



PIH.RHIIP.TA Message # 2011-19 Distributed on April 4, 2011

Upcoming Updated EIV System 9.2 Training – Registration Begins April 4, 2011

The Office of Public and Indian Housing (PIH) is planning to offer Updated Enterprise Income Verification (EIV) System 9.2 training in Washington, DC and via webcast for all PIH EIV system users on **Monday, May 2, 2011; 1PM - 5PM DST**. The tentative training agenda for this training session is attached to this message. Please note that the agenda and schedule are subject to change.

As with all PIH EIV webcast training sessions, if you are unable to view the training on the scheduled date, you may view the training at a later date once it is posted to HUD webcast archives. Webcasts are typically posted to the archives within 3 business days of the air date. Watch prior webcasts at: <http://portal.hud.gov/hudportal/HUD?src=/press/multimedia/videos>. All PIH EIV system users will be required to complete this Updated EIV System training by **October 30, 2011**.

Note: This training is **not** applicable to program administrators of Multifamily Housing (MFH) programs. Visit: <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivtraining.cfm> for more information on MFH EIV training.

Additional Information

- Registration is **not** required to view the training via webcast.
 - Live links for the webcast and training materials will appear in a box on the webcast page approximately 1/2 hour before the scheduled broadcast. Watch current webcasts at:
<http://portal.hud.gov/hudportal/HUD?src=/webcasts/schedule>.
- For those interested in attending the Updated EIV System 9.2 training session in Washington, DC, you **must register** to reserve your seat.
- **Registration begins on April 4, 2011, and end on Friday, April 29, 2011.**
- Training materials for this training session will be posted at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/training#3 on Monday, May 2, 2011, at 9:00AM, DST.
 - Subscribers of the PIH RHIIP mailing list will automatically receive the training materials on Friday, April 29, 2011.

If you would like to attend the live classroom Updated EIV System training **to be held in Washington, DC** on Monday, May 2, 2011, please complete and submit the attached Registration Form to PIH.RHIIP.TA@HUD.GOV. **Reserve your seat today!**

Do not submit the attached registration form if you will view the training via webcast.



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Travel Information:

This is a HUD Headquarters-sponsored training session. HUD does not charge a fee to attend this training session. Transportation, parking, and other expenses are the responsibility of the individual or PHA. Do not make travel arrangements until you have received the HUD confirmation email.

Training location: HUD Headquarters, 451 7th Street, SW, 1st Floor, Washington, DC 20410

Closest Airports: DCA (Reagan National) and BWI (Baltimore-Washington International)

Train Station: Amtrak at Union Station in Washington, DC. For more information:
<http://www.amtrak.com/servlet/ContentServer?pagename=Amtrak/HomePage>

Closest Hotel: L'Enfant Plaza Hotel. For more information, go to:
<http://www.lenfantplazahotel.com/> (within walking distance to HUD)

Parking: Garage at L'Enfant Plaza Hotel or D Street (next door to north side of HUD). Daily parking fees range from \$11-18 per day

Metro Stop: Blue, Orange, Yellow, or Green Line – L'Enfant Plaza Stop

EIV Training Certificate of Completion – January 28, 2010

On April 4, 2011, the Department will begin mailing requested certificates for the January 28, 2010, EIV training session. We apologize for the delay in processing your certificate.

If you submitted a request in accordance with the certificate request form instructions and your form contained complete and accurate information, you can expect to receive your certificate(s) by May 31, 2011. If you do not receive your certificate(s) by May 31, 2011, please send an email to PIH.RHIIP.TA@HUD.GOV, by **no later than June 3, 2011**. Otherwise, we will assume that you have received your certificate(s).

In order to minimize mailing costs, single certificate requests with the same mailing address may have been consolidated. For example, if we received a separate certificate request form from Mary, Bob, Sally, and Donna with a mailing address of 123 Main Street, Same City, State, 20410, the four certificates may be in the same envelope addressed to Mary. Please be sure to give each certificate to the respective individual. HUD will not issue duplicate certificates or corrected certificates as a result of PHA error.



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EIV Training Certificate of Completion – September 2010

The Department will begin mailing requested certificates once all of the January 2010, EIV training certificates are mailed. Due to the continuing resolution and limited supplies, there may be a delay in the mailing of these certificates. We will alert you if all certificates cannot be mailed by August 31, 2011.

If you submitted a request in accordance with the instructions and your form contained complete and accurate information, you can expect to receive your certificate(s) by August 31, 2011. If you do not receive your certificate(s) by August 31, 2011, please send an email to PIH.RHIIP.TA@HUD.GOV, by **no later than September 7, 2011**. Otherwise, we will assume that you have received your certificate(s).

Please send all inquiries regarding the content of this message to PIH.RHIIP.TA@HUD.GOV.