

National Fair Housing Training Academy



Registration System User's Guide

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Registration Home



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NFHTA User Site

NFHTA welcomes Fair Housing Assistance Program (FHAP) and private fair housing organization Directors and managers, investigators, intake staff, conciliators and mediators, attorneys, educators, and trainers, Commission and Board Members, and other fair housing professionals.

- You must have an account to register for the courses below. Returning students can click on [My Account](#) to login and view their profile and training history. A new student can [create a new account](#).
- Forgot your userid or password? [Click here](#).
- Registrations must be made prior to the specified closing date.
- You must take the course in sequential order, i.e., Week One must be complete prior to registering for Week Two.
- All students are expected to make their own hotel, travel and transportation arrangements to and from NFHTA. The Academy can no longer make these arrangements.
- For more information, please visit the HUD Fair Housing and Equal Opportunity's National Fair Housing Training Academy FAQ page at www.hud.gov/offices/theo/nfhta/faqs.cfm.

Contact information: email support@nfhta.org, or call Percy Thomas, Administrator at 202-314-3515, or Debora Bush at 202-314-3514.

Location: Graduate School, USDA; 600 Maryland Avenue, S.W. Washington, DC 20024-2520.

[Download the User's Guide](#)

Course:

Classroom Classes

Course No.	Course Name	Class No.	Scheduled Classes		No. of Days	Location	Register
			Start	End			
Week One Investigation Training HUDL8000D							
HUD001	Week One Investigation Training HUDL8000D		9/29/2008	10/3/2008	5	Washington, DC	Register
			11/3/2008	11/7/2008	5	Washington, DC	Register
			12/15/2008	12/19/2008	5	Washington, DC	Register
Week Two Investigation Training HUDL8001D							
HUD002	Week Two Investigation Training HUDL8001D		9/8/2008	9/12/2008	5	Washington, DC	Register
			9/15/2008	9/19/2008	5	Detroit, MI	Register

The NFHTA **Registration** home page provides a list of courses and the schedule of classes. You have the option of creating a new account or registering for a class if you already have an account.

You can filter the list of courses by selecting a course name from the **Course** drop down list box.

Select the **Course No.** to view a description of the class.

Select **Register** to register for a class. You will be prompted to login or create an account.

It will show if a class is full or a class is cancelled.

Users can access the User's Guide by clicking on **Download the User's Guide**.

NFHTA Technical Support

For any general questions about the NFHTA registration system, web site or course management system, users can send an email to support@nfhta.org or use the NFHTA Help Request form.

One of our representatives will address your problem and get back to you within 24 hours or during the next workday.

Help Request System

You can use the Help Request system to request for assistance with issues related to the NFHTA. The Help Request system has been designed to provide a record of help requests and a routing mechanism to make sure that your request is received and handled by a member of our team. The system also keeps permanent records of the requests which allow us to monitor the applications and processes that have been developed to help you.

The link to the **Help Request** form is available as one of menu bar options on the top of each page. An NFHTA user account is not required to initiate a Help Request using this form.

When a Help Request is initiated (opened) or closed, an email is generated and sent to the user and the support staff.



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Help Request

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To submit a help request, please complete this form then click on **Submit**.

Contact Information

First Name:

Last Name:

Email Address:

Phone Number:

Type of Problem

Type:

Help Request

Help Request:

Forgot Username or Password

If you forget your Username and/or Password you can request that these be sent to you by clicking on the “Forgot your userid and password” link.

From the **Forgot Userid and Password** page, enter the email address that you used to register on the system.



Forgot Userid or Password

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Please enter your email address.

Email Address:

Submit

If your email address is found, check **Yes** to confirm that you would like the system to send you the information, then click on **Continue**.



Forgot Userid or Password

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Your account information has been found.


Would you like your userid and password to be emailed to you? Yes No

Continue

Create New Account

Users who have never taken an NFHTA course must first create a new account before they can register for classes. Individuals that have taken courses with us prior to the development of the registration system must contact NFHTA staff to access and update their account. The best method to use is the HelpDesk form.

Click on the **Create a New Account** link from the main page. Complete the form then click on **Submit**.



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Create New Account

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You need an account with NFHTA to register for courses. To create a new account, please complete this form then click on **Submit**. Required fields are in asterisk (*). Please do not create an additional account in the system so a complete certificate tracking record can be maintained in one single account. If you have any questions, please contact NFHTA at 202-314-3514.

