

NeighborWorks Training Institute (NTI)

VISUAL STEP-BY-STEP REGISTRATION GUIDE

Designed to help you register quickly and seamlessly

KEY EVENT DEADLINES:

IN-PERSON REGISTRANT

Friday, Jan. 17:

- Last day to register for or exchange in-person courses
 - Last day to submit event cancellations
 - Last day to submit ADA requests or lodging changes
- **Wednesday, Jan. 29:** Participant lodging/itineraries will be updated in the event site for registrants with a lodging-included package
 - **Friday, Feb. 28:** Last day to access the training event site to print/download your course e-certificate of completion or access your event records. After this date the event site will close.

NOTE: Your official NeighborWorks Training transcript information will be updated within 3 weeks after the event.

COVID-19 EVENT POLICY and GUIDELINES:

To register for this event, you will need to agree to the event COVID-19 Policy and Guidelines. Please review them carefully before registering. They can be found on the [event website](#), linked in the event brochure and are also in Step 4 of the event registration process.

EVENT CAPACITY:

When an event admission category is sold out, no further registrations will be allowed from that category. The categories are: General Admission, NeighborWorks Network Member and NeighborWorks Internal Staff. Register early to save your seat!

STEP 1: REGISTER ONLINE

- Fill in the account set-up fields and click **REGISTER**.

Welcome to the NeighborWorks Training Institute

We've designed the NeighborWorks Training Institute to be a place of personal and professional growth—and a place where you can gather with colleagues from across the country for robust engagement and networking.

Course seats are limited. Be sure to register early!

- Registrants can select from 80+ courses in eleven content areas.
- [Review the event brochure with course descriptions to guide your registration.](#)

January 17, 2025: Is the last day to pre-register online or make course changes in the event virtual site. Onsite walk-on registrations will open in Philadelphia at the event on Feb. 9, 2025.

Fill in the fields below to register and create an account for this event. This is a required step for each unique event. Please make sure you are logged out of the site for any other NeighborWorks events you may have registered for as each site is managed separately and this may result in account errors.

If you are already registered for this event, [log in](#) to return to your event schedule.

First Name

Last Name

Email

Create Password

STEP 2: PEOPLE TYPE

- Select if you are a General Admission registrant or a NeighborWorks Network Member.

Registration Fields

For the safety of our event attendees, the event size will be limited in capacity.

Please fill out this form to complete registration.

People Type *

Select an option ▼

Select an option

General Admission

NeighborWorks Network Member

STEP 3: GENERAL ADMISSION Registrants:

- Fill in your organization name and other profile fields and **skip to step 4**. If you have special needs under the Americans with Disabilities Act that are required for your successful participation in the event, please be sure to fill in the Accessibility Needs section in your profile.

Registration Fields

For the safety of our event attendees, the event size will be limited in capacity.

Please fill out this form to complete registration.

People Type *

General Admission

195 event admissions remaining

Organization Name *

Organization Sector *

Select an option

- If you are a General Admission participant whose selection is **Invitation-Only Convening Invitee**, please note that you are **required** to enter the valid invitation-only convening code. You will also be able to add event courses, if you would like to do so, in the next registration pages.

Registration Fields

Please fill out this form to complete registration.

People Type *

Not sure if your organization is a NeighborWorks Network Member for member pricing? Check the list

General Admission

398 event admissions remaining

Admission Package

General Admission - Invitation Only Convening (an invitation code is required)

Please enter the convening invitation code to proceed.

INSERT INVITE CODE HERE

STEP 3a: NETWORK MEMBER Registrants ONLY:

- NeighborWorks network member registrants must select a registration package:
 - NeighborWorks Network Member Lodging Benefit (taking courses)
 - NeighborWorks Network Member No Lodging Needed (taking courses)
 - Invitation-Only Convening Invitee Free Lodging Benefit (requires an invitation code)
 - Invitation-Only Convening Invitee No Lodging Needed (requires an invitation code)
- NeighborWorks Network members **MUST** select their organization from the pull down of network organizations. If you do not follow these steps, you will not receive your full network member benefits and discount. Any registrant found to be misrepresenting themselves as approved to register under a network member organization will be subject to removal from the event, not receiving course credit and may be banned from attending future NeighborWorks events.

