

NeighborWorks Training Institute (NTI)

VISUAL STEP-BY-STEP REGISTRATION GUIDE

Designed to help you register quickly and seamlessly

KEY EVENT DEADLINES:

Friday, Jun. 12: Last day to register using the **Early Bird Discount Code**

Monday, Jul. 13: Last day to submit ADA requests

Tuesday, Jul. 14:

- **Registration Deadline**, last day to register
- Last day to exchange in-person courses
- Last day to submit event cancellations/refunds
- Last day to submit lodging changes

Wednesday, Jul. 22: Participant lodging/itineraries will be updated in the event site for registrants with a lodging-included package

Monday, Sept. 21: 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.

EVENT HEALTH and SAFETY GUIDELINES:

To register for this event, you will need to agree to the event Health and Safety 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:

Some course seats fill quickly **so register early to save your seat!** For Network Members, the Network Member Lodging Admission category has limited capacity and is first-come, first-served.

STEP 1: REGISTER ONLINE

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

Choose from 75+ dynamic courses designed for community professionals at all levels.

Before registering, review the [Event Brochure](#) to explore course descriptions and plan your learning path.

Important Dates

- December 14, 2025: Early bird registration deadline (\$150 off)
- January 26, 2026: Last day to pre-register online to receive network lodging benefits or make course changes in the event portal.
- February 22, 2026: Onsite walk-on registration opens in Chicago.

How to Register

Please complete the form below to create your account and register for this event.

Each NeighborWorks Training Institute requires its own unique registration site, so if you've registered for other NTI events, be sure to log out before creating a new account to avoid errors.

Already registered? [log in](#) to view your schedule and event resources.

To ensure the accuracy of your NeighborWorks Training record, please enter your full legal name exactly as it appears on your government-issued ID.

First Name (as listed on your government-issued id)

Last Name (as listed on your government-issued id)

Email

tpadovano@nw.org

Create Password

••••••

REGISTER

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. [If you are invited to multiple Convenings, entering one code will unlock access to all Convenings.](#) 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. If invited to multiple Convenings, entering one code unlocks access to all of them. *

Enter 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.

The screenshot shows a registration form with two dropdown menus. The first is labeled 'People Type *' and has a green border around it. Below it is a link: 'Not sure if your organization is a NeighborWorks Network Member for member pricing? Check the list'. The dropdown is currently set to 'NeighborWorks Network Member'. The second dropdown is labeled 'Network Package *' and is also highlighted with a green border. It shows a list of options: '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)', and 'Invitation Only Convening Invitee No Lodging Needed (invitation code will be required in next step)'. The last option is currently selected.

- 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. **If you are invited to multiple Convenings, entering one code will unlock access to all Convenings.** You will also be able to add event courses, if you would like to do so, in the next registration pages.

The screenshot shows a registration form with the following elements: 'Please fill out this form to complete registration.', 'People Type *' dropdown set to 'NeighborWorks Network Member', 'Network Package *' dropdown set to 'Invitation Only Convening Invitee Free Lodging Benefit (invitation code will be required in next step)', a green box around the dropdowns containing the text '560 event admissions remaining', and a text box labeled 'Enter Invite Code Here' with a green border around it. Above the text box is the instruction: 'Please enter the convening invitation code to proceed. If invited to multiple Convenings, entering one code unlocks access to all of them. *'

STEP 4: ATTESTATION TO EVENT HEALTH + 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 Health and Safety Protocols. Please review these documents carefully before clicking **SUBMIT**.

The screenshot shows a form with four checkboxes and their corresponding text. The first checkbox is unchecked and reads: '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.' The second checkbox is unchecked and reads: '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. *' The third checkbox is unchecked and reads: '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 illness. I am also aware that such exposure may occur even where all attendees adhere to the Event Health and Safety Protocol 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 illness (e.g. COVID-19, measles) 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 illness (e.g. COVID-19, measles) related damages or claims arising from my attendance at this in-person NeighborWorks America Event. *' The fourth checkbox is unchecked and reads: 'By registering for this event, I agree to read and follow the Event Health and Safety Protocol. I understand that I will be required to wear a mask if community levels of COVID-19 are high in the area. *' At the bottom of the form is a blue 'SUBMIT' button with a green border around it.

