

**WASHINGTON STATE HOUSING FINANCE COMMISSION
ASSET MANAGEMENT & COMPLIANCE DIVISION
COMPLIANCE WORKSHOP POLICIES
*Revised SEPTEMBER 2023***

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.

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.

REGISTRATION

- Registration for each class usually opens 4-6 weeks prior to the class.
- Tax credit classes 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 FULL” note next to the class information on our website.
- You must contact our workshop coordinator at 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).
- **ONLINE REGISTRATION LIMIT:** The maximum number of registrants for an online workshop is 75. For online workshops, we will not impose a limit on number of registrants from one company. HOWEVER, if your company registered more than 5 people and your extra registrants prevent another company from registering any staff, we will require that you remove some of your registrants to accommodate the other company’s needs.

- **IN-PERSON REGISTRATION LIMIT:** The maximum number of registrants for an in-person class is 45. We do not allow more than 5 staff from a single organization at any in-person 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.

- 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 and we will be happy to assist you in making a substitution.

In-person Fundamentals Workshop Prerequisites:

- Have less than 12 months of tax credit experience OR
- Have never attended a Fundamentals Workshop

In-Person Advanced Workshop Prerequisites:

- Must have at least six (6) months of tax credit experience.
- Must have previously attended a WSHFC Fundamentals Workshop.
- If you register for the Advanced class and you do not have at least 6 months of tax credit experience and/or have not taken the Fundamentals class, we will cancel your registration.
- If you have at least 6 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.

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.

GENERAL

- Each participant receives a workbook at the start of the class. The workbook is not available electronically unless you are attending an online workshop.
- WSHFC does not provide workbooks except to those registrants who have attended the class.
- Certificates are emailed to attendees after each attendee completes the online workshop survey emailed out after 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.

IMPORTANT NOTICES:

- 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.

FOR IN-PERSON CLASSES:

- Anyone not registered for an in-person workshop will not be permitted to attend; this includes family members and pets (service animals excluded). If you are obligated to care for family members or pets during the day, please sign up for our online trainings. The exception to this is an interpreter. If you are in need of an interpreter please contact us (email cworkshop@wshfc.org).
- WSHFC provides pastries and coffee at the start of class. Each attendee is responsible for arranging their own lunch and any additional snacks.
- Temperatures in a training space 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 Commission staff and attendees who have chemical sensitivities.
- If a training location charges for parking, the parking fee is the responsibility of the attendee – the Commission does not reimburse for parking.

For In-Person Classes at the Commission:

- Our 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).
- WSHFC does not provide free or validated parking.
- Parking in Seattle for a full day generally runs more than \$25 per car; plan accordingly or arrange to carpool or take public transportation.

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. The following is a partial list of organizations which offer LIHTC training and related certifications:

National Center for Housing Management

<https://www.nchm.org/tax-credits/>

Novogradac & Company

<https://www.novoco.com/npsc>

Spectrum Enterprises

<https://spectrumseminars.com/courses/c3p-tax-credit-certification/>

US Housing Consultants

<https://www.us-hc.com/training/>

Zeffert & Associates

<https://zeffert.com/Services/Training>

Nan McKay and Associates, Inc.

<https://nanmckay.com/multifamily-and-tax-credit/low-income-housing-tax-credit>