Student Information

Salutation: *

First Name: *

Middle Initial:

Last Name: *

Title: *

Organization: *

Agency: *

Account

Username: * (recommended format: **doej**)

Password: * (minimum 8 characters)

Confirm Password: *

Address

Street: *

Street (2):

City: *

State: *

Zip Code: *

Phone, Fax, Email

Phone Number: *

Mobile Phone:

Fax: *

Email Address: *

Supervisor Information

First Name: *

Last Name: *

Email Address: *

Additional Information

Mail List: (Would you like to be on our mailing list?)

Special Accomodations:

Explanation of Special Accomodations:

Comments:

* required fields

We also collect additional information about your organization and any special needs you may have that need to be accommodated so that you can take our courses.

Individuals that have taken courses with us prior to the development of the registration system must contact NFHTA staff to access and update their account. The best method to use is the Help Request form. You do not need to be a registered user to use it.

Account Already Exists

When you create a new account, the system will check for a duplicate username or email address. You will not be able to create a new account if the account or email address you are trying to create is already in the system.



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Username Already Exists

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This Username is already in use. If this is a new account, please hit the back button on the browser, use a new Username and enter your password twice.

If you need assistance, please send email to support@nfhta.org or NFHTA at 202-314-3514.

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Course Description

When you select a Course No. from the main page, a description of the course will be visible. The user can determine if this is the class that he or she is interested in taking. The user can also determine if there are any prerequisites for the class.



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Lending, Discrimination and Predatory Lending

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Course Number:	HUD006
Course Name:	Lending, Discrimination and Predatory Lending
No. of Days:	5 days
Type of Training:	Classroom
Course Description:	<p>Lending Discrimination and Predatory Lending is a five-day course, providing a practical, hands-on approach for investigating complaints of residential mortgage lending discrimination and predatory lending, and to determine the laws and regulations that may provide remedial relief to aggrieved borrowers.</p> <p>The course begins with an overview of the lending process, and an explanation of the ever changing mortgage lending terminology. Participants will then receive practical training in processing mortgage lending discrimination complaints, including preparation of an actual investigative plan and data request letter. Using a lender's Home Mortgage Disclosure Act (HMDA) Report, and applicable loan programs and underwriting standards, participants will identify and analyze comparable loan files. Participants will then address the reasonable cause determination after examining the prima facie elements and theories of proof in lending discrimination claims under the Fair Housing Amendments Act of 1988 (FHAA), the Equal Opportunity Act (EOA), and other statutes & executive orders prohibiting discrimination in programs receiving federal financial assistance.</p> <p>The course will also provide a framework for identifying violations of laws under the umbrella term of "predatory lending". The course will address various lending laws, including the Truth in Lending Act (TILA), the Home Ownership and Equity Protection Act (HOEPA), the Real Estate Settlement Procedures Act (RESPA), the Community Reinvestment Act (CRA), and Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA), and determine how to detect violations of these laws from loan file records and other circumstances of a lending transaction. The course will also aid participants in identifying predatory lending practices subject to challenge under anti-fraud statutes, including the FTC Act, the Racketeer Influenced and Corrupt Organizations Act (RICO), and state consumer protection statutes.</p> <p>Finally, participants will be exposed to state predatory lending and licensing laws and state common law theories, such as an equitable mortgage theory. The course will address the extent to which in a given case state laws and licensing statutes may found to be preempted by federal regulatory laws.</p> <p>Who Should Attend?</p> <ul style="list-style-type: none">- Investigators that have completed the five-week training curriculum at the Academy.- FHAP Directors, Deputy Directors and Board Members.- Other non-investigators who want to strengthen their skills and knowledge of how the design and construction of buildings impact persons with disabilities. <p>Note: The Course Number for this course was previously HUDL9000D.</p>
Objectives:	
Prerequisites:	None

Course Registration

Click on **Register** on the class you would like to register for. You must be logged on to register for a class. From the **Course Registration** page, you have an opportunity to provide comments to the NFHTA staff about processing your class request by using the **Comments** box.

Click on the **Register** button to submit your registration request. The system will check to see if you have taken required prerequisites before accepting your registration. Weeks "One" through "Five" must be taken in order.

The system will check for duplicate registrations. If you are already registered for that course and session, the system will not allow the registration and display an error message.

When you register, you are placed in a pending status until NFHTA staff verifies your registration and approves your class. Only then will you be enrolled in the class.



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Course Registration

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Click on **Register** to submit your registration. You can enter your comments below.

Student Information

Click [here](#) to view or update your complete account information.

