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NAHP

PROFESSIONAL



**National Affordable Housing Professional**

**NAHP<sup>TM</sup>**

**Professional Level**

**Application for Certification**

**(NAHP-p)**





## Professional Level

The National Affordable Housing Management Association's (NAHMA) National Affordable Housing Professional (NAHP-p) Certification was conceived and designed to recognize those individuals who manage or assist in the management of affordable housing and have demonstrated comprehensive apartment or asset management skills. Most importantly, NAHPs, through their commitment to Communities of Quality and the Code of Ethics, are dedicated to providing safe and decent housing to all eligible residents.

Obtaining the NAHP-p Certification is recommended for persons working in all aspects of the Affordable Housing industry, including Section 8 Programs, Low Income Housing Tax Credits, HOME and Rural Housing, etc.

## Application Selection Guidance

The information below is provided as a general guide to assist you in determining if you are eligible for the NAHP-p Certification. The job titles listed are not all encompassing, or absolute, they do; however, provide guidance.

If you have any questions regarding which certification you are eligible for, please contact NAHMA at 703-683-8630 Ext. 117.

The following job titles would be eligible for the NAHP-p:

- Training Specialist
- Social Service Coordinator
- Occupancy / Compliance / Recertification Specialist
- Occupancy / Compliance / Recertification Specialist Supervisor
- Compliance Officer / Clerk
- Director of Compliance (this position is not related to the supervision of a Community)
- Site Manager / Community / Operation Manager
- Assistant Site Manager / Community / Operation Manager
- Site Administrator
- Site Assistant Administrator

## The Certification Program

What will a NAHP-p Certification do for you?

A NAHP-p Certification will open doors for you. Your commitment and extensive professional development will be immediately evident to your peers. Your efforts in continuing education will further your opportunities for recognition and advancement in the Affordable Housing industry. You will be recognized for your professionalism by your current and future employers, you will have the power and support of a National Organization working for you, as well as networking opportunities with other professionals in the specialized field of affordable housing.

NAHMA's Certification Programs are designed specifically for the management of affordable housing. The Affordable Housing Management industry, including HUD, RHS and State Agencies recognizes NAHMA courses and the NAHP-p Certification as programs with a high degree of expertise and professionalism.

Once approved, you will be entitled to use the NAHP-p designation on business cards and letterhead.

The fees associated with securing the NAHP-p Certification may be eligible to be paid from community expenses, for HUD communities...

Specifically, the expense must meet the applicable requirements of HUD Handbook 4381.5, REV-1, paragraph 2-15; the expense must be for front-line staff. NAHP-p costs for Main Office management personnel cannot be paid from the project account. Funds for NAHP-p expenses must be budgeted and approved by the Field Office. Allowable costs are limited to actual, reasonable expenses for registration, certification, transportation, meals and lodging. However, the NAHP-p annual renewal fee is not an eligible project expense.

## Requirements for Certification

The NAHP-p Certification is comprised of education, work experience and adherence to the NAHP Code of Professional Conduct. All criteria must be met before the candidate can become certified. The cost of the Certification application is \$110.

**Education:** The education component consists of successful completion of course work in the following areas: occupancy, fair housing and basic apartment management.

The accepted courses are:

- NAHMA Certified Professional of Occupancy (CPO)
- or**
- For applicants who specialize in low income housing tax credit properties, the NAHMA Specialist in Housing Credit Management (SHCM) or other nationally recognized housing credit designation may be used in lieu of the CPO.
  
- NAHMA Fair Housing Certification (FHC)
  
- A nationally recognized management designation that is made up of a minimum of 40 hours of training such as RAM, CPM, CAM, ARM or Alternative Management Option. (Minimum 20 hours)

**Work Experience:** All applicants must accumulate a minimum of two years of experience in Affordable Housing industry functioning as a Community Manager, Assistant Manger, Compliance / Occupancy Specialist, Leasing Consultant, or equivalent position(s).

All work experience must be documented in the Professional Level Application for Certification. (Resumes will not be accepted in lieu of this documentation.)

## Annual Renewal

The January following NAHP-p Certification, all NAHP-p(s) will be invoiced with a renewal fee of \$125. NAHP-p(s) will need to maintain their active status by payment of their annual renewal fee and will be responsible for submitting statement of completion form to confirm 10 (ten) continuing education units in order to receive timely NAHMA publications and updates. Renewal payment will ensure listing on the online Certification Directory.

## Continuing Education

Continuing education is at the core of the NAHP™ certification. Constant changes in governmental rules and procedures necessitate a continuing effort by professional managers to remain current in all aspects of and/or asset management. Commitment to competence includes appropriately tailored continuing education programs.

One continuing education unit (CEU) is equal to one hour of instruction/training. In order for an event to be used as an eligible CEU, it must possess a published agenda and/or a specific topic area.

