

## **MANAGEMENT BULLETIN #454**

DATE: March 27, 2015

TO: **On-site Managers/Managing Agents/Owners**

FROM: Diane Smith, Assistant Director  
Asset Management Services

**RE: 2015 IHDA Training Calendar**

IHDA's Asset Management Services is pleased to announce the dates for our 2015 Training Seminars. This year we will offer two training options: Live and webinar training sessions.

### **LIVE TRAINING SESSION**

Attendance at on-site training is required for property/site managers, regional managers and compliance staff who have been at their property for **one year or less**.

Sessions will be held at the Illinois Housing Development Authority, located at 401 North Michigan Avenue, Chicago, IL, in the conference center located on the lower level.

Registration will begin at 8:30 a.m. and the training sessions will begin promptly at 9:00 a.m. and end at approximately 4:00 p.m.

Asset Management Services will provide a continental breakfast and allocate time for training participants to have lunch on your own.

Registered attendees will receive their training materials electronically to the email address provided prior to the training date. **Attendees are responsible for bringing workbooks and handouts to the session.**

***Space is limited for on-site training sessions. Attendance is limited to 40 participants.***

### **WEBINARS**

Webinars are recommended only for staff who have previously attended on-site training. The webinars will be conducted through WebEx and will begin promptly at 1:00 p.m. and end no later than 4:00 p.m.

The training materials will be available to download from the WebEx site prior to beginning the webinar. Instructions will be included in the WebEx registration/confirmation emails. Attendees are responsible for downloading the workbooks and handouts prior to the session.

***Space is limited for the webinars. Attendance is limited to 95 participants.***

The fee for training sessions will be **\$65.00/on-site, \$55.00/webinar** (check or money order ONLY) per person attending the training sessions. The fee is non-refundable and must be paid at least two (2) weeks prior to the training session. Payments that are not received at least two (2) weeks prior to the training date will result in cancellation of your reservation to accommodate others. **\*\*Payment will not be accepted on the day of training.\*\***

The following are the dates for the 2015 Compliance Sessions:

- State Referral Network / Section 811

April ▶ Friday, 4/17/15 –Live Session

- Other Programs

April ▶ Wednesday, 4/22/15 – Live Session

May ▶ Wednesday, 5/20/15 – Live Session

September ▶ Wednesday, 9/16/15 – Webinar

- Section8 / Section 236

June ▶ Wednesday, 6/17/15 – Live Session

October ▶ Wednesday, 10/14/15 – Webinar

- Tax Credit

April ▶ Thursday, 4/23/15 – Live Session

July ▶ Wednesday, 7/22/15 – Live Session

November ▶ Wednesday, 11/18/15–Webinar

Please remember to register well in advance of the date you wish to attend.

**REGISTRATION MAY ONLY BE COMPLETED VIA E-MAIL.** To register, please complete the IHDA Training Registration Form using this link  
**[http://www.ihda.org/manager/documents/ComplianceTrainingRegistrationForm\\_pub\\_0001.pdf](http://www.ihda.org/manager/documents/ComplianceTrainingRegistrationForm_pub_0001.pdf)**  
and e-mail to [AMSTraining@ihda.org](mailto:AMSTraining@ihda.org).

We reserve the right to limit the number of persons you register. Again, space is limited, so register early to secure the date you wish to attend. If you should have any questions about the content of AMS's training program, which member of your staff should attend or your development's compliance requirements, please contact your Asset Manager or Program Compliance Officer.