

The Training Academy

2012 Schedule

Training Academy Features

Training Academy Objective

High quality property management, development, and asset management training.

Free or low-cost OCCH sponsored trainings.

Scholarships for qualifying properties.

In-house private trainings on Marketing, Tax Credit Compliance, and Fair Housing.

Discounted training through the Columbus Apartment Association and MAHMA:

Columbus Apartment Association
OCCH Properties receive discount to \$50 per person when registering with OCCH 5 days before class date.

MAHMA
Discount for OCCH properties if registered with OCCH 5 days before class date:
\$50 for classes regularly \$159 and lower
\$75 for classes regularly \$160—\$249
\$125 for classes regularly \$250 and higher

To assist partners in obtaining quality property management training and technical assistance.

For more information or to register:

Call Melanie Shapiro at
(614) 224-8446
for more information on attending a class or renting the Community Properties of Ohio training facility for your next function!

614.224.8446


OCCH Training Academy 2012



TRAINING CALENDER 2012


OHIO CAPITAL CORPORATION FOR HOUSING

KEY

 Offered by Columbus Apartment Association (www.caahq.com)
OCCH properties receive discount to \$50
If registered through OCCH 5 days before class

The CAA office is located at
1225 Dublin Road, Columbus, Ohio 43215

 Offered by Midwest Affordable Housing Management Association (www.mahma.com)
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If registered through OCCH 5 days before class
\$50 for classes \$159 and lower
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 Offered by Ohio Capital Corporation for Housing (www.occh.org)

All training will be in Columbus, Ohio unless otherwise specified.

January

10

HD Supply: R410 - Intro and Overview
Instructor: Art Aros

Time: 9a-12p
Location: CAA

Columbus Apartment Association
Cost: \$

18

RISE & SHINE Collections/Delinquent Accts
Instructor:

Time: 8a-10a
Location: CAA

Columbus Apartment Association
Cost: \$

CLASS NAME

DESCRIPTION

HD Supply: R410

Discussions surrounding the change from R-22 to R-410a in all air conditioning systems. Will discuss how the new refrigerant will be serviced and how to integrate these system onto existing properties.


RISE & SHINE Collections/Delinquent

Panel discussion will cover the rental application process, the legalities of credit checking and collections, and best practices in handling delinquent accounts.

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 Offered by IREM Chapter 42 (tctaylor@mac.com)

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FEBRUARY

15

RISE AND SHINE
Resident Retention
Instructor: Lisa Schmidjell

Time: 8a-10a
Location: CAA Office

Columbus Apartment Association
Cost: \$25.00

16

Fair Housing
Instructor: Bill Willis

Time: 9a-12p
Location: CAA Office

Columbus Apartment Association
Cost: \$89.00

CLASS NAME

DESCRIPTION

RISE & SHINE: Resident Retention

Course will discuss various strategies to improve resident retention in your communities, such as inside marketing tips, customer service and fun tips to involve your residents in the community and let them know you care about them.


Fair Housing

The CAA Fair Housing course is a great overview of fair housing laws and compliance regulations for the on-site and management level staff.

TRAINING CALENDER 2012


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March

7

Evictions
Instructor: Bill Willis

Time: 9a-1p
Location: CAA Office

Columbus Apartment Association
Cost: \$89.00

8

Consensus Building
Instructor: Doug Harsany

Time: 8:30a-4:30p
Location: CPO Training

Ohio CDC Association/OCCH
Cost: Free

9

Negotiation Skills
Instructor: Doug Harsany

Time: 8:30a-4:30p
Location: CPO Training

Ohio CDC Association/OCCH
Cost: Free

14

RISE & SHINE Lead Based Issues
Instructor: Kerry Drake

Time: 8a—10a
Location: CAA

Columbus Apartment Association
Cost: \$25.00

CLASS NAME

DESCRIPTION

Evictions

This interactive course answers all your legal questions about evictions, as well as handling other challenges. Four CEUs are available.

Consensus Building

Training will teach strategies on how to overcome NIMBYISM (Not in My Backyard) Will address how to successfully communicate the community/public benefits of affordable housing and community development projects.

Negotiation Skills

Training will build CHDO and CDC capacity to negotiate and hire for profit organizations for various development activities.

RISE & SHINE: Lead-based Issues

Class will cover lead-based issues, from new EPA rules and regulations to testing and fines. Learn the importance of these issues and how they could affect you and your employees.

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March (Cont.)