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, August 10, 2026	Tuesday, August 11, 2026	Wednesday, August 12, 2026	Thursday, August 13, 2026	Friday, August 14, 2026
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
<i>To view the course catalog and course descriptions by content area please view this course grid.</i>				

- 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

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	<p>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.</p> <p>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.</p> <p>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.</p> <p>At the conclusion of Part II, students seeking their CHAM designation will be prepared to submit their asset management plan for review and grading.</p>
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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, August 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 our Customer Experience team at nti@nw.org.

Shopping Cart

Products	Qty	Remove	Total
3-day Mon.-Wed.: AM351: Advanced Housing Asset Management (CHAM)	1	REMOVE	\$704.00
2-day Thur.-Fri.: HO208Hybrid: Building Skills for Financial Confidence-Hybrid (in-person)	1	REMOVE	\$469.00
Subtotal:			\$1,173.00

UPDATE CART CHECKOUT

Coupon discounts

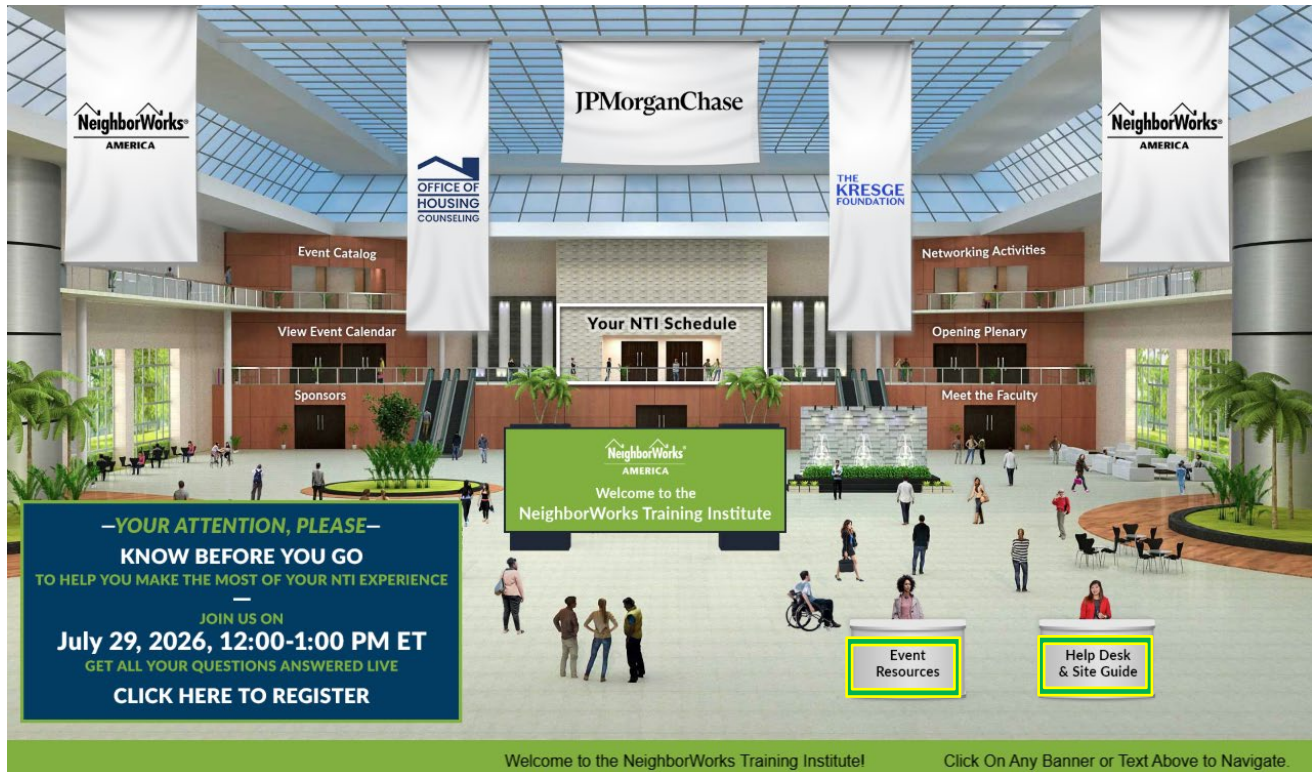
Coupon Code

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, July 22nd**, 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!