

**NAHMA**

National Affordable Housing Management Association  
400 North Columbus Street, Suite 203  
Alexandria, VA 22314  
www.NAHMA.org

In strategic alliance with:



**SHCM**

BECOME CERTIFIED AS A SPECIALIST IN HOUSING CREDIT MANAGEMENT®

Be a Part of the Elite  
Corps of Management  
Professionals in the Forefront  
of Your Industry—  
Become Certified!



“NAHMA believes it is vital that individuals and companies involved in the affordable housing industry publicly demonstrate their commitment to the highest degree of competency, knowledge and professionalism possible. Our certification programs provide a unique and valuable means for affordable housing managers to demonstrate their excellence to their peers, employers, residents, regulators and the general public. NAHMA’s SHCM certification, focused on housing credit management, complements our other strong and well-recognized credential programs.”

MICHELLE NORRIS, NAHMA PRESIDENT AND SENIOR VP, ACQUISITIONS & DEVELOPMENT, NATIONAL CHURCH RESIDENCES

## The Housing Credit Certification—Developed by Management Professionals for Management Professionals

The Specialist in Housing Credit Management® (SHCM®) certification has been developed by the National Affordable Housing Management Association (NAHMA) 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 they have attained the knowledge, experience and competence required to excel in the housing credit property management industry.

As experienced affordable housing management professionals know, the LIHTC program is the primary production tool for creating new affordable housing properties across every state in the country, and it is also the most important tool for rehabilitating and preserving the nation’s existing stock of aging affordable housing. To maximize their careers, managers in the affordable housing industry must be able to demonstrate their experience and expertise in mastering the complex requirements of the LIHTC program. Earning your SHCM enables you to do just that.

The SHCM is offered in association with the National Apartment Association and the American Association of Homes and Services for the Aging.



# Demonstrate Your Mastery of LIHTC

**By earning your SHCM certification, you will be able to demonstrate your mastery of the housing credit program, including such key components as**

- **LIHTC PROGRAM REGULATIONS**—how does the LIHTC program work?; what are the roles of the Internal Revenue Service, state Housing Finance Agencies or other state allocating agencies, and the U.S. Department of Housing and Urban Development?; what are the important regulatory time frames (Placed in Service, Credit Period, Compliance Period, Extended Use, Recapture)?; how do you calculate fractions and credits?; how do acquisition and rehab credits work?; what about other special considerations, such as HOME or bond financing, etc.?
- **UNIT ELIGIBILITY**—i.e., residential use of unit, suitable for occupancy, resident manager unit, etc., and issues of maintaining low-income status of units, unit transfers, vacancies, available unit rule, etc.
- **APPLICANT ELIGIBILITY**—such as, student households, income limits, income and assets (inclusions and exclusions), verification, income and rent calculations, etc.
- **CERTIFICATIONS, DOCUMENTATION & RECORD-KEEPING**—for example, initial, annual and interim certifications, file maintenance, etc.
- **MONITORING AND REPORTING COMPLIANCE**—i.e., handling non-compliance, audits and audit response, reports to the IRS, state HFA, owner, etc.

## How to Earn Your SHCM Certification

- **EDUCATION**—successfully accumulate a minimum of 12 hours (actual instruction time) of housing credit specific coursework or training from an approved provider\* within two years of sitting for the SHCM exam
- **EXAMINATION**—successfully pass the SHCM exam
- **PROFESSIONAL EXPERIENCE**—demonstrate a minimum of two years of housing credit management employment experience through an application process
- **SHCM CODE OF PROFESSIONAL CONDUCT**—commit to a defined code of professional conduct
- **COMPLETE APPLICATION**—submit your SHCM application along with the \$150 application fee

*SHCM certification is valid for one year and must be renewed annually each September 1st. Renewal consists of six hours of housing credit specific coursework or training by an approved provider\* per year and annual \$150 renewal fee.*

*\*Approved providers are listed on NAHMA's Web site at [www.nahma.org/content/shcm.html](http://www.nahma.org/content/shcm.html).*

