

# Registration Form

Please fax registrations to: 781-380-4842  
no later than March 9, 2012

On-line registration also available at  
[www.neahma.org](http://www.neahma.org)

Please bring a calculator with you.

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PROPERTY NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX : \_\_\_\_\_

EMAIL: \_\_\_\_\_

<b>NEAHMA/NAA/AAHSA Members: 479</b> <b>Course only – no exam</b>	
<b>Non Member: \$539</b> <b>Course only – no exam</b>	
<b>NEAHMA/ NAA/AAHSA Members: \$539</b> <b>Course and exam</b>	
<b>Non Member: \$699</b> <b>Course and exam</b>	
<b>Exam Only: \$169</b>	
<b>Total Amount Enclosed</b>	

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 Americans 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

Quincy Marriott  
1000 Marriott Drive  
Quincy, MA 02169

NEAHMA  
400 Washington Street, Suite 210  
Braintree, MA 02184



## Tax Credit Training & SHCM™ Exam

March 21 & 22, 2012

Quincy Marriott  
1000 Marriott Drive  
Quincy, MA 02169

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](http://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 SCHM 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.**

### 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.

