



COURSE SYLLABUS

Advanced Fair Housing

Training Time: 2 hours – 50-Question Exam and
Certificate of Completion



Fair Housing InstituteTM

CONTENT

Introduction

- Introduction
- Overview
- Disclaimer
- Why this course is necessary

Assistance Animals

- Recognizing an emotional support animal
- Accept or reject: striking a balance
- State and local laws
- ESAs vs. pets
- What types of animals can be ESAs?
- Is this resident disabled
- Encourage residents and verifiers
- Definition of disability
- Questions on ESA forms
- Multiple assistance animals
- Issues and rejecting multiple ESAs
 - Noise and odor concerns
- Assistance animal agreement
- Guest assistance animals
- Online certificates
- ESA letters
- Challenging verification
- Summary

Criminal History Screening and Disparate Impact

- Screening
 - Disparate treatment vs. disparate impact
- Local laws and ordinances
- Arrests vs. convictions
- Fair housing considerations
- Unique situations
- Appealing a denial
- Exceptions to criminal history policy
- Processing an appeal
- Considerations for appeals
 - Good faith appeals
- Disparate treatment
- Disparate impact
- Lookback periods
- Content of criminal history policy
- Developing a graduated policy
- Do not summarize your policy
- Third party screening policies
- Summary





Content Continued

VAWA and Domestic Violence

- Domestic violence
- Disturbance example and options
- Crime free ordinances
- State and local laws
- Properties covered
 - VAWA crimes
- VAWA rights
 - Notification requirements
 - Requesting documentation
- Landlord tenant rights
 - Disturbance example
 - Crime free ordinances
- Emergency transfers
 - Confidentiality
- Staying informed
- Is this domestic violence?
- Multiple examples
- Summary

Sexual and Other Protected Category Harassment

- Sexual harassment
- Quid pro quo vs. hostile environment
- Processing claims
- Avoiding claims
- Appropriate vs. inappropriate comments
- Multiple examples
- Example review
- Best practices
- Lease violations
- Mitigating negative outcomes
- Sexual harassment scenario
- Scenario response
- Steps involved in resolving an incident
 - Multiple examples
- Management's response
- Any incident can cause an issue
- Other protected category harassment
- Summary

Expansion of the Definition of Sex

- The definition of sex
- Employees' personal views
- Multiple examples for training
- Closer look at outcomes and examples
- Harassment
- Sensitivity training
- Summary

Content Continued

Marketing and Advertising

- Marketing and advertising
- The broad definition
- Discriminatory statements
- Multiple examples
- Words to avoid
- Problematic phrases
- Marketing cheat sheet
- Pictures
- Diversity in advertising
- Use of stock photos and models
- Advertising over time
- Social media
- Marketing on digital platforms
- Website and app accessibility
- ADA website accessibility guidelines
- WCAG technical standards
- Serial-filing
- Summary

Conclusion

- Summary
- Additional resources

Certification Exam

50-question multiple-choice exam
80% required to pass and earn a certificate





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