



## Certified Professional of Occupancy™ (CPO™) *Grandfather Application*

The National Affordable Housing Management Association invites you to become a Certified Professional of Occupancy (CPO), NAHMA's designation developed especially for management professionals involved with properties operated under the 4350.3 Occupancy Handbook of the Department of Housing and Urban Development (HUD). *Specifically, persons who hold a national affordable occupancy designation that is comparable to the NAHMA Certified Professional of Occupancy (CPO) designation may have this designation grandfathered into the CPO program through December 31, 2010.*

### **About the CPO:**

The Certified Professional of Occupancy (CPO) course is the only comprehensive program covering the entire HUD Handbook 4350.3, including the latest revisions. Topics covered range from eligibility criteria, standards, tenant selection and screening, to non-discrimination, allowances, adjusted income, certifying tenants and annual recertification. After completing the two and one-half days of interactive instruction, participants in CPO courses have mastered using the HUD Handbook effectively, and then must pass a rigorous one-half day exam to become certified CPOs. The CPO is a requirement for NAHMA's NAHP® certification program. Additional benefits of earning your CPO include:

- \* Demonstrating your expertise, experience and professionalism by putting the CPO after your name
- \* Earning an edge in the marketplace by demonstrating your commitment to excellence in your profession
- \* Receiving a certificate and pin to acknowledge your achievement
- \* Having your name listed in NAHMA's popular and prestigious Online Directory of Credentialed Professionals at [www.nahma.org](http://www.nahma.org), as well as in the print version of the directory
- \* Receiving a free subscription to NAHP Update, NAHMA's quarterly newsletter focusing on professional development and hands-on property management topics
- \* Being part of the elite corps of managers who can demonstrate they are in the forefront of their profession

### **Ready to Become a CPO Designation Holder?**

Yes! I would like to be grandfathered into the CPO designation program.

To complete my CPO grandfather application, I have enclosed or provided the following information:

- I have completed the applicant information on page two.
- I have enclosed a certificate or other documentation of my existing national affordable occupancy designation.
- I am providing the following contact person as a professional reference (name, title, phone, email). Contacts will be randomly checked by NAHMA:  

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- I commit to the CPO Code of Ethics statement (page two).
- I understand my CPO designation is valid for one year and must be renewed annually (\$90 renewal fee).
- I have completed the payment information on page two for my grandfather application fee of \$100.

**APPLICANT INFORMATION**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Work Address: \_\_\_\_\_

Work City: \_\_\_\_\_ Work State: \_\_\_\_\_ Work Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

Home City: \_\_\_\_\_ Home State: \_\_\_\_\_ Home Zip Code: \_\_\_\_\_

Current nationally recognized occupancy designation\*: \_\_\_\_\_

\*Please include a copy of your designation certificate or letter

**PAYMENT INFORMATION**

Grandfather application fee - \$100

\_\_\_\_ Check\*    \_\_\_\_ M.O.    \_\_\_\_ Visa    \_\_\_\_ MC    \_\_\_\_ AMEX

Credit card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

*\*Please make check or money order payable to NAHMA.*

**Please submit this form along with any applicable fees to:  
NAHMA – CPO Grandfather, 400 North Columbus Street, Suite 203, Alexandria, VA 22314**

*Code of Ethics*

The following Professional Code of Ethics should be followed 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.