WSHFC ASSET MANAGEMENT & COMPLIANCE DIVISION
COMPLIANCE WORKSHOP POLICIES
Revised January 2015

This information is being provided to help you better understand our workshop policies. Please review this information prior to registering for a class. If you have additional questions, please contact us at cworkshop@wshfc.org.

SCHEDULE
• We publish our latest 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.
• All 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 able to offer an additional class outside the Seattle area, it will be noted on the Workshop Schedule.
• We are currently unable to provide special classes outside our regular schedule.

REGISTRATION
• Registration for each class usually opens 6-8 weeks prior to the class.
• Tax credit Fundamentals classes in Seattle typically sell out within 72 hours – please be sure you’re signed up for E-News so you are alerted as soon as registration opens.
• We do not accept checks as payment for classes. Payment must be made via credit card at the time of registration.
• You are only allowed to attend a class if you have registered and paid prior to the class date. If you show up the day of class and have not previously registered and paid, you will not be allowed to attend.
• When a class sells out, we post a “CLASS IS FULL” note next to the class information on our website.
• If you do not immediately receive an automated class registration confirmation email from us after registering, then your registration is not complete. You must either log into RegOnline and complete your registration, or contact us to help you (email 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: You may not attend the Advanced tax credit class unless you have at least one year of tax credit property management experience and have also attended WSHFC’s Tax Credit Fundamentals class (or similar industry training).
FEES

- Checks are no longer accepted as payment for our workshops.
- We do not provide refunds for any class. 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.
- Fee payments will not be accepted the day of class.
- No refunds or credits for missed classes. In the event that WSHFC cancels a class, we will provide those registrants with a credit for a future class.

GENERAL

- Certificates are generally available the day of class – if they are not provided that day, they will be mailed to class attendees
- If you attend only part of the workshop, you will not receive a certificate
- For your comfort, please bring a light sweater with you
- Each participant receives a workshop workbook
- 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 project places in service.

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.