## Enjoy the Prestige Plus Benefits of SHCM Certification!

- Demonstrate your expertise, experience and professionalism in the pre-eminent housing credit industry by putting the SHCM after your name
- Commit to continuing education and ethical standards to remain at the forefront of your profession
- Earn an edge in the marketplace by demonstrating your commitment to excellence in your profession
- Receive a congratulatory welcome kit, including a certificate, pin, annual identification card, and draft press release for your internal company newsletter or local media
- Have your name listed in NAHMA's popular and prestigious Online Directory of Credentialed Professionals at [www.nahma.org](http://www.nahma.org)
- Receive a free subscription to *NAHMA News* (\$95 value), NAHMA's bimonthly newsletter about issues affecting the rapidly changing affordable housing industry, including regulation, legislation and NAHMA initiatives
- Receive a free subscription to *NAHP Update*, NAHMA's quarterly newsletter for its NAHP credential holders and other site staff focusing on professional development and hands-on property management topics
- Earn a discount on your NAHMA NAHP or NAHP-e annual renewal dues
- Receive free access to NAHMA's LIHTC Web site at [www.nahma.org](http://www.nahma.org)
- Be part of the elite corps of managers who can demonstrate they are in the forefront of their profession

# Strategic Alliance Supporting the SHCM Program

**NAHMA** is the leading voice for affordable housing management, advocating on behalf of multifamily property managers and owners whose mission is to provide quality affordable housing. 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. NAHMA is the voice in Washington for some 20 regional, state and local affordable housing management associations (AHMAs) nationwide.

**NAA:** The National Apartment Association (NAA), based in Alexandria, Va., is the leading advocate for quality rental housing. NAA is a federation of 171 state and local affiliated associations representing approximately 32,000 members responsible for more than 5.2 million apartment homes nationwide. It is the largest broad-based organization dedicated solely to rental housing. NAA members include apartment owners, management executives, developers, builders, investors, property managers, leasing consultants, maintenance personnel, suppliers and related business professionals throughout the United States and Canada.

**AAHSA:** The members of the American Association of Homes and Services for the Aging ([www.aahsa.org](http://www.aahsa.org)) serve two million people every day through mission-driven, not-for-profit organizations dedicated to providing the services people need, when they need them, in the place they call home. AAHSA members offer the continuum of aging services: adult day services, home health, community services, senior housing, assisted living residences, continuing care retirement communities, and nursing homes. AAHSA's commitment is to create the future of aging services through quality people can trust.

# Two Easy Ways to Earn Your SHCM Now!

Housing credit training and the Specialist in Housing Credit Management (SHCM) exam are offered regularly across the country, throughout the year by regional, state and local Affordable Housing Management Associations (AHMAs), private trainers, and other organizations partnering with NAHMA.

## SHCM Candidates Meeting the Two-Year Experience Requirement May:

1. Accumulate 12 hours (instruction time) of housing credit training conducted by an approved provider\*, and at the end of the training, sit for the SHCM exam. (The exam will be forwarded to NAHMA for grading; NAHMA will contact you regarding your exam results within four to six weeks of receiving the exam.) Once a candidate passes the SHCM exam, the final step in the process is completion and submission of the SHCM application to NAHMA. SHCM applications are forwarded to candidates with their exam results.

2. Contact NAHMA for an SHCM application package, if you wish to take credit for a prior (minimum) 12 hours of LIHTC training you've accumulated in the past two years, and want to just sit for the exam now (a certificate or some other proof of training completion will be required); NAHMA will notify you of upcoming dates/ locations at which you may sit for the exam. Again, the completed exam will be forwarded to NAHMA for grading, and NAHMA will contact you regarding your exam results within four to six weeks of receiving the exam. Once a candidate passes the SHCM exam, the final step in the process is completion and submission of the SHCM application to NAHMA.

**SHCM Candidates With Less than the Two-Year Experience Requirement** may take advantage of the same two options listed above; however, these candidates will need to participate in a "candidacy period" equal to the amount of time remaining to meet the two-year experience requirement. Once the candidacy period is satisfied, the candidate may then begin to use the SHCM certification. Candidates selecting this option must pay an additional one-time non-refundable administrative maintenance fee of \$100 with this application.

*\*Approved providers are listed on NAHMA's Web site at [www.nahma.org/content/shcm.html](http://www.nahma.org/content/shcm.html).*

For more information or to request an SHCM application, please contact: NAHMA SHCM Program Manager, 400 N. Columbus St., Suite 203, Alexandria, VA 22314. Phone: 703-683-8630, Fax: 703-683-8634, Email: [brenda.moser@nahma.org](mailto:brenda.moser@nahma.org)

## Your Contact Information:

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY STATE ZIP \_\_\_\_\_  
EMAIL \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_

Please send me an SHCM application package!