing/Reasonable Accommodation (continued)
  - Group Learning Activity
- Family Type
  - Definition of Family
  - Disabled/Displaced/Elderly
  - Live-in Aide
  - Remaining Member
- 2:30 Break
- 2:45 Overview of Noncitizens Rule , Occupancy Standards, and Leasing (preparation for lease-up)
- 5:00 End of Day One

## DAY TWO

- 8:00 Leasing (continued)
  - Contents of the Lease
  - Leasing Exercise
- 10:15 Break
- 10:30 Annual and Interim Reexaminations
  - Community Service
  - Minimum Rents, Ceiling Rents and Flat Rents
- 12:00 Lunch (on your own)
- 1:00 Pets in Public Housing Terminations
  - Termination of Lease
- 2:30 Break
- 2:45 Termination and Eviction
- 5:00 End of Day One

## DAY THREE

- 8:00 Termination and Eviction (continued)
  - Grievance Process
- Introduction to PHAS
- 10:15 Break
- 10:30 Resident Relations Test Review
- 11:30 Certificates of Participation Awarded End of Seminar
- 12:00 Lunch (on your own)
- 1:00 Public Housing Occupancy Exam (Optional: Exam fee required)
- 3:00 End of Exam

## SUGGESTED HOTEL ACCOMADATIONS:

Holiday Inn Express and Suites  
Downtown/Bricktown, 101 E Main Street  
Oklahoma City, OK 73104  
Phone: 1-405-778-8100



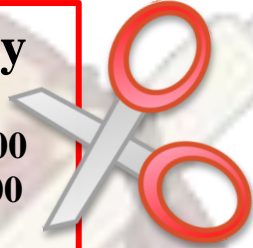
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**PRICE  
CUT**

**Public Housing Occupancy  
TRAINING FEES**

- Member ~~\$500~~ **NOW \$400**
- Non Member ~~\$600~~ **NOW \$500**
- Certification Exam \$150



**REGISTRATION FORM**

Name \_\_\_\_\_  
Agency \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

**PAYMENT INFORMATION** AMOUNT \$ \_\_\_\_\_

- Check # \_\_\_\_\_ (Make checks payable to Oklahoma NAHRO)

**NOTE: (There will be a 5% processing fee charged for credit card payments)**

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_  
Name on card \_\_\_\_\_  
Billing address \_\_\_\_\_  
City/state/zip \_\_\_\_\_  
Contact person \_\_\_\_\_  
Contact phone \_\_\_\_\_

**OKNAHRO REFUND AND CANCELATION POLICY**

To receive a refund of your registration fees, written notice must be received no later than March 10, 2018 and will be subject to a \$50 cancellation fee. Cancellations received after this date will not be refunded, although a substitute attendee is permissible. OKNAHRO reserves the right to cancel or substitute any session or training scheduled. Request for refunds for cancelled or substituted full day or longer training sessions must be made within 7 days of the ending date of the conference/training in writing. OKNAHRO has the right to either issue a refund, subject to a \$50 fee, or to transfer the registration to the next conference/training. OKNAHRO assumes no other registrant liability resulting from session/training cancellation or schedule changes.

**No exceptions will be made to policy.**