- Complete all remaining profile fields.

People Type *

Not sure if your organization is a NeighborWorks Network Member for member pricing? Check the list

NeighborWorks Network Member ▾

Network Package *

Select an option ▾

Select an option

NeighborWorks Network Member Free Lodging Benefit for COURSE ENROLLMENT ONLY

NeighborWorks Network Member No Lodging Needed for COURSE ENROLLMENT ONLY

Invitation Only Convening Invitee Free Lodging Benefit (invitation code will be required in next step)

Invitation Only Convening Invitee No Lodging Needed (invitation code will be required in next step)

- If you are a NeighborWorks Network Member whose selection is **Invitation-Only Convening Invitee**, please note that you are **required** to enter the valid Invitation Only Convening code. You will also be able to add event courses, if you would like to do so, in the next registration pages.

Please fill out this form to complete registration.

People Type *

Not sure if your organization is a NeighborWorks Network Member for member pricing? Check the list

NeighborWorks Network Member ▾

Network Package *

Invitation Only Convening Invitee Free Lodging Benefit (invitation code will be required in next step) ▾

261 event admissions remaining

Please enter the convening invitation code to proceed. *

INVITECODE

STEP 4: ATTESTATION TO EVENT COVID-19 POLICY + SAFETY PROTOCOLS

- After filling in all remaining profile fields, you will need to attest that you agree to the event liability waiver and to follow the Event COVID-19 Policy and Safety Protocols. Please review these documents carefully before clicking **SUBMIT**.

On occasion, NeighborWorks shares participant contact information with other organizations involved in nonprofit management and community development so they can send information about other products, services and/or networking opportunities that may be of interest. Rest assured that NeighborWorks honors your privacy and respects your wishes. By checking this box, you consent to allowing your information to be shared with such an organization.

By registering for this NeighborWorks America Event, I voluntarily assume all risk and responsibility for injury, harm, or other damages arising from attending the event and participating in its offerings. I also agree to hold harmless NeighborWorks America, its Board, its staff, its contractors, its affiliates, and its agents. Some of the offered activities -- including cooking, exercise, travel, and socializing at events where alcohol is served-- have inherent risks. Please use your best judgment regarding health, safety, equipment, surroundings, etc. Please remember that participation in these offerings is entirely voluntary. *

I am aware that by traveling to, attending, and participating in an in-person NeighborWorks America Event there is a risk of being exposed to COVID-19. I am also aware that such exposure may occur even where all attendees adhere to the COVID-19 Policy & Safety Protocols and take reasonable efforts to mitigate the risk of transmission. I have considered my own- and my family's- health risks in deciding to attend the NeighborWorks America Event. By registering (either personally or through a designated representative for my company/organization) I acknowledge and agree to the following:
 (1) I understand and assume the risks associated with exposure to COVID-19 while traveling to and attending the NeighborWorks America Event;
 (2) I agree on my own behalf -- and that of my personal representatives, heirs, and assigns -- to release, waive, and discharge NeighborWorks America, its officers, directors, employees, volunteers, contractors, sponsors, and agents from liability for any COVID-related damages or claims arising from my attendance at this in-person NeighborWorks America Event. *

By registering for this event, I agree to read and follow the COVID-19 Policy & Safety Protocols. I understand that I will be required to wear a mask if community levels of COVID-19 are high in the event location. *

STEP 5: COURSE SELECTION(S)

- All courses are in **Eastern Time**. Please see below the schedule for courses.

