



The Oregon Affordable Housing Management Association Presents

Conquering HUD Multifamily Housing Compliance With the Optional A.C.E. Certification Exam

A Skillbuilding Course for HUD Project Managers

Tuesday, Wednesday, and Thursday, July 15, 16, & 17, 2025 – PDT

LIVE WEBINAR

Are you **new** to managing a HUD project, or are you an experienced manager seeking a **refresher** course? This class fits the bill in either case! Passing the (optional) A.C.E certification exam signifies that you have a demonstrable and thorough understanding of determining household eligibility and rent for HUD's Multifamily Housing programs. It is an online exam that can be taken anytime within two weeks after the conclusion of the course. ***Here is the agenda for this comprehensive course in HUD multifamily occupancy. HOTMA changes are included in the material.***

Day 1 Agenda, 8:30 am to 4:30 pm

Program Eligibility Requirements

- Income limits
- Household size
- SSNs
- Citizenship
- Students

Project Eligibility Requirements

- Elderly/disabled projects
- Remaining members
- Preferences

Tenant Selection & Processing

- Marketing
- Waiting list requirements
- Tenant selection and rejections
- Conducting interviews

Verification Requirements

- Acceptable methods of verification
- Verification terms
- EIV

Day 2 Agenda, 8:30 am to 4:30 pm

Determining Annual Income

- Review of common income sources

Determining Income from Assets

- Review of common asset sources

Determining Adjusted Income

- Review of expenses & deductions

Rent and Security Deposits

Certification Processing & Lease Requirements

- Recertification
- Effective dates
- Required leases and forms
- Interim certifications

Termination of assistance and tenancy

Day 3 Agenda, 8:30 am to 10:30 am

Picking up where we left off the day before, *if needed*.

Pre-exam review – join us even if you're not planning to take the exam!

Instructor: **Randy McCall**, Housing Compliance Trainer, U.S. Housing Consultants

Randy brings more than 20 years of affordable housing experience to USHC. His expertise is wide-ranging, running the gamut from HUD to LIHTC to fair housing and beyond. His affable training style makes him an in-demand instructor.

Important Details:

- **You'll receive:** The link to a PDF version of the comprehensive course manual that can be used as a reference guide long after the course has concluded. **Make sure you download and save the PDF manual** because the link is only active for a short time after the course has concluded.
- **Please have on hand at your desk:** A calculator, pens, lots of notepaper, and post-it notes for tagging key pages.
- **The optional exam:** The Accredited Compliance Expert Exam (A.C.E.) is an open book, online exam with 75 questions. You'll be given 2.5 hours to complete the exam and will need a score of 49 or higher to pass. This exam is optional and can be taken any time **within two weeks** after the conclusion of the course.
- **Tech advice:** Please participate on a desktop or a laptop computer. An ethernet connection is preferable.
- **CEU hours:** For those holding either a real estate broker or a property management license, this course fulfills 14 CEU hours for the two day lecture course and 16 CEU hours for the two day course and the pre-exam review on the third morning.
- **How to register:**
 - Fill out this fillable form, "save" it, and email it to oregonahma@frontier.com or, print & fill out the form, then scan & email it to oregonahma@frontier.com
 - **Final Registration Deadline: July 10. No registrations will be accepted after this date. You're welcome to substitute a student anytime.**
- ❖ **Class fees:**
 - \$395, course ONLY for AHMA members
 - \$495, course ONLY for non-members
 - \$450, course AND exam for AHMA members
 - \$550, course AND exam for non-members
- ❖ **Payment options:**
 - *Not sure if your organization is a member?* Check the membership directory on this page of our website: http://www.oregonaffordablehousingmanagement.com/professional_members.htm
 - **WE DO NOT INVOICE.**
 - Please send your **check** to Oregon AHMA, P.O. Box 1135, Forest Grove, Oregon 97116
 - Pay by **PayPal** on our website:
http://www.oregonaffordablehousingmanagement.com/education_schedule.htm
 - **If you don't have a PayPal account, you can use PayPal as a GUEST. Just read & follow the instructions carefully.**
 - **Payment must be made IN FULL by July 10.**
- ❖ **Questions?** Contact Oregon AHMA Executive Director Maggie Meikle at oregonahma@frontier.com

REGISTRATION FORM FOR
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- REGISTRATION/PAYMENT DEADLINE: JULY 10

NAME _____ EMAIL ADDRESS _____

Course **AND** A.C.E. Exam _____, Course **only** _____

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Organization _____

Contact Person _____ Email Address _____