

Additional Information

Classes are only \$99.00 per person; the Conference Call is toll-free. ***YES, THESE SEMINARS ARE A HUD-ALLOWABLE SITE EXPENSE!*** Our fee includes one certificate of completion for continuing education credit for one individual. Certificate issued upon receipt of certificate request/evaluation form, after classes have taken place and payment has been received.

PMCS ALL NEW FOR 2012

PHONE SEMINAR SCHEDULE

ALL classes are EASTERN STANDARD TIME

One form PER PROPERTY please

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
Property Name	Subsidy Type
Property Address	
City	State Zip
Phone (include area code)	
Management Company	

E-mail for receiving the class materials

_____ (# of) Individual Seminars @ \$99.00 each = \$ _____
 _____ **6-Pack (6 or more Seminars) @ \$89.00 each = \$ _____**

Payment Method: Check PayPal (Credit Card)

Please make checks payable to:
PMCS, Inc., 829 West Genesee St., Syracuse, NY 13204
Please reference "Phone Seminars" on memo line of the check

To pay by credit card (PayPal), please contact:
Solutions at 315-451-2423 x1520 or solutions@pmcs-icap.com

Questions? Please contact:
315-451-2423 x1521 or solutions@pmcs-icap.com

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. 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 6-pack 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.

Occupancy Training: The Basics

All 9 Cert Types – and When to Use Them

- Class #22 - Apr. 4** 3:00 pm - 4:30 pm EST
- Figuring the Finances**
- Class #23 - Apr. 9** 3:00 pm – 4:30 pm EST
- 50059 Calculations: How the Pieces Fit Together**
- Class #24 - Apr. 16** 3:00 pm - 4:30 pm EST
- KISS: Keep It Simply Simple**
- Class #27 - Apr. 30** 3:00 pm – 4:30 pm EST
- Waiting Lists**
- Class #28 - May 2** 11:00 am – 12:30 pm EST
- Tenant Selection Plans**
- Class # 29 - May 7** 3:00 pm – 4:30 pm EST
- Subsidy Termination and Eviction**
- Class # 32 - May 21** 3:00 pm – 4:30 pm EST

EIV

Dealing with Discrepancies

- Class #18 - Mar. 19** 3:00 pm – 4:30 pm EST
- Class #26 - Apr. 23** 3:00 pm – 4:30 pm EST
- Class #42 - Jun. 29** 11:00 am – 12:30 pm EST

Tenant Repayment Agreements

- Class #20 - Mar. 23** 11:00 am – 12:30 pm EST

How to Use All 10 EIV Reports

- Class #25 - Apr. 17** 11:00 am – 12:30 pm EST

EIV Policies and Procedures

- Class #35 - Jun. 4** 3:00 pm – 4:30 pm EST

TRACS 202.D

Overview of Changes in TRACS 202.D

- Class #34 - Jun. 1** 11:00 am – 12:30 pm EST

Specialized Classes

Affirmative Fair Housing Marketing Plans Made Easy

- Class #19 - Mar. 20** 11:00 am – 12:30 pm EST
- Class #36 - Jun. 12** 11:00 am – 12:30 pm EST

Fair Housing and 504 Compliance Overview

- Class #21 - Mar. 29** 11:00 am – 12:30 pm EST
- Class #38 - Jun. 20** 3:00 pm – 4:30 pm EST

Bed Bugs: Policy Guidance

- Class #30 - May 11** 11:00 am – 12:30 pm EST

Crisis? Don't Hit the Panic Button

- Class #31 - May 15** 3:00 pm – 4:30 pm EST

Resident Relations

- Class #32 - May 18** 11:00 am – 12:30 pm EST

MOR Preparation

- Class #33 - May 24** 11:00 am – 12:30 pm EST

Limited English Proficiency and the SAVE System

- Class #40 - Jun. 25** 3:00 pm – 4:30 pm EST

FOR OFFICE USE ONLY PLEASE: Sent by _____ Website _____ Date Sent _____
 Rec'd by _____ Date Rec'd _____
 CK/PP# _____ Amount _____