



COURSE & TRAVEL INFORMATION

Course Prerequisites

All registrants must meet established indicated course prerequisites for each course. Please note there are no exceptions made to the prerequisite requirements.

Enrollment

Email information supplied at the time of registration should be for the individual registrant only. Essential information for the student will be sent to this email address.

If you are registering for another person and would like a copy of invoices or confirmations, please contact the registrar at training@ndconline.org and this information will be provided.

A training registration is not confirmed and pre-session materials will not be sent to the registrant until full payment or a properly certified city, state or federal voucher, or purchase order has been received by NDC’s Training Division. When payment is received, pre-session materials for the course will be sent approximately three weeks prior to the start of the course. These materials may include an assignment to be completed prior to the first day of class.

Online Certification Classes

All students will have six months to complete the online course following the start date (e.g., students registering between the Oct 1 ED101-OL class and the start of the class starting on Dec 1 will all have until June 30, 2020, to complete the course).

Policies and Terms and Conditions

All students must accept the NDC Training Policies and Terms and Conditions before registering for a course. For more information on courses, registration, and student accounts, or to view the Policies and Terms and Conditions, please visit <https://ndconline.org/training/>.

Hotel Accommodations for Open NDC Classes

Training participants are responsible for their own hotel and meal expenses. NDC has secured a block of rooms at our open* training sites. Room rates are based on the prevailing Federal government per diem. The block will be held until thirty days before the start of the course or until the number of contracted rooms has been exhausted, whichever comes first. After this date, reservations will be taken on a space available basis and higher rates may apply. To receive the block rate, make your reservation early and state that you are participating in a National Development Council training course. You may also book your hotel room by going to the details section of the class you are registering for and clicking on the link under “Additional Information.”

**Open training classes are open to all development professionals.*

Travel and Course Schedule

Participants are responsible for their own travel expenses. Individuals are advised to register for a course before making airline reservations. Classes begin at 9:00 a.m. on the first day of the scheduled course, so participants should arrive the day before the start of the course if airline travel is required. An agenda for each course will be sent to registrants with the pre-session materials. End of day teamwork assignments typically take two hours to complete, so participants should plan their schedules accordingly. Certification course examinations are administered on the last day of class. Students are required to complete and return the examinations before leaving the course. Most participants finish the exam by 1:00p.m. (2:00p.m. in final certification courses), so travel plans should be made for late in the afternoon on the final day.

APA AICP APPROVED

AICP members can earn Certification Maintenance (CM) credits for many NDC Training activities. When CM credits are available, they are noted on NDC’s website or at www.planning.org/cm.

2019-2020 OPEN TRAINING LOCATIONS

Arlington, VA

The Westin Crystal City
1800 Jefferson Davis Hwy.
Arlington, VA 22202
703-486-1111

Los Angeles

The Westin Bonaventure
404 South Figueroa Street
Los Angeles, CA 90071
213-624-1000

Minneapolis

Aloft Minneapolis
900 Washington Ave. South
Minneapolis, MN 55415
612-455-8400

Philadelphia

Warwick Hotel Rittenhouse Square
220 S 17th Street
Philadelphia, PA 19103
215-735-6000

