

Registration Form

Please fax registrations to: 781-380-4842
no later than September 7, 2010

On-line registration also available at
www.neahma.org

Please bring a calculator with you.

NAME: _____

TITLE: _____

PROPERTY NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX : _____

EMAIL: _____

NEAHMA/NAA/AAHSA Members: \$429 Course only – no exam	
Non Member: \$489 Course only – no exam	
NEAHMA/ NAA/AAHSA Members: \$579 Course and exam	
Non Member: \$639 Course and exam	
Exam Only: \$150	
Total Amount Enclosed	

Make Checks Payable to: NEAHMA, 400
Washington Street, Suite 210, Braintree, MA 02184

Cancellation Policy:

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course.

Outstanding Collection Policy:

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.

This organization complies with the Title III of the Americas with Disabilities Act (ADA). The site is accessible for individuals with disabilities and if a registrant requires special accommodations please contact the NEAHMA office at least ten days prior to the date of the course.

Directions

Four Points by Sheraton Norwood
1125 Boston-Providence Turnpike
Route 1 (18 miles south of Boston)
Norwood, MA 02062

From Boston and points North

Take I-93 South which turns into I-95 (Route 128) North.

Take Exit 15B, Route 1 South toward Norwood. Travel 4.5 miles, the Four Points by Sheraton Norwood. Hotel & Conference Center will be on your right after the Staples Plaza.

From the West

Follow Mass. Turnpike (I-90) East

Take Exit 14 onto I-95 (Route 128) South.

(Note: From the West, this Exit is number 14, from the East, it is number 15.)

Continue South to Exit 15B. Route 1, Norwood, And proceed as above.

From Providence, TF Green Airport & points South

Take I-95 North to Exit 11B, Reponses Street, Norwood.

Drive 7/10 of a mile and turn left onto Dean Street.

At traffic light, turn left onto Route 1, heading South.

The Four Points by Sheraton Norwood Hotel & Conference Center is on your right after the Staples Plaza.

From Logan Airport

Exit airport, follow signs through Williams tunnel (toll) to I-90 /I-93 South. Follow signs for I-93 South about 7 miles.

I-93 South turns into I-95 (Route 128) North.

Proceed on I-95(Route 128) North to Exit 15B, Route 1 Norwood.

NEAHMA
400 Washington Street, Suite 210
Braintree, MA 02184

neahma
NEW ENGLAND
AFFORDABLE HOUSING
MANAGEMENT ASSOCIATION

Tax Credit Training & SHCM™ Exam

September 14 & 15, 2010

Four Points by Sheraton Norwood
1125 Boston-Providence Turnpike, Rte 1
Norwood, MA 02062

This is an excellent opportunity for you to receive comprehensive Tax Credit training coupled with an opportunity to take the industry's newest credential exam.

Presenter:
Debbie Piltch, Piltch Associates

www.neahma.org

Frequently Asked Questions about the SHCM™ Certification

Q. What is the SHCM Certification?

A. The Specialist in Housing Credit Management (SHCM) Certification has been developed by the National Affordable Housing Management Association (NAHMA) in partnership with The National Apartment Association (NAA) and the American Association of Homes and Services for the Aging (AAHSA) especially for management professionals involved with properties developed and operated under the Low Income Housing Tax Credit (LIHTC) program. The SHCM is designed by management professionals for management professionals to ensure that they have attained the knowledge, experience and competence required to excel in the housing credit property management industry.

Q. Why do we need the SHCM Certification?

A. To maximize their career, managers in the affordable housing industry must be able to demonstrate their experience and expertise in mastering the complex requirements for the LIHTC program to their peers, employers, residents, regulators and the general public. Earning your SHCM enables you to do just that.

Q. How do I earn the SHCM Certification?

A. To earn a SHCM, candidates must successfully accumulate a minimum of 12 hours (actual instruction time) of housing credit specific coursework or training, successfully pass the SHCM exam, demonstrate a minimum of two years of housing credit management employment experience and submit the application.

Q. Where can I get the SHCM Application?

A. The application is available on-line at the following website:
<http://www.nahma.org/content/SHCM%20Application.pdf>

Q. Why is there a separate examination fee from the course tuition and registration?

A. There are many approved providers of LIHTC Training. So that housing credit professionals who have achieved the required prerequisite training can take the optional SHCM certification exam, it was decided that the test would be covered by a separate fee from the training curriculum.

Q. How often will the SHCM examination be offered?

A. NEAHMA is committed to providing you with the training you need to advance your career. Because we can not tell when an affordable housing professional will accomplish the prerequisites for SHCM designation, we will offer the exam each time we provide LIHTC training.

Course Overview:

One and a half days of training (totaling 12 hours of training) highlighting the major areas of the Low Income Housing Tax Credit Program. The course will cover; Program Regulations, Unit Eligibility and Certification, Recertification, Documentation & Recordkeeping as well as Monitoring and Reporting Compliance. During the course of this program you will find that all of the testable subject areas found on the NAHMA, Specialist in Housing Credit Management (SHCM) Certification examination will be covered. We will offer the SHCM exam (optional) the afternoon of day two.

Course Schedule

Day One

7:30 am – 8:00 am	Registration (continental breakfast included)
8:00 am – 12:00 pm	Morning Session
12:00 pm – 12:30 pm	Lunch (included)
12:30 pm – 4:30 pm	Afternoon Session

Day Two

8:00 am – 8:30 am	Registration (continental breakfast included)
8:30 am – 12:30 pm	Morning Session
12:30 pm – 1:00 pm	Lunch (included)
1:00 pm – 4:00 pm	Exam (optional)

Please bring a calculator with you.

Overnight Room Accommodations

Rooms are available on an individual basis under a NEAHMA Room Block (\$115 per night). Reservations must be made by August 24, 2010 in order to receive for room discount. Please contact the hotel directly to make your reservations by calling 781-769-7900.

Registration Info or Questions?

Contact NEAHMA
(781) 380-4344
Relay #711

Instructor

Deborah R. Piltch is an attorney with an expertise in discrimination and housing law. Along with her law degree, Piltch has a Masters in Labor Relations. In 1994, Piltch formed Piltch Associates, Inc., a consulting business designed to assist public housing agencies, private owners, non-profit groups and others in the fields of housing law and fair housing and equal opportunity compliance, as well as organizational development and staff training. She has written extensively on regulatory compliance and fair housing law, and has conducted trainings on these subjects, as well as tax credit compliance for numerous public and private entities and organizations. She presently serves as the Director of Compliance for Maloney Properties, Inc., and is responsible for tax credit compliance for its portfolio.

