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Seminars

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& PAWA House Service Bureau
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SUMMER/FALL 2010

**HUD MULTIFAMILY HOUSING REGULATIONS
TELEPHONE SEMINAR SCHEDULE**

Our Trainers:

JEANETTE CLAUS, CPA, COS, TACCS
DIRECTOR OF PMCS

Jeanette is a Certified Public Accountant with twenty-eight years of accounting, management, contract administration and Affordable Housing Industry experience. She is a passionate speaker, who deals daily with the obstacles encountered on all sides of the Affordable Housing spectrum, and takes an active role in trying to facilitate efficient solutions.

BONNIE WILPON, COS, STAR
ASSOCIATE DIRECTOR

Bonnie has trained and consulted with site staff, management companies, tenant associations and CAs, as well as AHMA and AAHSA groups for over 15 years. Don't miss her easy-to-understand, entertaining and information-packed training style.

FEATURED CLASSES - REGISTER TODAY!

Final Rule/TRACS ROB Update: *Learn about changes in SSN and EIV requirements in the 4/14/10 HUD notice. And, know how to comply with the new Rules of Behavior (ROB) and security test required to transmit TRACS files!*

July 30, 3-4:30

August 19, 3-4:30

Successfully Using EIV: *You know the basics – now, how do you use EIV effectively and efficiently? We'll use case studies and your questions to delve deeper into the practical uses of EIV reports.*

August 17, 3-4:30
October 12, 3-4:30

September 8, 11-12:30
November 9, 11-12:30

- **Basics - Certs and Vouchers:** *Types and timing of 50059s; understanding vouchers and adjustments.*
July 14, 3-4:30 **October 19, 11-12:30**
- **Waiting Lists:** *Find out how you can ensure that your Waiting List is updated and compliant.*
August 10, 11-12:30
- **Basics - Verification, Income/Assets/Expenses:** *What counts, what doesn't, and reviewing new verification requirements due to EIV.*
August 11, 11-12:30 **October 6, 3-4:30**
- **Subsidy Termination and Eviction:** *When and how to terminate tenant subsidy and reinstate it; when and how to begin eviction proceedings.*
August 11, 3-4:30 **November 10, 3-4:30**
- **HUD's Secure Systems (WASS):** *How to use systems other than EIV. Learn about the TRACS Rules of Behavior (ROB), and the security test required to transmit TRACS files and to use TRACS & iMAX.*
August 12, 3-4:30 **November 11, 11-12:30**

- **Management and Occupancy Reviews (MORs):** *Learn what will be reviewed, how to prepare, and tips to pass with flying colors...and less stress!*
August 18, 3-4:30 **November 9, 3-4:30**
- **Basics - Tenant Files:** *Content, organization and getting them ready for MORs.*
September 9, 3-4:30 **October 5, 11-12:30**
- **All About PRACs:** *How PRACs work, as well as tips on certs, files and vouchers. Bring your questions and issues!*
September 21, 3-4:30 **October 13, 11-12:30**
- **Tenant Selection Plans:** *Writing and updating them. Discover the requirements and learn to make the most of your options.*
September 22, 11-12:30 **October 26, 3-4:30**
- **Basics – TRACS/iMAX:** *New to TRACS/IMAX or need a refresher? Learn how file transmissions work and how to prioritize and fix discrepancies.*
October 14, 11-12:30 **November 3, 3-4:30**

PMCS Telephone Seminars:



\$99.00 per person; the Conference Call is toll-free.

Our fee includes one certificate of completion for continuing education credit for one individual.

YES, THESE SEMINARS ARE HUD-ALLOWABLE EXPENSES!

Training Materials are Included: **Materials & confirmation will be sent via email, two days prior to each training.**

Registration (forms and fees) deadline: Five working days prior to the class. Please note: Payment MUST be made prior to each seminar.

Cancellations for individually registered seminars up to ten working days prior to individual seminars are refundable, minus a \$25 cancellation fee. Cancellations for seminar series registrations up to ten working days prior to the first seminar in the series are refundable, minus a \$25 cancellation fee. Absolutely no refunds for no-shows. PMCS reserves the right to cancel classes for lack of registrations; in this case, you will receive a refund or your choice of another class.

Go Green!

**Add your notes and save them electronically!
Materials are emailed in Word – no need to print!**

**ALL classes are EASTERN STANDARD TIME
Please list all of the classes you will be attending**

Participant Name	Class #'s
Participant Name	Class #'s
Participant Name	Class #'s
Participant Name	Class #'s
Participant Name	Class #'s
Participant Name	Class #'s
Participant Name	Class #'s
Management Company	
Property Name	
Address	
City	State Zip
Phone (Include Area Code)	
Fax (Include Area Code)	
E-mail	

Basics - Certs and Vouchers

- Class #1** July 14, 3:00 pm - 4:30 pm
- Class #2** October 19, 11:00 am - 12:30 pm

Waiting Lists

- Class #3** August 10, 11:00 am -12:30 pm

Basics - Verification, Income/Assets/Expenses

- Class #4** August 11, 11:00 am - 12:30 pm
- Class #5** October 6, 3:00 pm - 4:30 pm

Subsidy Termination and Eviction

- Class #6** August 11, 3:00 pm - 4:30 pm
- Class #7** November 10, 3:00 pm - 4:30 pm

HUD's Secure Systems (WASS)

- Class #8** August 12, 3:00 pm - 4:30 pm
- Class #9** November 11, 11:00 am -12:30 pm

Management and Occupancy Reviews (MORs)

- Class #10** August 18, 3:00 pm - 4:30 pm
- Class #11** November 9, 3:00 pm - 4:30 pm

Basics - Tenant Files

- Class #12** September 9, 3:00 pm - 4:30 pm
- Class #13** October 5, 11:00 am - 12:30 pm

All About PRACs

- Class #14** September 21, 3:00 pm - 4:30 pm
- Class #15** October 13, 11:00 am - 12:30 pm

Tenant Selection Plans

- Class #16** September 22, 11:00 am - 12:30 pm
- Class #17** October 26, 3:00 pm - 4:30 pm

Basics – TRACS/iMAX

- Class #18** October 14, 11:00 am - 12:30 pm
- Class #19** November 3, 3:00 pm - 4:30 pm

Final Rule/TRACS ROB Update

- Class #20** July 30, 3:00 pm - 4:30 pm
- Class #21** August 19, 3:00 pm - 4:30 pm

Successfully Using EIV

- Class #22** August 17, 3:00 pm - 4:30 pm
- Class #23** September 8, 11:00 am - 12:30 pm
- Class #24** October 12, 3:00 pm - 4:30 pm
- Class #25** November 9, 11:00 am - 12:30 pm

Please place a check mark in front of your seminar choice:

_____ # _____ Individual Seminars @ \$99.00 each = \$ _____

_____ **6-Pack (6 Seminars) @ \$89.00 each = \$534.00**

Mail your check with this order form today!

Please make checks payable to:

**PMCS, Inc.
829 West Genesee St.
Syracuse, NY 13204**

To pay with your credit card via PayPal,

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1-800-245-7627 x 1535

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