ALL TIMES ARE IN EASTERN TIME - ET				
Monday, February 10, 2025	Tuesday, February 11, 2025	Wednesday, February 12, 2025	Thursday, February 13, 2025	Friday, February 14, 2025
8:30a.m. start 11:30a.m. break 1:00p.m. restart 4:00p.m. end	8:30a.m. start 11:30a.m. break 1:00p.m. restart 4:00p.m. end	8:30a.m. start 11:30a.m. break 1:00p.m. restart 4:00p.m. end	8:30a.m. start 11:45a.m. break 1:00p.m. restart 4:30p.m. end	8:30a.m. start 1:00p.m. end

To view the course catalog and course descriptions by content area please view this course grid.

- In-person registrants will see a catalog that includes 80+ in-person courses.
- Courses are organized by the days they are offered so that you can build a full-week schedule.
- Courses that are sold out will be grayed out.
- Once you have built your schedule and finalized your selections, you may **SKIP TO THE REVIEW SECTION** or scroll down to the review section and click the **SUBMIT** button.
- Check the box** for the course(s) you want to select. Courses that conflict in day/time will gray out.

Title	Price	Remaining Seats	Description
<input checked="" type="checkbox"/> 2-day Mon.-Tue.: HO248- Cracking the Code: HUD Compliance for Housing Counselors	800.00	25	Are you working for a HUD-approved agency and not sure how that impacts the way you do your job? Being HUD-approved raises the bar not just for your organization but also for the work you do. This course gives you resources and checklists for working with clients, having complete files, managing your time, and all the other things you really need to know. We review the key features of relevant, national HUD programs, including fair housing, and help you crack the code about the HUD 9902 report. If you are a counselor who has achieved your HUD certification, or you want to learn more about what's involved in being a HUD certified counselor, this is the course for you. Come learn all the tips and tools you need to help you standardize and streamline the housing counseling process. * formerly titled: Program Compliance & Reporting for HUD Approved Agencies.
<input type="checkbox"/> 2-day Mon.-Tue.: AH101- The Fundamentals of Affordable Housing Development	800.00	30	In this comprehensive overview of the real estate development process, learn to evaluate the pros and cons of real estate development and how they can affect an organization's goals. Discuss project assessment, acquisition, finance, construction, marketing, pre-leasing, leasing, and management. Using examples and on-site exercises, we'll review the roles, risks, and rewards of real estate development. This course is for managers working in organizations considering real estate development. It is part of the Consortium for Housing and Asset Management curriculum for Nonprofit Housing Management Specialists (NHMS) seeking the Certified Housing Asset Manager designation. For more information, visit www.cham.org.

- After you have made all your course selections, **SKIP TO REVIEW SECTION** or scroll down to the review section.

Title	Price	Remaining Seats	Description
2-day Mon.-Tue.: HO248- Cracking the Code: HUD Compliance for Housing Counselors	800.00	25	Are you working for a HUD-approved agency and not sure how that impacts the way you do your job? Being HUD-approved raises the bar not just for your organization but also for the work you do. This course gives you resources and checklists for working with clients, having complete files, managing your time, and all the other things you really need to know. We review the key features of relevant, national HUD programs, including fair housing, and help you crack the code about the HUD 9902 report. If you are a counselor who has achieved your HUD certification, or you want to learn more about what's involved in being a HUD certified counselor, this is the course for you. Come learn all the tips and tools you need to help you standardize and streamline the housing counseling process. * formerly titled: Program Compliance & Reporting for HUD Approved Agencies.

Showing 1 to 11 of 11 entries

SKIP TO REVIEW SECTION

- From the **REVIEW SECTION** at the bottom of the screen select the **SUBMIT** button to proceed.

Showing 1 to 2 of 2 entries

SUBMIT

STEP 6: COURSE FINAL REVIEW PAGE

- A final review page will appear. Click **EDIT** to return to the prior page to make edits or click **CONTINUE** to proceed. If you are registering for courses that have prerequisites, pre-assessments or any hybrid or blended course(s), you are required to check off that you have read the course description and understand and agree to the course requirements.

