

# Housing Choice Voucher Occupancy, Eligibility, Income and Rent Calculation (HCVOEIR) w/ Certification Exam

Provided by NAHRO

**Date:** May 8 – 12, 2017

**Time:** 8:00 a.m. – 4:00 p.m.

**Host Agency:** Bellevue Housing Authority

**Contact Information:** Ashley Carey  
402.734.5448  
[ashley@bellevuehousing.com](mailto:ashley@bellevuehousing.com)

**Location:** Beardmore Event Center – Marriott  
3730 Raynor Pkwy  
Bellevue NE 68123

**Trainers:** National NAHRO

**Registration Fees:** \$1100 Per person;  
\$100 Optional Certification Exam

\*This price includes training, printed materials, breakfast, lunch, and refreshments.

- Lodging information is attached

\*Registration is non-refundable after April 20, 2017\*

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## HCV CERTIFICATION REGISTRATION FORM

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|       |              |
|-------|--------------|
| Name  | Agency       |
| Email | Phone Number |

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Other Attendees

Total # of Registrants: \_\_\_\_\_ Total Fee Enclosed: \$ \_\_\_\_\_

Advanced Registration & Payment required no later than April 30, 2017

Return Registration and Payment to: Bellevue Housing Authority  
8214 Armstrong Circle  
Bellevue NE 68147  
[ashley@bellevuehousing.com](mailto:ashley@bellevuehousing.com)

## **What you will learn at this Housing Choice Voucher Occupancy, Eligibility, Income and Rent Calculation (HCVOEIR) Certification Training**

This seminar will provide participants with an understanding of the vast regulatory guidance that has formed and shaped the Housing Choice Voucher program. It focuses on effective interviewing, waitlist management, screening, outreach and marketing, and accurate application of eligibility, income and rent calculation regulatory compliance. The nuts and bolts of dealing with eligibility, income, and rent calculations will be mastered through engaging participants in skill development and practice. Most importantly, this class will equip participants with the necessary skills to reduce errors and avoid HUD findings in compliance audits.

By achieving NAHRO's Certified Specialist of Occupancy (CSO-HCV) designation, an individual has demonstrated that he/she has the knowledge, skills and ability necessary to understand the housing choice voucher occupancy cycle. He/she can implement policies and procedures including effective interviewing and screening, maintaining waitlists, evaluating eligibility and income, calculating rents and utility allowances accurately, voucher issuance and housing search, rent reasonableness, and handling lease and grievance procedures. This individual understands the importance of and agrees to adhere to the highest standard of professional conduct.

Certification is achieved by completing the requirements for:

- Experience (at least six months experience in the Housing and Redevelopment Industry, more than five years waiving the industry training requirement)
- Education (High School diploma or equivalent plus industry training)
- Ethics (completing NAHRO Ethics Seminar and subscribing to the NAHRO Code of Professional Conduct)
- Passing NAHRO Certification Exams

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## **Lodging Information**

Courtyard by Marriott – Bellevue - Beardmore Event Center

3730 Raynor Parkway  
Bellevue NE 68123

\$95.00/ night

Call 402.408.5300