	COURSE	DATES	LOCATION	EARLY REGISTRATION DISCOUNT DEADLINE	EARLY REGISTRATION DISCOUNT CODE	
EDFP Certification Program™	ED101—Economic Development Finance There are two ED101 course formats, In-Class and Online. Please select one format. <i>Registrations for online certification courses will be processed on a weekly basis up to the class start date.</i>	IN-CLASS Sept. 16-20, 2019 Jan. 6-10, 2020 May 4-8, 2020 Sept. 14-18, 2020	Cleveland			
			Los Angeles	Dec. 22, 2019	ED10120LA	
			Philadelphia	April 19, 2020	ED10120PH	
			Minneapolis	Aug. 30, 2020	ED10120MN	
		ONLINE	First day of every even month.	Online	Two weeks prior to start of class.	ED10120OL
	ED201—Business Credit Analysis <i>prerequisite: ED101</i> <i>Students who select the Online/Cohort format will complete Part 1, the lecture portion of ED201 online at their own pace and then attend a 2.5 day In-Class Cohort session. Students will need to complete Part 1 before registering for Part 2.</i>	IN-CLASS Dec. 2-6, 2019 Mar. 16-20, 2020 Aug. 8-13, 2020 Nov. 16-20, 2020	Cleveland			
			Los Angeles	Mar. 1, 2020	ED20120LA	
			Philadelphia	July 19, 2020	ED20120PH	
			Minneapolis	Nov. 1, 2020	ED20120MN	
		ONLINE/COHORT	Part 1 - Online TBD, 2020	Online	TBD	
Part 2 - Cohort TBD, 2020	TBD		TBD			
RHDFP Certification Program™	ED202—Real Estate Finance	Nov. 4-8, 2019	Arlington	Oct. 21, 2019	ED202AR19	
		Feb. 10-14, 2020	Minneapolis	Jan. 26, 2020	ED20220MN	
		Jan. 13-17, 2020	Cleveland			
		July 13-17, 2020	Los Angeles	June 28, 2020	ED20220LA	
		Dec. 7-11, 2020	Philadelphia	Nov. 22, 2020	ED20220PH	
	ED300—The Art of Deal Structuring <i>prerequisite: ED101, ED201, ED202</i>	Nov. 18-22, 2019	Los Angeles	Nov. 4, 2019	ED300LA19	
		Mar. 30 - April 4, 2020	Cleveland			
		May 4-8, 2020	Minneapolis	Apr. 19, 2020	ED30020MN	
		Oct. 5-9, 2020	Los Angeles	Sept. 20, 2020	ED30020LA	
		HD420—Rental Housing Development Finance	Sept. 16-20, 2019	Minneapolis	Sept. 2, 2019	HD420MN19
Nov. 11-15, 2019	St. Louis		Oct. 27, 2019	HD420119STL		
Jan. 27-31, 2020	Los Angeles		Jan. 12, 2020	HD42020LA		
June 1-5, 2020	Minneapolis		May 17, 2020	HD42020MN		
Sept. 14-18, 2020	Philadelphia		Aug. 29, 2020	HD42020PH		
HD423—Computer Spreadsheet for Rental Housing <i>prerequisite: HD420</i>	Dec. 10-12, 2019	Arlington	Nov. 23, 2019	HD423AR19		
	Feb. 19-21, 2020	Minneapolis	Feb. 4, 2020	HD42320MN		
	April 28-30, 2020	Los Angeles	Apr. 13, 2020	HD42320LA		
	Dec. 2-4, 2020	Philadelphia	Nov. 16, 2020	HD42320PH		
	HD435—Rental Housing Development Finance: Problem Solving and Deal Structuring <i>prerequisites: HD420, HD423</i>	Oct. 28 - Nov. 1, 2019	Los Angeles	Oct. 14, 2019	HD435LA19	
Dec. 9-13, 2019		Denver	Nov. 24, 2019	HD4351219DE		
Mar. 9-13, 2020		Philadelphia	Feb. 23, 2020	HD43520PH		
June 15-19, 2020		Minneapolis	May 31, 2020	HD43520MN		
Oct. 5-9, 2020		Los Angeles	Sept. 20, 2020	HD43520LA		
HDFP Certification Program™	HD410—Home Ownership Finance (RHDFP's may obtain HDFP Certification by completing the HD410 course. Please see the NDC website for more information on the revised HDFP Certification Program.)	Sept. 17-20, 2019	Arlington	Sept. 3, 2019	HD410AR19	
		July 21-24, 2020	Los Angeles	July 6, 2020	HD41020LA	
		Oct. 27-30, 2020	Minneapolis	Oct. 11, 2020	HD41020MN	
Historic Real Estate Certification Program™	The HRE Certification Program is held in partnership with Main Street America and the 1772 Foundation.					
	HRE247-Historic Real Estate Finance	Nov. 11-15, 2019	Milwaukee			
	HRE347-Historic Real Estate Finance	TBD, 2020	TBD			
Professional Development	PD405—Revolving Loan Funds	June 16-17, 2020	Philadelphia	June 1, 2020	PD40520PH	
	PD515—New Markets Tax Credits	Feb. 3-5, 2020	Philadelphia	Jan. 18, 2020	PD51520PH	
		Nov. 17-19, 2020	Los Angeles	Nov. 2, 2020	PD51520LA	
Webinars	PD112—Mixed-Use Real Estate Finance	Oct. 2-4, 2019	Minneapolis	Sept. 18, 2019	PD112MN19	
		April 28-30, 2020	Minneapolis	Apr. 13, 2020	PD11220MN	
		New Markets Tax Credits	Dec. 5, 2019 May 14, 2020 Sept. 24, 2020	Online Online Online	Nov. 20, 2019 Apr. 29, 2020 Sept. 9, 2020	NMTC919 NMTC520web NMTC920web
	Main Street Finance: Mixed-Use Real Estate	Feb. 27, 2020	Online	Feb. 12, 2020	MSF520web	
	Low-Income Housing Tax Credits	Nov. 7, 2019	Online	Oct. 24, 2019	LIHTC1119	
June 18, 2020		Online	June 3, 2020	LIHTC620web		
	Asset Management for Affordable Housing	Nov. 14, 2019 TBD, 2020	Online Online	Oct. 30, 2019 TBD	AMAH19	



