

NAHMA

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

In strategic alliance with:



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, 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 Leading Age, formerly 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 & RECORDKEEPING—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

Grandfather option: available on a case by case basis, to housing credit professionals who have earned a certification based on criteria similar to the SHCM and awarded by a nationally recognized organization or entity may apply to be grandfathered into the SHCM program.

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 \$155 renewal fee.*

**Approved providers are listed on NAHMA's Web site at 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
- Participate for free in two SHCM training webinars each year
- Receive a free subscription to *NAHMA News* (\$100 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
- Receive free access to NAHMA's LIHTC Web site at www.nahma.org
- Be part of the elite corps of managers who can demonstrate they are in the forefront of their profession
- Receive a free subscription to the *SHCM Newsbriefs*, a quarterly email/online newsletter which includes concise articles on key news-breaking issues of importance in the tax credit arena, as well as the latest updates on the SHCM program, exam offerings, and training opportunities
- Receive a free subscription to NAA's *Units* magazine.

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. The National Apartment Association Education Institute (NAAEI) is the education arm of the National Apartment Association. The mission of the NAA Education Institute is to provide broad-based education, training and recruitment programs that attract, nurture and retain high-quality professionals and develop tomorrow's apartment industry leaders. NAAEI's professional designations are a recognized and respected mark of excellence throughout the multifamily housing industry. 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.

LeadingAge: LeadingAge is an association of 5,500 not-for-profit organizations dedicated to expanding the world of possibilities for aging. We advance policies, promote practices and conduct research that supports, enables and empowers people to live fully as they age.

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. ***If you feel that you fit the grandfather option, (see panel to the left) please contact 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. You will carry the SHCM-c until the two years required experience has been satisfied. You will be able to use the SHCM-c letters on your company letterhead and business cards. You will also receive all free subscriptions, and access to the NAHMA LIHTC site. 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.*

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

Your Contact Information:

NAME _____

TITLE _____

COMPANY _____

ADDRESS _____

CITY STATE ZIP _____

EMAIL _____

PHONE _____ FAX _____

Please send me an SHCM application package!