SWAHMA
SouthWestern Affordable Housing Management Association
PO Box 171348
San Antonio, TX 78217
(210) 822-5852
ExecDir@swahma.org

CERTIFIED PROFESSIONAL OF OCCUPANCY COURSE
February 17-18-19, 2025 Arlington, Texas (DFW Area)

The Certified Professional of Occupancy™ (CPO™) course is the only comprehensive program covering the entire HUD Handbook 4350.3 including the latest revisions. Each participant receives an updated version of this Handbook in the course.

After this three-day CPO course, taught by NAHMA-certified instructors who are experts on HUD's occupancy standards, managers will have mastered using the HUD Handbook effectively. After completing the two and one-half days 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.

The CPO is a requirement for NAHMA's NAHP® designation program. All participants who successfully complete the course will receive a CPO certificate and lapel pin, and will be listed in NAHMA's online Credential Directory.

Instructor: Gwen Volk of Gwen Volk INFOCUS will lead the course as instructor. Gwen is highly skilled and effective at teaching and coaching staff at every level, helping owners to navigate the complexities of the programs, advising agents on compliance and problem-solving, and working with the agencies that administer and monitor the programs. Her experience, knowledge, passion and commitment to the affordable housing industry makes her uniquely qualified to serve the training and consulting needs of the organizations, agencies, companies and individuals who make affordable housing a reality.

Class check-in begins at 7:30 am on February 17. Class begins promptly at 8:30 am and ends 5:30 pm. There is an optional 1-hour review session at the conclusion of day 1 and day 2. The class ends early on Day 3 at 12:30pm. Participants will have 3-weeks to take the online test.

Tuition: Member $650 per person Non-Member $700 per person.
Current CPO certificate holders who wish to sit for a review without exam or materials $500 per person.

NOTE: Lunch is included on Day 1 and Day 2. Class ends early on Day 3.

Training Location: **Aroga Building** in the Meeting Room
230 Westway Place, Suite 111, Arlington, TX 76018
Please enter building through the southeast entrance.
Free on-site parking.

Hotel Group Block: **Hampton Inn – Arlington South** (Hampton Inn is 2.6 miles from the Aroga Building)
1100 E Interstate 20, Arlington, TX 76018
"SWAHMA Training" group block rate valid through January 16, 2025.

- Single $119 per night, Double $119 per night, Hotel taxes 17.30% per night.
- Reservations must be secured with a credit card.
- Phone reservations call hotel directly 817-419-3700.
- Online reservations link https://group.hamptoninn.com/s4tov7

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2025 CPO Registration Form

To ensure your attendance and the receipt of course materials, please register and pay tuition by February 10, 2025.

Please mark (x) payment type: Mail check ____ -or- Pay by credit/debit card _____

Please email **CPO** registration form to registration@swahma.org and mail check payment to: SW-AHMA, PO Box 171348, San Antonio, TX 78217.

SW-AHMA will email you a Square invoice upon receipt of your registration form.

Attendee Name:_____

Property Name:_____

Address: _____

City, State, Zip:_____

Phone:_____ Email:_____

Due to the costs associated to offer this CPO Certification Class, the following Cancellation Policy applies:

- Cancellations thru December 31, 2024 will be refunded 90% of tuition paid.
- Cancellations January 1-16, 2025 will be refunded 75% of tuition paid.
- Cancellation January 17-31, 2025 will be refunded 50% of tuition paid.
- No refund of cancellations in February 2025.

Please email or call with questions.
DRESS IN LAYERS – ROOM TEMPERATURE IS UNPREDICATABLE

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