PROFESSIONAL CERTIFICATION PROGRAMS

Training Our Communities

Economic Development Finance Professional Certification Program™

NDC’s 4-course Economic Development Finance Professional (EDFP) Certification Program™ is a rigorous and comprehensive training series designed for economic development practitioners. Participants learn how to build the capacity they need to successfully create jobs and translate economic development opportunities into results for their communities. Topics include business credit and real estate finance analysis, loan packaging, negotiating, problem solving, deal structuring and more!

- ED101—Economic Development Finance
- ED201—Business Credit Analysis
- ED202—Real Estate Finance
- ED300—The Art of Deal Structuring

Rental Housing Development Finance Professional Certification Program™

NDC’s Rental Housing Development Finance Professional (RHDFP) Certification Program™ thoroughly examines the practice of affordable rental housing finance and development. Participants learn the housing development process, how to analyze and structure financing for rental housing deals, and negotiating skills to make complicated deals feasible. Topics include Historic Rehabilitation and Low-Income Housing Tax Credits, problem solving, deal structuring and more!

- HD420—Rental Housing Development Finance
- HD423—Computer Spread Sheet Analysis for Rental Housing
- HD435—Rental Housing Development Finance: Problem Solving and Deal Structuring

RHDFP’s may obtain the Housing Development Finance Professional (HDFP) Certification™ by completing the HD410-Home Ownership Finance course in addition to the RHDFP Certification Program™. The HD410 is a stand-alone course and can be completed at anytime.

- HD410—Home Ownership Finance
- Rental Housing Development Finance Professional (RHDFP) Certification Program™

Webinars and Online Training

Travel and time constraints don’t have to be an obstacle to professional development. NDC is expanding our online training options to combine “anywhere access” that will prep you for our signature in-class casework. Visit ndconline.org/training for the latest information.

“I loved this training. It helped me to better understand the work I’ve been doing that supports my agency’s economic and real estate development goals.”

Terri Morgan, EDFP, Senior Project/Program Specialist, Prosper Portland

Professional Development Courses (Online or Classroom: Check ndconline.org/training)

NDC’s Professional Development courses provide timely instruction on specific financing tools, programs and development strategies. Designed to meet the needs of both seasoned professionals and those new to the field, these courses complement our certification programs and are powerful stand-alone training opportunities.

- New Markets Tax Credits
- Mixed-Use Real Estate Finance
- Low-Income Housing Tax Credits
- Asset Management for Affordable Housing
- Economic and Community Development Finance
- Revolving Loan Funds
- Making CDBG Work for Your Economic Development Efforts
- Real Estate Finance
- Rental Housing Development Finance
- HUD Section 108 Loan Guarantee Program
- Home Ownership Finance
- Economic Development Finance
- Cash Reigns Supreme: Tracking the Financial Results of Your Business
- How to Get a Loan

The EDFP, RHDFP, HDFP Certification Programs, and all NDC Professional Development Courses, are available for sponsorship to bring the benefits of NDC Training to your community, colleagues and development partners.