

Oklahoma Housing Finance Agency

PRESENTS

A Tax Credit Compliance Update Class, A Basic Compliance Class or An Advanced Compliance Class with HCCP (Housing Credit Certified Professional) Designation test option

“YOU HAVE MORE CHOICES”

Option 1: Half-day OHFA update only in either OKC or Tulsa

Option 2: Two day basic training in Tulsa

Option 3: Two day advanced training in OKC (plus HCCP test option)

TULSA AREA / Basic Training Details

Tuesday Sept. 29, 2009 – Wednesday Sept 30, 2009

Tulsa Tech Center / Riverside Campus

801 E 91st Street, Tulsa, OK 74132, (918)828-4000

OKC AREA / Advanced Training with HCCP option Details

Tuesday Sept. 22, 2009 – Wednesday Sept. 23, 2009

Francis Tuttle Vo-Tech / Rockwell Campus

12777 N Rockwell Ave. Oklahoma City, OK 73142, (405)717-4730

HCCP Test will be given on Thursday Sept. 24, 2009

HCCP test will be given at the OHFA office / Will Rogers conference room

100 NW 63rd Oklahoma City, OK 73116

Bring your calculators to class!!

PLEASE MAIL THE ATTACHED REGISTRATION FORM WITH PAYMENT
TO OHFA TO BE RECEIVED NO LATER THAN **August 25th, 2009.**

CLASS INFORMATION

The two day class will be presented as follows:

The first half of the first day, OHFA Tax Credit Compliance Staff will REVIEW and UPDATE changes that have been made in 2008-2009. This will also be your chance to get clarification on past changes. Bring your **revised** Tax Credit Compliance Manual with you to the class. The revised manual (last revised 8/10/09) can be found at www.ohfa.org (click on the green Housing Dev. button on the right, click on Tax Credits on the right, then click on Compliance Manual on the right. You will be brought to the Table of Contents for the entire manual. Click on the 2009 revision list link to see what has been changed in the manual since 2008.)

The second half of the first day and the whole next day, Tax Credit Assurance will conduct basic or advanced tax credit compliance training. If registered, the third day in Oklahoma City will be for the HCCP test. OHFA staff will be present for questions during all classes.

To register your choices, please submit the attached registration form to OHFA no later than August 25, 2009. The information should be sent to:

OHFA Tax Credit Compliance Department
Training Class Registration
PO Box 26720
Oklahoma City, OK 73126-0720

If you have any questions, please call: 405-419-8272 jerri.gonzales@ohfa.org
405-419-8271 sandra.mcgougan@ohfa.org
or 405-419-8120 stefanie.lawson@ohfa.org

The following hotels are near Tulsa Tech Center:

Days Inn Tulsa South
8888 South Lewis Avenue
Tulsa, Oklahoma 74137
918-446-1561

Holiday Inn Express
150 S. Aquarium Drive
Jenks, Oklahoma 74037
918-296-7300

Hilton Tulsa Southern Hills
7902 South Lewis Avenue
Tulsa, Oklahoma 74136
918-492-5000

Best Western Glenpool
Hwy 75S, 14831 S. Casper
Glenpool, Oklahoma 74033
918-322-5201

Marriott Tulsa Southern Hills
1902 East 71st Street
Tulsa, Oklahoma 74136
918-493-7000

Baymont Inn - Tulsa
4530 East Kelley Drive
Tulsa, Oklahoma 74135
918-488-8777

The following hotels are near Francis Tuttle Vo-Tech:

LaQuinta Inn
3003 W. Memorial Road
Oklahoma City, OK 73134
405-755-7000

Amerisuites @ Quail Springs
3201 W. Memorial Road
Oklahoma City, OK 73134
405-749-1595

Holiday Inn Express @ Quail Springs
13520 Plaza Terrace (Memorial Road)
Oklahoma City, OK 73120
405-755-8686

Hampton Inn @ Quail Springs
13500 Plaza Terrace (Memorial Road)
Oklahoma City, OK 73120
405-752-7070

REGISTRATION FORM

****REGISTRATION AND PAYMENT DUE BY AUGUST 25, 2009****

Please complete one form per person to attend. Please PRINT the information requested for each person in the blanks indicated. This is how your name will appear on your certificate.

ATTENDEE'S NAME

TITLE

PHONE NUMBER

EMAIL ADDRESS FOR CONFIRMATION

PROPERTY / ORGANIZATION

CHECK ALL BOXES THAT APPLY:

- *1a.** Enclosed is \$50.00 for only the OHFA update in OKC Tuesday Sept 22, 2009.
- *1b.** Enclosed is \$50.00 for only the OHFA update in Tulsa Tuesday Sept 29, 2009. This is for the first half of the first day of class. I will bring my revised OHFA manual to the class. **for payments rec'd after 8-25-09, add \$10.*
Day 1 first half: 8:30 am to 11:30 am. Check-in begins at 8:00 am.
- *2.** Enclosed is \$175.00 for the OHFA update and the Basic Class in TULSA to be held on Sept 29 – 30, 2009. **for payments received after 8-25-09, add \$25*
Day 1 first half: 8:30 am to 11:30 am OHFA Check-in begins at 8:00 am.
Day 1 second half: 1:00 pm to 4:30 pm Tax Credit Assurance
Day 2: 8:30 to 4:30 Tax Credit Assurance (*lunch will be provided on day 2*)
- *3.** Enclosed is \$200.00 for the OHFA update and the Advanced Class in OKC to be held on Sept 22 – 23, 2009. **for payments received after 8-25-09, add \$25*
Day 1 first half: 8:30 am to 11:30 am OHFA Check-in begins at 8:00 am.
Day 1 second half: 1:00 pm to 4:30 pm Tax Credit Assurance
Day 2: 8:30 to 4:30 Tax Credit Assurance (*lunch will be provided on day 2*)
- *4.** Enclosed is an additional \$175.00 to take the HCCP test the day after the Advanced class. This test will be given on Thurs. Sept 24, 2009 at the OKC OHFA office. This option is available only to those who attend the advanced class in OKC. **for payments received after 8-25-09, add \$25*

**Refunds will be made only if cancellations are received by August 25, 2009.*

- 5.** Enclosed is [an additional] \$50.00 for a 2009 OHFA Tax Credit Compliance Manual. (If not for person registered, indicate who will be picking up this manual at the class. If the manual needs to be mailed, please add \$12 for S&H along with the address it should be mailed.)

Please send this form along with payment to:

OHFA Tax Credit Compliance Department
Training Class Registration
PO Box 26720
Oklahoma City, OK 73126-0720

TOTAL AMOUNT OF CHECK OR MONEY ORDER ENCLOSED THAT SHOULD BE APPLIED TO THE NAMED ATTENDEE ABOVE \$ _____

If you have any questions, please call 405-419-8272 jerri.gonzales@ohfa.org; 405-419-8271 sandra.mcgougan@ohfa.org; or 405-419-8120 stefanie.lawson@ohfa.org