14-15	IREM LIHTC Seminar Instructor: Karen Graham	Time 9a—5p Location: 150 E. Wilson Bridge Road St. 50 Worthington, OH 43085	Cost: \$339
15	IREM LIHTC Exam Instructor: Karen Graham	Time 2p—5p Location: 150 E. Wilson Bridge Road St. 50 Worthington, OH 43085	Cost: \$175
15	LIHTC Year 15 Workshop Instructor: Laura Junglas and Meg Slifcak	Time 8:30a—430p Location: CPO Training Center	OCCH Cost: Free
20	EIV What Owners and Agents Should Know Instructor: TBD	Time 8:30a-2:00p Location: Columbus	Cost: \$59.00
21	Apartments 101 Instructor: Lori Doles-Manges	Time 9a—5p Location: CAA	Columbus Apartment Association Cost: \$89.00
28-29	IREM Property Maintenance & Risk Management Instructor: Pat Hartman	Time 9a—4p Location: CPO Training	IREM MNT 402 Cost: \$400

CLASS NAME	DESCRIPTION
IREM LIHTC Seminar and Exam	Course will cover determining resident eligibility and resident certification, qualifying the building and property and maintaining housing credits.
LIHTC Year 15 Workshop	Training will focus on creating a Disposition Plan for Maturing Tax Credit Properties. There will be lecture, group discussion and small group work.
EIV What Owners and Agents Should Know	Guides owners and agents through the EIV process.
Apartments 101	Apartments 101 is a marketing "crash course" for the apartment industry, teaching you all you need to know as an on-site leasing team member to stand out and make things happen.
IREM Property Maintenance & Risk Management	Develop a first-rate property maintenance program and manage various types of risk by learning the specifics of planning, implementing, and monitoring property maintenance operations.


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April

12

Fair Housing
Instructor: Bill Willis

Time: 9a—12p
Location: Fawcett Center

Columbus Apartment Association
Cost: \$89.00

19

Resident Retention
Instructor: Patty Morgan Seeger

Time: 9a-12p
Location: CPO

Ohio Capital Corporation for Housing
Cost: \$89.00

18 & 19

LIHTC
Instructor: TBD

Time TBD
Location: Detroit

MAHMA
Cost: \$339 members/
\$389 non-members

19

SHCM
Instructor: TBD

Time TBD
Location: Detroit

MAHMA
Cost: \$150

24

HD Supply: A/C Mechanical and Electrical
Instructor: Art Aros

Time: 9a—12p
Location: CAA

Columbus Apartment Association
Cost: Free

25

Fair Housing & Section 504
Instructor: Bill Willis

Time: 9a—12p
Location: Cincinnati

Ohio Capital Corporation for Housing
Cost: \$49.00

CLASS NAME

DESCRIPTION

Fair Housing

The CAA Fair Housing course is a great overview of fair housing laws and compliance regulations for the on-site and management level staff.

Resident Retention

This course will cover the number one reason residents move, four things residents really want and expect. Also, an easy resident retention game plan to implement immediately and cost-effective ways to close the back door without breaking the budget.

LIHTC

This two-day course is ideal for owners, managers, asset managers, developers and site staff who need to understand the basics and critical workings of the Low Income Housing Tax Credit program.

SHCM

The Special in Housing Credit Management (SHCM) has been developed by the National Affordable Housing Management Association (NAHMA) especially for management professionals in LIHTC


HD Supply: A/C Mechanical and Electrical

This course is designed to be a starting place for any HVAC technician no matter his/her skill level. It starts by discussing the different types of air conditioning systems and how they work.


TRAINING CALENDER 2012


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May

1 & 2

LIHTC
Instructor: TBD

Time TBD
Location: Chicago

MAHMA
Cost: \$339 members/\$389 non-members

2

SHCM
Instructor: TBD

Time TBD
Location: Chicago

MAHMA
Cost: \$150

8 & 9

LIHTC
Instructor: TBD

Time 8:30-5:00
Location: Columbus

MAHMA
Cost: \$339 members/\$389 non-members

9

SHCM
Instructor: TBD

Time 8:30-1:30
Location: Columbus

MAHMA
Cost: \$150

15 & 16

LIHTC
Instructor: TBD

Time TBD
Location: Traverse City

MAHMA
Cost: \$339 members/\$389 non-members

16

SHCM
Instructor: TBD

Time TBD
Location: Columbus

MAHMA
Cost: \$150

CLASS NAME

DESCRIPTION

LIHTC

This two-day course is ideal for owners, managers, asset managers, developers and site staff who need to understand the basics and critical workings of the Low Income Housing Tax Credit program.


SHCM

The Special in Housing Credit Management (SHCM) has been developed by the National Affordable Housing Management Association (NAHMA) especially for management professionals in LIHTC


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May

15

Apartments 101
Instructor: Lori Doles

Time: 9a-5p
Location:

Columbus Apartment Association
Cost: \$89.00

22 & 23

MAMHA Regional Affordable Housing Conf
Location: Toledo

Time 12:30-5:00 MAHMA
Cost: \$249 members - \$\$299 non-members

23

Core Law
Instructor: Bill Willis

Time: 9a-12p
Location:

Columbus Apartment Association
Cost: \$89.00

CLASS NAME

DESCRIPTION

Apartments 101

Apartments 101 is a marketing "crash course" for the apartment industry, teaching you all you need to know as an on-site leasing team member to stand out and make things happen.

