



OMHA Presents...

# The Accredited Community Manager Course 101 (ACM® 101)

April 16, 2008 (9am-5pm) & April 17, 2008 (9am-5pm)

Registration begins at 8:45am



## About ACM® 101

Over the past few years OMHA members have indicated an interest in attending an Accredited Community Manager Class (ACM®). We are meeting your request and are offering the first in the series of ACM® classes. The ACM® program consists of three courses lasting two days and the creation of a business plan for a manufactured home community. **ACM® 101 will be the only class offered in 2008.** The ACM® program is a comprehensive study of manufactured home community management topics. ACM® 101 provides an overview of property management issues that include resident relations, financial management, maintenance, leasing and personnel policies, Federal laws, such as Fair Housing, as well as specific state laws and regulations. Upon completion of the course you must pass an examination.

Deborah Somers-Baker will be teaching the course.

## FREQUENTLY ASKED QUESTIONS

### Q: Who can participate in ACM® courses?

A: Anyone employed as a manager or assistant manager of a manufactured home community may participate in any of the ACM® courses.

### Q: What are the requirements to earn the ACM® designation?

A: You must have 5 years of experience managing a rental property with 3 of those years being in a manufactured home land lease community. If you are a new employee with little or no experience managing a rental property or community you can still take all of the ACM® classes. However, you will need to wait until you meet the requirements before you can actually APPLY for the ACM® designation.

### Q: Can the ACM® classes be taken out of order?

A: No, the ACM® classes must be taken in consecutive order.

### Q: Are there additional requirements to earn the ACM® designation?

A: To earn the ACM® you must have a high school diploma or its equivalent, or ten years experience managing manufactured home communities.

### Q: How do you apply for the ACM® designation?

A: Once the requirements of the program have been met and all 3 courses have been taken, ACM® candidates must submit an application to MHEI® and include the application fee. Once the designation is earned, students receive their ACM® designation certificate and an ACM® lapel pin.

### Course Location:

**Dublin Community Recreation Center (Room: TALLA 2)**

5600 Post Road, Dublin, OH 43017

Phone: 614-410-4550

### Registration Fee:

**OMHA Members: \$350/person**

**Non-Members: \$550/person**

*Price includes manual & lunch*

### Questions?

Call: (614)799-2340

Fax: (614)799-0616

E-mail:

[hdorr@omha-usa.org](mailto:hdorr@omha-usa.org)

### Make checks payable to:

OMHA, 201 Bradenton Ave.,  
Suite 100, Dublin, OH 43017

### Registration Deadline:

**Friday, March 14, 2008**

## REGISTRATION FORM

After the March 14<sup>th</sup> deadline, you will receive a confirmation letter which includes a map & list of area hotels.

NAME: \_\_\_\_\_ NICKNAME: \_\_\_\_\_  
*(As you would like it to read on your certificate)* *(As you would like it to read on your name badge)*

COMMUNITY: \_\_\_\_\_  
*(As you would like it to read on your certificate)*

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### LUNCH CHOICES *(included in price of seminar):*

DAY 1: Boxed Lunch - Circle One - HAM sandwich (or) TURKEY sandwich

DAY 2: Chick-Fil-A® - Circle One - Chick-Fil-A® Chicken Sandwich (or) Chick-Fil-A® Cool Wrap

Cancellation Policy: OMHA will assume no liability other than tuition to any registrant in the event of a cancellation. To receive a refund of tuition, participants must cancel their registration by calling OMHA prior to **Friday, March 14, 2008.**