

**WASHINGTON STATE HOUSING FINANCE COMMISSION  
ASSET MANAGEMENT & COMPLIANCE DIVISION  
COMPLIANCE WORKSHOP POLICIES**

*Revised December 2019*

**All applicants are expected to review these policies prior to completing the registration for one of our classes. Failure to review our policies or disagreement with our policies will not be considered grounds for an exception to the following policies. If you have additional questions, please contact us at [cworkshop@wshfc.org](mailto:cworkshop@wshfc.org).**

## **SCHEDULE**

- We publish our current **Workshop Schedule** every Spring. The schedule lists all classes to be offered within the next 12 months (fiscal year July-June).
- The workshop schedule is subject to change. All change notifications will be posted on our website and through E-News communications.
- Generally, our classes are presented in Seattle at the Commission's offices with the exception of 2 classes each May, which are presented in Spokane. If we are offering additional classes outside the Seattle area, they will be noted on the **Workshop Schedule**.

## **REGISTRATION**

- Registration for each class usually opens 6-8 weeks prior to the class.
- Tax credit classes in Seattle typically sell out within 48-72 hours – please be sure you're signed up for E-News so you are alerted as soon as registration opens (<http://www.wshfc.org/managers/broadcastemail.htm> ).
- We do not accept checks as payment for classes. Payment must be made via credit card at the time of registration.
- When a class sells out, we post a "CLASS IS FULL" note next to the class information on our website.
- You must contact our workshop coordinator at [cworkshop@wshfc.org](mailto:cworkshop@wshfc.org) if you wish to be given a spot on a class waitlist. Placement on a waitlist is not confirmation of class registration.
- You are only allowed to attend a class if you have registered and paid prior to the class date.
- If you do not immediately receive an automated class registration confirmation email from us after registering, your registration is not complete. You must either log into Eventbrite and complete your registration, or contact us to help you (email [cworkshop@wshfc.org](mailto:cworkshop@wshfc.org)).
- We do not allow more than 5 staff from a single organization at any one class, so that other stakeholders have a chance to attend. If you are a large organization, we recommend you send your key staff and then have them present an in-house training for the rest of your staff.

- Registering for the ADVANCED tax credit class: Do not register for the Advanced tax credit class unless you have **at least 12 months** of tax credit property management experience **and have also** attended WSHFC's Tax Credit Fundamentals class.
- If you register for the Advanced class and you do not have **at least 12 months** of tax credit experience and/or have not taken the Fundamentals class, we will cancel your registration.
- If you have **at least 12 months** of tax credit experience (in Washington or another state), but have not yet taken WSHFC's Fundamentals workshop, you may sign up for the Fundamentals and Advanced classes at the same time.
- Other state's compliance workshops, as well as other industry trainings, **are not considered** a substitute for WSHFC's Tax Credit Fundamentals workshop.
- If you know ahead of time that you cannot attend a class, you may log into your registration record and substitute another staff member to attend in your place. If you are unable to substitute another co-worker via Eventbrite, please contact us at [cworkshop@wshfc.org](mailto:cworkshop@wshfc.org) and we will be happy to assist you in making a substitution.

## FEES

- Workshop registration fee is \$75.00 per person. There is no early or late registration fee.
- Fee payments are not accepted the day of class.
- WSHFC does not issue refunds or credits for missed classes, regardless of reason, even if it's an emergency.
- In the event that WSHFC cancels a class, we will provide those registrants with a credit for a future class.

## IMPORTANT NOTICES FOR THE FUNDAMENTALS WORKSHOP:

- If you arrive more than 15 minutes late for the Fundamentals class, you will not be eligible for a certificate.
- If you return more than 15 minutes late from lunch, you will not be eligible for a certificate.
- If you have to leave any time prior to the close of class, you will not be eligible for a certificate.
- If you arrive for class but we have no record of your registration or payment, you will be asked to leave.
- If you are a substitute for another registrant but we have no record that you either updated the registration record or notified us at least 2 business days prior to the workshop, you will be asked to leave.

## **GENERAL**

- Certificates are emailed to attendees after each attendee completes the online workshop survey emailed out after the class.
- WSHFC provides pastries and coffee at the start of class. Each attendee is responsible for arranging for their own lunch and any additional snacks. The meeting room will remain open during the lunch break, but be aware that the Commission does not provide kitchen facilities i.e. refrigerator, microwave etc.
- Traffic through Seattle is extremely heavy during rush hours (morning and afternoon). If you are coming from outside Seattle, plan on adding at least 30 minutes to an hour to your anticipated commute time (one way).
- Parking in Seattle for a full day generally runs \$14-\$20 per car; plan accordingly or arrange to carpool or take public transportation.
- WSHFC does not provide free or validated parking.
- Temperatures in the training room may vary. For your comfort please dress accordingly and bring a light sweater or jacket with you.
- Please do not wear perfume or strongly-scented body products – this is for the health of WSHFC staff and attendees who have chemical sensitivities.
- Each participant receives a workshop workbook at the start of class. The workbook is not available electronically.
- WSHFC does not provide workbooks except to those registrants who have attended the class.
- The Commission does not require property managers or owners to attend compliance workshops each year; the only requirement we have is that an organizational representative must be trained in the year a new project places in service.

### **Helpful Links:**

<http://www.wshfc.org/managers/schedules.htm>

<http://www.wshfc.org/managers/broadcastemail.htm>

<http://www.wshfc.org/managers/commdirection.htm>

<http://www.wshfc.org/managers/comprelevent.htm>

There are other industry organizations that provide tax credit compliance training. Companies such as TheoPro, Spectrum Enterprises, Northwest AHMA for Washington State, National Center for Housing Management, Novogradac and Quadel provide in-person workshops and frequently offer affordable online webinars and trainings.