

## **TRAINING CERTIFICATION BY CO-OP BOARD MEMBER**

The New York State Private Housing Finance Law mandates that board members of an HPD-supervised mutual housing company complete a training program approved by HPD within the first year of their term and at least once every three years thereafter.

This Training Certification form must be filed with the board's secretary and maintained by the secretary as a corporate record. Board members' Training Certification forms are to be distributed to shareholders annually upon the filing by an incumbent director of notice that she or he intends to seek re-election to the board.

HPD has made available on its Housing Supervision webpage the following training modules for board members to review to satisfy their board training requirement:

- ❖ Board Service: Introduction and Overview
- ❖ Financial Oversight
- ❖ Primer on PHFL and Local Laws
- ❖ Applications Process
- ❖ Succession Rights
- ❖ Income Verification Audit Process
- ❖ Vacancy Reporting
- ❖ Senior Citizen Rent Increase Exemption (SCRIE)

**The undersigned hereby certifies and affirms that I have fully reviewed all of the above-listed training modules as of \_\_\_\_\_.**  
**(DD/MM/Year)**

**I acknowledge that board members must complete a course of board training approved by HPD within the first year of their term and at least once every three years of continuous board service thereafter and further certify and affirm that I am in compliance with this requirement.**

Board Member Name (Print): \_\_\_\_\_

Board Member Signature: \_\_\_\_\_