Student Name:	John Doe
Phone Number:	phone
Mobile Phone:	mobile
Email location:	email@test.org

Course Information

Course Number:	HUD001
Course Name:	Investigation Training Week One HUDL80000
Prerequisites:	None
Dates:	3/3/2008 - 3/7/2008
Location:	Graduate School, USDA 600 Maryland Avenue, S.W. Washington, DC 20024-2520 202-314-3515

Student Comments

Comments:	<input type="text"/>
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Login

To login into the system, click on **Login** from the menu bar at the top of the page. Enter your Username and Password. Once you are authenticated you will be able to access your account.



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Login

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If you have an existing account, please enter your Username and Password.

Username:	<input type="text"/>
Password:	<input type="password"/>

[Log In](#)

My Account

After you login, the system will take you to the **My Account** page. This page will allow you to view and update your account profile, view your training history, and change your password.



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My Account

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Welcome John Doe.

My Profile

View and update your profile

My Training History


View your training history

Change My Password

Change your password

My Profile

Click on **My Profile** from the **My Account** page to review and update your account information. This is the information you entered when you created your account. For the **My Profile** page you can modify everything except your Username and Password. Students that have already taken classes from NFHTA will have an account created for them. They will be responsible for verifying and updating the information that is in the system.



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Student Information

Salutation: *

First Name: *

Middle Initial:

Last Name: *

Title: *

Organization: *

Agency: *

Student Category: FHAP

Account

Username:

Address

Street: *

Street (2):

City: *

State: *

Zip Code: *

Phone, Fax, Email

Phone Number: *

Mobile Phone:

Fax: *

Email Address: *

Supervisor Information

First Name: *

Last Name: *

Email Address: *

Additional Information

Mail List:

Special Accomodations:

Explanation of Special Accomodations:

Comments:

* required fields

My Training History

Click on **My Training History** from the **My Account** page to view the list of courses that you have registered for and taken. It also shows the status of each registration.



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My Training History

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John Doe

Course No.	Course Name	Scheduled Classes		Location	Status
		Start	End		
HUD002	Investigation Training Week Two HUDL8001D	3/10/2008	3/14/2008	Washington, DC	Pending NFHTA approval
HUD001	Investigation Training Week One HUDL8000D	3/31/2008	4/4/2008	Washington, DC	Pending NFHTA approval
HUD001	Investigation Training Week One HUDL8000D	3/31/2008	4/4/2008	Washington, DC	Pending NFHTA approval
HUD001	Investigation Training Week One HUDL8000D	3/31/2008	4/4/2008	Washington, DC	Pending NFHTA approval
HUD003	Investigation Training Week Three HUDL8003D	4/14/2008	4/18/2008	Washington, DC	Pending NFHTA approval
HUD007	Accessibility for Investigators	5/7/2008	5/8/2008	Washington, DC	Pending NFHTA approval
HUD006	Lending, Discrimination and Predatory Lending	9/15/2008	9/19/2008	Washington, DC	Pending NFHTA approval

Change Password

Click on **Change Password** from the **My Account** page to change your password.



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Change Password

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Name: John Doe

Username: doe_j

New Password: (minimum 8 characters)

Confirm Password:

Privacy Statement



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Privacy Policy

Personally identifiable information required by the National Fair Housing Training Academy (NFHTA) to create your enrollment record is held in confidence under provisions established by the Family Rights and Privacy Act as amended in 1995.

NFHTA will not make public personally identifiable participant information without written consent from the participant, except as specified under the provisions of the Family Rights and Privacy Act. Exceptions to this policy include disclosure to the following groups:

1. Staff and faculty within NFHTA;
2. Institutions where you are seeking admission;
3. Persons or organizations providing financial aid;
4. Accrediting agencies carrying out accreditation functions;
5. Organizations conducting studies for, or on behalf of, educational groups to improve instruction;
6. Persons in compliance with a judicial order or subpoena;
7. Persons in an emergency if the information is necessary to ensure the safety of other participants and Graduate School personnel.

In circumstances when NFHTA gives information to any individuals or organizations, we inform them that they are not permitted to disclose this information to others without the written consent of the participant.

NFHTA will never in any instance sell or share our participants' email addresses.

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Logout

When you are finished using the system, please log out by clicking on **Logout** from the last menu option on the menu bar. This option logs you off of the system but takes you to a screen that will allow you to log back on when you are ready.



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Logged Out

Your account has been logged off the system. Thank you for using the NFHTA Instructor Site.

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