Workshops, seminars and technical sessions can be used for continuing education. Events that are in conjunction with a trade show or association/organization event *may* be eligible based on the description above. Mere **attendance** at a trade show or board meeting does not constitute continuing education. You may acquire all of the CEUs in a full-day event or by accumulating the hours from various events that may be sponsored in a half-day or session format.

## Code of Professional Conduct

This Code of Professional Conduct sets forth the principles that each NAHP-p shall observe at all times:

- Exercise the highest level of integrity and professional conduct.
- Exercise reasonable compliance with all federal, state, and local laws and regulations and maintain professional standards.
- Provide equal employment and housing opportunity to any person no matter their race, color, religion, sex, familial status, national origin, age, handicap, and any constitutionally protected class.
- Professionally manage properties, including but not limited to:
  1. Maintaining fiduciary obligations to clients;
  2. Avoiding disclosure of confidential information to third parties;
  3. Maintaining true and accurate accounting records; and,
  4. Protecting all clients' assets.
- Use professional means if seeking to influence legislation, regulations, or public opinions.

## Instructions for Completion

**Be sure to follow the instructions carefully.**

1. Print or type the information requested.
2. Record all pertinent information on the form or attach sheets to the application (identify each page with your name). Attach a copy of the Certificate of Completion for each course you have completed.
  - a. The completed Application for Certification (pages 7 - 10), including all appropriate documentation; and,
  - b. \$110 non-refundable application fee (made payable to NAHMA).
3. When all required course work has been completed, the applicant must submit to the local AHMA for approval and signature. If you do not have the address for your local AHMA, please contact NAHMA at (703) 683-8630 for further information.
4. A decision can be made only from the information you supply. Please provide complete information in order to avoid any delay in processing your Application.
5. All applications received by NAHMA without an AHMA approval will be returned to the applicant.
6. A copy of "NAHMA Designation Program Appeals and Complaint Procedure" can be found at [www.nahma.org](http://www.nahma.org).

# APPLICATION FOR PROFESSIONAL-LEVEL CERTIFICATION

Please complete this application and submit, with your application fee and appropriate documentation, to your local AHMA for review.

## CONFIDENTIAL

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Present Title / Position: \_\_\_\_\_

Management Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Number of Years in Current Position: \_\_\_\_\_

Number of staff you supervise: \_\_\_\_\_ Number of units: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Affordable Housing Programs you have worked with: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Correspondence is to be sent to (circle one):  Home  Business

Member of local AHMA (please specify AHMA): \_\_\_\_\_



# EDUCATION

## **NAHMA Certified Professional of Occupancy (CPO)**

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Date Offered:

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Location:

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Sponsor:

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OR

## **NAHMA Specialist in Housing Credit Management (SHCM) or other nationally recognized housing designation**

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Date Offered:

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Location:

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Sponsor:

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## **NAHMA Fair Housing Certification (FHC)**

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Date Offered:

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Location:

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Sponsor:

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## **Nationally recognized property management designation**

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Date Offered:

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Location:

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Sponsor:

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## WORK EXPERIENCE

Please provide your employment history beginning with your present position. A minimum of two years of experience in the Affordable Housing industry must be shown.

Previous Title / Position:

Previous Community Name:

Previous Management Company:

Business Address:

City/State/Zip:

Business Telephone:

Date you began:

Type of Affordable Housing Programs you worked with:

Total months in this position:

Number of Units:

Previous Title / Position:

Previous Community Name:

Previous Management Company:

Business Address:

City/State/Zip:

Business Telephone:

Date you began:

Type of Affordable Housing Programs you worked with:

Total months in this position:

Number of Units:

Previous Title / Position: \_\_\_\_\_

Previous Community Name: \_\_\_\_\_

Previous Management Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Date you began: \_\_\_\_\_

Type of Affordable Housing Programs you worked with: \_\_\_\_\_

\_\_\_\_\_

Total months in this position: \_\_\_\_\_ Number of Units \_\_\_\_\_

I, the aforementioned nominator, attest that all information contained in this application is true and accurate to the best of my knowledge, and that I have read and understand all of the Criteria for Acceptance as indicated by the National Affordable Housing Management Association.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



### PAYMENT OPTIONS

Method of Payment:  Check/M.O. (payable to NAHMA)  AMEX  M/C  Visa

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name as it appears on credit card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

## AHMA/NAHMA USE ONLY

### AHMA RECOMMENDATION:

Local AHMA with which applicant is affiliated:

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Authorized AHMA Certification Review Committee Representative:

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The Certification Review Committee of the above-named AHMA has reviewed and considered this application for Certification and all supporting documentation. It is the recommendation of the Committee that this Application for Certification be (circle one):

APPROVED

DISAPPROVED

The Committee recommends disapproval for the following reasons:

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\_\_\_\_\_  
Authorized Committee Representative

\_\_\_\_\_  
Date

### DISPOSITION OF APPLICATION

The NAHMA Certification Review Board has reviewed and considered this Application for Certification and all supporting documentation. This Application for Certification as a National Affordable Housing – Professional Level is (circle one):

APPROVED

DISAPPROVED

Disapproval of this application is for the following reasons:

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\_\_\_\_\_  
Authorized Committee Representative

\_\_\_\_\_  
Date

## NAHMA: The Industry Leader

The National Affordable Housing Management Association is the leading voice for affordable housing, advocating on behalf of multifamily property owners and managers whose mission is to provide quality affordable housing. As an advocate for professional standards for affordable housing providers, NAHMA holds a unique position in the industry.

