

## WSHFC ASSET MANAGEMENT & COMPLIANCE DIVISION COMPLIANCE WORKSHOP POLICIES

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](mailto: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**.

### REGISTRATION

- Registration for each class usually opens 6-8 weeks prior to the class.
- Tax credit 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.
- When a class sells out, we post a "CLASS IS FULL" note next to the class information on our website. This means that we will not take any further registrations for the class.
- You are only allowed to attend a class if you have registered and paid prior to the class date.
- We do not keep waitlists for any class and do not accommodate last-minute requests for attendance if a class is already full.
- 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](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 one year of tax credit experience and have also attended at least one other WSHFC workshop.

## **FEES**

- 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.
- Early Registration fee is \$35 if received more than two weeks before class.
- If you register *less* than two weeks prior to the class date, or your payment is received less than two weeks before the class date, your registration fee increases to \$50.00 per person.
- 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, or you have not paid the registration fee, 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.