

Minutes of the Combined Meeting of
NAHMA Certification Review Board
&
NAHMA Education & Training Committee
The Fairmont Hotel, Washington, DC
Sunday, October 22, 2017
10:30 – 11:30 a.m.

Chair of E & T: Pam Monroe
Vice Chair of E & T: Alicia Stoermer Clark
Chair of CRB: Julie Wall
Vice Chair of CRB: Gwen Volk

The meeting was opened by CRB Chair Julie Wall. Julie welcomed members of the CRB and Education and Training Committees.

Julie called for the approval of the minutes of the June 2017 joint meeting. M/S/C to approve the minutes.

Old Business

A. Credential Statistics/Updates

1. Natasha Patterson from NAHMA reviewed the credential statistics, which had been provided to members via email prior to the meeting.
2. Natasha discussed the passing average is 85%, has increased by several points since last review.
 - a. Julie Wall mentioned only 1 ACPO (prior week) – clarified the results are June – October 2017 (top) and Exams are March-October 2017
3. The following issues were raised and discussed:
 - a. Begin sharing YTD #s and comparison to prior year (YOY) in future reports
 - i. Course update will be March to October or October to March respectively
 - ii. Exam details will use YOY (full 12 month comparisons)
 - b. Julie requested sharing from AHMA's on designation course needs (no comments)
 - c. No changes to content of CPO manual, some edits/updates were distributed in July 2017
 - i. CPO trainer call planned for November 2017
4. NAHMA Strategic Plan update – new and emerging areas for course work or credentials
 - a. RAD was suggested as an opportunity area – lead to task force call and note distribution
 - b. AHMA/ED indicated no interest in the AHMAs developing new training
 - i. Conversion training too specific and varies by source and agency involvement; technical requirements will vary significantly making standard training difficult
 - ii. Are we missing a training opportunity to broaden the marketing of CPO or ACPO – is there an opportunity to welcome PHA staff to our AHMAs and partner to prepare with those involved in RAD

New Business

- A. Brenda Moser presented the CPO 1-day Course for discussion.
 - a. Proposing offering the CPO to the AHMAs for students with a basic familiarity with occupancy/compliance. Utilize key components from the CPO course, using SME to filter existing material and drill down to the 1-day. Idea originated from AHMAs indicating a condensed course could be beneficial for higher participation; interim option to meet needs.
 - b. NAHMA would charge a \$750 royalty fee for the course
 - c. Survey provided to AHMA – Survey questions: interested in format, would you still offer 2 ½ day full course, do you think it would be marketable.
 - i. Seven AHMAs responded positively about the 1-day course
 - ii. Course 1 –day / Exam is online (must be taken within 3 weeks – once began 4 hours for test)
 - d. Would not replace the “challenge” option
 - i. Michael Alexander explained he utilizes the CPO study guide, plus 4350 and independent training along with a power point; provides 6 hr trainings over 1 year (30 full hours plus Fair Housing Training). Pass rate is 100% and approximately 16 individuals per year.
 - e. Pam Monroe asked question of AHMA’s – are there any concerns about diluting the quality by reduction to 1-day or the fail rate increasing. Brenda Moser covered the process that went into the preparation of the condensing for the 1-day CPO.
 - f. Monica asked for information on prerequisites or requirements – Brenda clarified no specific requirements have been determined. Kris Cook stated this is still an idea in progress and we are developing additional requirements, looking for interest in the concept.
 - g. Michael indicated the workbook should be provided in advance of the course and the staff should review in advance. If the exam is open book they should be prepared in advance and understand all resources.
 - h. Gwen clarified AHMA’s initiated the interest in the 1-Day
 - i. Daria Jakubowski shared the material preparation will be important and must be comprehensive to cover primary needs and then market directly of what will be provided in the 1-day as well as marketing the additional knowledge needed prior to taking the exam. Handled well we can avoid diluting the integrity.
 - j. Betsy asked to include in advance the # of years of experience prior to taking the 1-day in order to track success rate
 - k. Michael asked is we can track full results by “type” of training (1-day, challenge, or full course) to the test along with years of experience.
 - l. Heather asked for clarification on what power point materials will be used; Brenda indicated because it would be the NAHMA materials used
 - m. Gwen asked what would be the cost to create the 1-day? Kris Cook shared it would be minimal cost, material reduction would happen by task force.
 - n. Julie Wall asked for a motion to move forward on developing and
 - o. Giana Solari Richards moved to accept, Peter Lewis second – motion passed

- p. Task force volunteers were recorded by Brenda Moser.
- B. Natasha discussed NAP requirements – last Thursday CRB conference call.
 - a. Discussed Proposing a minimum of 20 hours for the alternative training
 - b. Online Training for the alternative apartment mgmt. training
 - c. Remove the fundamental of Property Management Training requirement
- C. Julie Wall expanded the AHMAs indicated the 40 Hour alternative was a barrier, difficult to provided and preventing people from getting the NAHP designation. Expand the 20 hours could be obtained from multiple sources and verification will continue to be completed at the AHMA level.
 - a. Gwen Volk shared handout reflect the required components, hours will not be specified but the cumulative total will need to reach the 20 hour threshold. Administrative issue at the AHMA session potentially to provide certification of hours
 - b. Julie Wall indicates at conclusion of sessions they are provided a certificate when exiting the room for each respective session, additional AHMA's following this format or tie certification to the evaluation.
 - c. Michael Johnson recommend self-certification on registration form, rather than by individual course
 - d. Gwen recommended utilizing the tracking sheet similar to the maintenance credential or utilizing the handout and modify to be a self-certification form.
 - e. Heather Staggs shared a conference app is available (and free) and may be an option to incorporate to verify attendance.
 - f. Gwen/Julie clarify we are working to offer alternatives that meet the needs of the AHMAs.
- D. Change of hours from 40 to 20 - Motion to reduce hours for Alternative Apt Management.
 - a. Giana Solari Richards moved to approve, Rich Skoczylas second the motion; motion passed

There being no further business, the meeting was adjourned.

Respectfully submitted by:

Alicia Clark

Alicia Clark