



CERTIFIED PROFESSIONAL OF OCCUPANCY 1 Day Course

The Certified Professional of Occupancy (CPO) 1 day course is a condensed version of the NAHMA CPO full 3 day course. Designed for the busy property manager in mind.

Utilizing the condensed version of the CPO course covered in one day will include the CPO manual, and the HUD 4350 handbook. NAHMA has shortened this course to a format that is better suited to fit working professionals who:

- Have been currently in the affordable housing industry, and have taken occupancy related courses in the past (online, or classroom)
- Have exposure to the HUD 4350 and familiarity of how to use the handbook.
- Managers will learn occupancy requirements of subsidized multifamily housing.

After completing the one day of interactive instruction, participants will be given a voucher number to take the online exam at the location of their choice, home office, headquarters or property office. The voucher expires after three weeks. Students are notified immediately of their test results upon completion of the exam.

Students that successfully pass the exam will receive a CPO certificate and lapel pin. All CPOs' will be listed in an online national certification directory.

COURSE SCHEDULE

Registration

7:30 a.m. - 8:15 a.m.

Morning Session Begins

8:15 a.m. - 10:25 a.m.

Break

10:25 a.m. - 10:40 a.m.

Morning Session Continues

10:40 a.m. – 12:00 p.m.

Lunch

12:00 p.m. - 12: 45 p.m.

Afternoon Session Begins

12:45 p.m. - 2:55 p.m.

Break

2:55 p.m. - 3:05 p.m.

Afternoon Session Continues

3:05 p.m. – 4:55 p.m.

5:00 p.m. **Class Ends**