MAHMA Regional Affordable Housing Conference


Core Law

Core law focuses on recent changes to state and federal real estate license law, highlighting both law and rules.


TRAINING CALENDER 2012


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June

12

Energy Star New Homes Orientation
Instructor: Julie Hall

Time: 10a - 11:30a
Location: CPO

OCCH
Cost: Free

13

EIV Secure Systems
Instructor:

Time: TBD
Location: Webinar

MAHMA
Cost:

13

Fair Housing
Instructor: Bill Willis

Time: 9a-12p
Location: CAA

Columbus Apartment Association
Cost: \$89.00

19

Business Etiquette Training
Instructor: Charlene Wray

Time: 9a-12p
Location: CPO

OCCH
Cost: \$30

21

Basic Marketing
Instructor: L Tillis & M Meagher

Time: 8a-3p
Location: Cincinnati

Ohio Capital Corporation for Housing
Cost: \$89.00

21

Audit Training
Instructor:

Time: 8a-5p
Location: Columbus

MAHMA
Cost: \$239 Member
\$299 Non-member

27

Fair Housing
Instructor: Bill Willis

Time: 9a-12p
Location: Akron/Cleveland

Ohio Capital Corporation for Housing
Cost: \$49.00

CLASS NAME

DESCRIPTION

Energy Star New Home Orientation

Learn about the Energy Star New Home program and the incentives available for energy efficient buildings in Ohio.

Fair Housing

This Fair Housing course is a great overview of fair housing laws and compliance regulations for the on-site and management level staff.

Business Etiquette

This course will cover telephone & email etiquette, customer service, In-person contact and time management.

Basic Marketing

This course is intended for affordable multifamily housing and will cover the Impact of Curb Appeal, Property Signage, Leasing Do's and Don'ts, Impact of Customer Service, Advertising, Resident Retention, Budgets, and Creating a Marketing Plan.


Audit Training

Review HUD's audit performance and reporting requirements for multifamily properties.


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July

10

HD Supply: Make Ready Maintenance
Instructor: Art Aros

Time: 9a-12p Columbus Apartment Association
Location: CAA Office Cost: Free

10

HD Supply: Kitchen Appliances
Instructor: Art Aros

Time: 1p-4p Columbus Apartment Association
Location: CAA Office Cost: Free

11

Landlord-Tenant Law & Evictions
Instructor: Bill Willis

Time: 10a-3p Ohio Capital Corporation for Housing
Location: CPO Cost: \$49.00

CLASS NAME

DESCRIPTION

HD Supply: Make Ready Maintenance

Will provide information on all aspects of importance and procedures of making ready units.

HD Supply: Kitchen Appliances

Overview of the refrigerator, dishwasher and range (gas or electric) Will cover most common service requests along with their solutions.


Landlord-Tenant Law & Evictions

Will answer all of your legal questions about evictions as well as handling other challenges.

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August


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DESCRIPTION


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September

12

Apartments 101
Instructor: Lori Doles-Manges

Time: 9a-5p
Location: CAA Office

Columbus Apartment Association
Cost: \$89.00

13

Fair Housing
Instructor: Bill Willis

Time: 9a-12p
Location: CAA

Columbus Apartment Association
Cost: \$89.00

18

Leasing
Instructor:

Time: TBD
Location: Columbus

MAHMA
Cost:

CLASS NAME

DESCRIPTION

Apartments 101

Apartments 101 is a marketing "crash course" for the apartment industry, teaching you all you need to know as an on-site leasing team member to stand out and make things happen.


Fair Housing

The CAA Fair Housing course is a great overview of fair housing laws and compliance regulations for the on-site and management level staff. 3 CEUs.


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October

10

Landlord-Tenant Law & Evictions Time: 9a-1p Columbus Apartment Association
Instructor: Bill Willis Location: CPO Cost: \$89.00

16

HD Supply: Heating Time: 9a-4p Columbus Apartment Association
Instructor: Art Aros Location: CAA Cost: Free

16

Marketing Time: 9a-4p MAHMA
Instructor: Location: Columbus Cost:

CLASS NAME

DESCRIPTION

Landlord-Tenant Law & Evictions

Will answer all of your legal questions about evictions as well as handling other challenges.


HD Supply: Heating

Class will teach technicians the how's and why's of heating systems. It is designed to cover both electric and gas controls and how they work on air handler type systems.


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November

8

Fair Housing
Instructor: Bill Willis

Time: 9a-12p
Location: Fawcett Center

Columbus Apartment Association
Cost: \$89.00

13

Customer Service
Instructor:

Time:
Location: Columbus

MAHMA
Cost:

CLASS NAME

DESCRIPTION


Fair Housing

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December

5

Apartments 101
Instructor: Lori Doles-Manges

Time: 9a-3p
Location: CAA Office

Columbus Apartment Association
Cost: \$89.00

4

Updating Operations Manual
Instructor:

Time:
Location: Webinar

MAHMA
Cost:

CLASS NAME

DESCRIPTION

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