3-day Mon.-Wed.: AM351 - Advanced Housing Asset Management (CHAM)	August 21st, 8:30 - 11:30am, 1 - 4pm August 22nd, 8:30 - 11:30am, 1 - 4pm August 23rd, 8:30 - 11:30am, 1 - 4pm	1,087.00	31	Advanced Housing Asset Management (AM351) is the final course needed to earn the Certified Housing Asset Manager designation. This class will bring together all the aspects of asset management covered through the CHAM curriculum and conclude with learners completing an asset management plan for one of their properties. This course takes place over a period of approximately 30 days in a combination of traditional classroom and online learning settings. Part I will be taught in-person for three consecutive days in a classroom setting. Students will explore techniques for analyzing and managing portfolios of properties through exercises involving both case studies and analysis of their own organizations' portfolios. Students will need to bring a laptop and will be sent materials to prepare a few weeks in advance. In Part II, students will prepare an asset management plan for one of their properties that will be analyzed and presented in the context of their property portfolio. This part of the course will span about 30 days and will use remote learning strategies where participants will have the opportunity to schedule one-on-one coaching from the instructors on their property asset management plan. Each person will present a PowerPoint summary of their property asset management plan via video-conferencing to a group of fellow participants for peer and instructor feedback and insights. At the conclusion of Part II, students seeking their CHAM designation will be prepared to submit their asset management plan for review and grading.
---	--	----------	----	---

Showing 1 to 1 of 1 entries

First Previous 1 Next

By registering for a blended course, I agree that I have read the course description and agree to the requirements necessary to successfully participate in this course, including participating in online sessions of the course after the in-person training. *

EDIT

CONTINUE

STEP 7: FOR NETWORK MEMBERS ONLY/LODGING

- Network members who selected the Network Member Lodging Benefit package or the Invitation-Only Convening Free Lodging package will then proceed to a lodging information page. Please review the instructions on this page carefully. *Registrants are expected to arrive one day prior to their first course start date and to depart on their last course day. Friday, Feb. 14th* is the last check-out date available.

STEP 8: SHOPPING CART AND PAYMENT

- For registrants with a balance due, if your shopping cart is correct, proceed to CHECKOUT. You will proceed through two more payment cart pages to finalize your payment. If you have an Event Coupon Code, enter it on this page and click **APPLY TO ORDER**. *Do not add more than 1 QTY of a single course.* To arrange group registrations or to pay by check, please contact Customer Response at nti@nw.org.

Shopping Cart

Cart contents

Products	Qty	Remove	Total
3-day Mon.-Wed.: AM351: Advanced Housing Asset Management (CHAM)	1	REMOVE	\$704.00
2-day Thur.-Fri.: HO208Hybip: Building Skills for Financial Confidence-Hybrid (In-person)	1	REMOVE	\$469.00
			Subtotal: \$1,173.00
			UPDATE CART
			CHECKOUT

Coupon discounts

Coupon Code

Enter a coupon code and click "Apply to order" below.

APPLY TO ORDER

STEP 9: EVENT CONFERENCE HALL

- Congratulations and thank you for joining us! You are now registered for the NeighborWorks Training Institute. The event **CONFERENCE HALL** is where you will return each time you log into the event platform. From here you will access important **EVENT RESOURCES** and information. Download the event **SITE GUIDE**, highlighted below, for details on how to find what you need, how to navigate the event site, where to find your event schedule, make changes, print your course certificates, sign up for free networking activities and much more!



- Event information including the Onsite Event Guide will be updated leading up to the event so check back often for key updates, new event resources, newly added networking activities and more. This information will be accessible in the **EVENT RESOURCES** booth.
- By **Wednesday, Jan. 29th**, our goal is to update the site with final course locations for in-person attendees, lodging assignments for those registrants for whom we are booking lodging.

Enjoy the event and do not hesitate to contact the NeighborWorks Training Customer Experience team if you need any assistance at nti@nw.org or 1-800-438-5547.

THANK YOU FOR JOINING US!