NAHMA's mission is to support legislative and regulatory policy that promotes the development and preservation of decent and safe affordable housing. NAHMA serves as a vital resource for technical education and information, fosters strategic relations between government and industry, and recognizes those who exemplify the best in affordable housing. Founded in 1990, NAHMA's membership today includes some of the industry's most distinguished multifamily owners, managers and industry stakeholders.

NAHMA is the voice in Washington for 20 regional affordable housing management associations (AHMAs) nationwide.

Here's why affordable housing property owners and managers and others with an interest in affordable housing join NAHMA.

### The Value of Membership

Owners, managers and industry stakeholders join NAHMA because it is essential to their business. They rely on NAHMA for representation in Washington, invaluable professional education, information, networking and opportunities for one-on-one dialogue with federal and state agencies impacting the industry.

Whether you own or manage LIHTC, Section 8, 202 or 236 properties, or participate in one of the many other affordable housing programs, NAHMA membership is essential to smart asset management.

NAHMA membership is not limited to property owners and managers. Supporting them are providers of goods and services, nonprofit organizations and other stakeholders who know that NAHMA helps them better serve the industry.

In addition, AHMA members are also subscriber members to NAHMA. As a NAHMA subscriber member, an AHMA member receives subscriptions to NAHMA News (bimonthly newsletter), NAHP Update (quarterly "how to" newsletter for credential holders), NAHMA Analysis (regular in-depth analytical report on key, emerging issues in affordable housing); access to the resources-rich Members Only area of the NAHMA Web site; and discount opportunities to NAHMA services.

However, there are added benefits available to subscriber members who would like to become more active in NAHMA and join as a "direct" member of the national organization (NAHMA's Executive Council).

The biggest advantage to NAHMA membership is the opportunity to take a direct role in shaping national public policy for the affordable housing industry.

### Advocacy

NAHMA concentrates its efforts on housing policy, finance and other current issues shaping affordable housing legislation and regulation, presenting testimony, drafting white papers and disseminating alerts, newsletters and other communications to its members. NAHMA also maintains strategic alliances with other industry groups, thereby strengthening the voice of the affordable housing industry.

### For more information, contact:

National Affordable Housing Management Association  
400 N. Columbus St., Ste. 203  
Alexandria, VA 22314  
703-683-8630  
[www.nahma.org](http://www.nahma.org)

Please track the date received and hours completed per designation per topic on the chart below.

<b>NAHMA Certified Professional of Occupancy(CPO) or Specialist in Housing Credit Management (SHCM)</b>	<b>Title of Designation</b>	<b>Date Received</b>	<b>Title of Designation</b>	<b>Date Received</b>
Passed the CPO exam or pass the SHCM exam w/ 12 hours of required LIHTC training and completed SHCM application process.				
<b>NAHMA Fair Housing Certification (FHC)</b>	<b>Title of Designation</b>	<b>Date Received</b>	<b>Title of Designation</b>	<b>Date Received</b>
Passed the FHC exam				
<b>National Recognized Apartment Management Credential</b>	<b>Title of Designation</b>	<b>Date Received</b>	<b>Title of Designation</b>	<b>Date Received</b>
Completed RAM, CPM,CAM or ARM				
	<b>Required Topics</b>	<b>Hours</b>	<b>Required Topics</b>	<b>Hours</b>
Or Alternative Apartment Management Option. (Minimum of 20 hours) Trainings can be provided by the local AHMA through course offerings/conference tracks, colleges, universities, on-line trainings or other property management trainings. Eligibility of each training component will be determined by the AHMA.	Legal Responsibilities i.e Landlord/Tenant Laws		Risk Management	
	Human Resources Management		Financial Management	
	Marketing and Leasing		Maintenance, Preventative Maintenance and Energy Conservation	
<b>Professional Level Work Experience</b>	<b>List Standard Experience</b>	<b>Years</b>	<b>List Tax Credit Experience</b>	<b>Years</b>
Minimum of 2 years of affordable housing experience functioning as a Site Manager, Assistant Manager, Occupancy Specialist, Leasing Consultant or equivalent position				

# **NAHMA**

NATIONAL AFFORDABLE HOUSING MANAGEMENT ASSOCIATION

**National Affordable Housing Management Association**

**400 N. Columbus St., Suite 203**

**Alexandria, VA 22314**

**Phone: (703) 683-8630 Fax: (703) 683-8634**

**[www.nahma.org](http://www.nahma.org)**