

ASSISTED MULTIFAMILY HOUSING MANAGER

In-Person Course Agenda

(Times Approximate)

Day One

- 8:30 AM – 10:00 AM Chapter 1: Introduction
- 10:00 AM – 10:30 AM Chapter 2: Civil Rights and Nondiscrimination Requirements
- 10:30 AM – 12:00 PM Chapter 3: Eligibility for Assistance & Occupancy
- 12:00 PM – 1:00 PM Lunch (on your own)
- 1:00 PM – 2:30 PM Chapter 4: Waiting List & Tenant Selection
- 2:30 PM – 5:00 PM Chapter 5: Income, Deductions, Allowances, & Rent Calculation

Day Two

- 8:30 AM – 12:00 PM Chapter 5: Income, Deductions, Allowances, & Rent Calculation (continued)
- 12:00 PM – 1:00 PM Chapter 6: Lease Requirements & Leasing Activities
- 1:00 PM – 2:30 PM Lunch (on your own)
- 2:30 PM – 3:00 PM Chapter 7: Recertifications & Transfers
- 3:00 PM – 4:00 PM Chapter 8: Terminations, Discrepancies & Fraud
- 4:00 PM – 5:00 PM Chapter 9 : EIV

Day Three

- 8:30 AM – 11:00 AM Test Preparation and Review
- 11:00 AM – 12:00 PM Lunch (on your own)
- 12:00 PM – 4:00 PM Certification Examination

ASSISTED MULTIFAMILY HOUSING MANAGER

Online Course Agenda (Start Time Varies)

- Day 1**
- Chapter 1: Introduction
 - Chapter 2: Civil Rights & Nondiscrimination
 - Chapter 3: Eligibility for Assistance & Occupancy
- Day 2**
- Chapter 4: Application & Tenant Selection
 - Chapter 5: Income, Deductions, Allowances, & Rent Calculation
- Day 3**
- Chapter 5: Income, Deductions, Allowances, & Rent Calculation (continued)
 - Chapter 6: Lease Requirements & Leasing Activities
- Day 4**
- Chapter 7: Recertifications & Transfers
 - Chapter 8: Terminations, Discrepancies & Fraud
 - Chapter 9: EIV
- Day 5**
(for Course + Exam only)
- Review and Q & A.
 - Online examination link will be provided during the class, and under most circumstances, there will be two weeks to complete the exam. It is a four-hour, open-book examination.