

Registration Form

Please fax registrations to: 781-380-4842
no later than October 5, 2011

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: \$449 Course only – no exam	
Non Member: \$4509 Course only – no exam	
NEAHMA/ NAA/AAHSA Members: \$599 Course and exam	
Non Member: \$659 Course and exam	
Exam Only: \$159	
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 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

Allen Park Apartments
251 Allen Park Road
Springfield, MA 01118
(413) 782-1898

FROM BOSTON:

Take the Mass Pike West to Exit #7. Take a left after the toll booth (Rte. 21S).
Go 2-3 miles to bridge.
At light (at bridge), take a right off the bridge and stay to the left.
At the next traffic light, take a left onto Rte.21 South. Continue on Rte. 21 (Parker Street).
Continue straight, you will pass St. Catherine's Church on left side at the sixth traffic light after Five Town Plaza. Burlington Coat Factory- will be on the right.
At the next traffic light, after Five Town Plaza, (approx. 51/2 from bridge to Five Town Plaza) take a right.
You are now on Allen Street. Allen Park Road is the second left (you will see the Montessori School on the left). Allen Park is the next left.
The management office is on your left after the first curve (new building).

FROM I-91 SOUTH:

Take Forrest Park Exit (also Rte. #83- East Longmeadow).
At the light, take a right onto Sumner Avenue.
Follow Sumner Avenue for a few miles (it will turn into a one way, Allen Street).
Continue on Allen Street until you see McDonald's and Wendy's on your right.
You will bear right AFTER Wendy's and McDonald's. Allen Park is the second street on the right.
The management office is on your left after the first curve (new building).

NEAHMA
400 Washington Street, Suite 210
Braintree, MA 02184

neahma
NEW ENGLAND
AFFORDABLE HOUSING
MANAGEMENT ASSOCIATION

Tax Credit Training & SHCM™ Exam

Allen Park Apartments
251 Allen Park Road
Springfield, MA 01118

October 11 & 12, 2011

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

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.

NEAHMA would like to extend our sincere appreciation to WinnResidential and the Staff at Allen Park Apartments for hosting this training.

