



The Oregon Affordable Housing Management Association Presents

Conquering *RD* Multifamily Housing Compliance

With Optional Online A.C.E. Exam

Tuesday, Wednesday, and Thursday, October 14, 15, & 16, 2025

LIVE WEBINAR

Are you new to managing a **Rural Development** project, or are you an experienced manager seeking a refresher course? This class fits the bill in either case! National Housing Compliance Trainer, Randy McCall, delves deep into the multifamily housing requirements established by the RD Handbook 2–3560 while also providing real world examples with practical application. Attendees have the option of taking the course with or without the certification exam.

CONTENT NOTE: *The course will include a discussion of the regulatory changes resulting from HOTMA.*

October 14, 2025

8:30 am to 4:30 pm

- Introduction & program background
- Project management requirements
- Project physical conditions
- Tenant eligibility requirements, including student eligibility
- Marketing
- Waiting lists & applications
- Tenant selection & unit assignment
- Verification procedures
- Calculating annual income & assets

October 15, 2025

8:30 am to 4:30 pm

- Calculating annual income & assets, cont.
- Calculating adjusted income
- Calculating rent
- Tenant recertification & changes in eligibility
- Assigning of rental assistance
- Tenant grievance procedures
- Agency monitoring compliance

October 16, 2025

8:30 am to 10:30 am

- Review content leftover from previous day
- Pre-exam review
- Optional RD-A.C.E. (Rural Development Accredited Compliance Expert) Exam, (*Set your own online exam time.*)

Instructor: **Randy McCall**, Housing Compliance Trainer, US Housing Consultants has over 20 years of affordable housing experience. His passion and in-depth knowledge of affordable housing programs has enabled him to successfully provide training to management companies, city/state/federal agencies, and non-profit entities. Mr. McCall's career began as an on-site leasing agent and then progressed to other on-site positions including Assistant Manager, Assistant Maintenance Supervisor, and Senior Community Manager. His experience also includes work as a Compliance Specialist, Physical Inspector, and Regional Compliance Auditor.

Important Details:

- ❖ **You'll receive:** The link to a comprehensive PDF course manual that can be used as a desk reference long after the course concludes. **Make sure you download and SAVE the PDF manual** because the link is only active for a short time after the course has concluded.
- ❖ **Please have on hand:** A calculator, pens, lots of notepaper, and post-it notes for tagging key pages.
- ❖ **Tech advice:** Please participate on a desktop or a laptop computer. An ethernet connection is preferable.
- ❖ **The optional exam:** The Accredited Compliance Expert Exam (A.C.E.) is an online, open book exam with 80 questions. You'll be given three hours to complete the exam and will need a score of 80 or higher to pass.
- ❖ **CEU hours:** This course fulfills 14 CEU hours for the two day lecture course and 16 CEU hours for those taking the lecture and the pre-exam review (exam time cannot be counted) for those holding either a real estate broker or a property management license.
- ❖ **How to register:**
 - Fill out this fillable form, "save" it, and email it to oregonahma@frontier.com or, print & fill out the form, then scan & email it to oregonahma@frontier.com
 - **Final Registration Deadline: October 9. You're welcome to substitute a student anytime.**
- ❖ **Not sure if your organization is a member?** Check the membership directory on this page of our website: http://www.oregonaffordablehousingmanagement.com/professional_members.htm
 - \$395, course **ONLY** for AHMA members
 - \$495, course **ONLY** for non-members
 - \$450, course **AND exam** for AHMA members
 - \$550, course **AND exam** for non-members
- ❖ **TWO payment options:**
 - **WE DO NOT INVOICE.**
 1. Please make your **check** out to Oregon AHMA and send to: P.O. Box 1135, Forest Grove, OR 97116
 2. Pay by **PayPal** on our website:
http://www.oregonaffordablehousingmanagement.com/education_schedule.htm
 - If you don't have a PayPal account, you **CAN** use PayPal as a GUEST! Just read & follow the instructions carefully in the shopping cart.
 - **Payment must be made IN FULL by October 9.**

Questions?

Contact Oregon AHMA Director Maggie Meikle

Email: oregonahma@frontier.com

REGISTRATION FORM FOR

Conquering RD Multifamily Housing Compliance With Optional Online A.C.E. Exam

October 14, 15, & 16, 2025

LIVE WEBINAR

REGISTRATION OPTIONS

- Fill out this fillable form, save it, and email it to *oregonahma@frontier.com*
- Print the form, scan, and email to *oregonahma@frontier.com*
- **Final registration deadline: October 9, 2025**
- **Payment must be made IN FULL by October 9, 2025**

1. Name _____ Email Address _____

➤ Course **only** _____, Course & **exam** _____

2. Name _____ Email Address _____

➤ Course **only** _____, Course & **exam** _____

3. Name _____ Email Address _____

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4. Name _____ Email Address _____

➤ Course **only** _____, Course & **exam** _____

5. Name _____ Email Address _____

➤ Course **only** _____, Course & **exam** _____

6. Name _____ Email Address _____

➤ Course **only** _____, Course & **exam** _____

Organization _____

Contact person _____ Email _____

Contact person's phone number _____