



Advanced Issues in HUD Occupancy™ Course Materials Checklist Effective Oct. 20, 2014

I. Advanced Issues in HUD Occupancy Course Materials – Printed / Assembled by AHMA

(All Course Material Items – 1 per each student)

- (a) Advanced Issues in HUD Occupancy student course manual (PDF downloaded from NAHMA website) assembled locally by AHMA in binder format (binder size depends on local decision to print single or double-sided pages)
- (b) Binder cover sheet for course manual (cover PDF downloaded from NAHMA website)

II. Advanced Issues in HUD Occupancy Course Exam- related Materials – Sent by NAHMA

- (a) Proctor Guidelines (How to Administer the Exam with Scantron bubble answer sheets)
- (b) Exams (one per student)
- (c) Exam answer sheets (one set per student)
- (d) Course Sign In/Out Sheets
- (e) Exam Sign In/Out Form
- (f) #2 pencils and two pencil sharpeners
- (g) Instructor evaluations (one per student)
- (h) Course evaluation (one for the trainer)
- (i) Course sign in sheets (one per day, and one for exam)
- (j) NAHP Applications
- (k) NAHMA program information (COQ brochures, etc.)