

**Tracking form must be completed and returned with your application.
Please track the date received and hours completed per designation per topic on the chart below.**

NAHMA Certified Professional of Occupancy(CPO) or Specialist in Housing Credit Management (SHCM)	Title of Designation	Date Received	Title of Designation	Date Received
Passed the CPO exam or pass the SHCM exam w/ 12 hours of required LIHTC training and completed SHCM application process.				
NAHMA Fair Housing Certification (FHC)	Title of Designation	Date Received	Title of Designation	Date Received
Passed the FHC exam				
National Recognized Apartment Management Credential	Title of Designation	Date Received	Title of Designation	Date Received
Completed RAM, CPM,CAM or ARM				
Or /A minimum 20 hours of Alternative Apartment Management Training. All required topics must be completed and 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.	Required Topics	Hours	Required Topics	Hours
	Legal Responsibilities i.e Landlord/Tenant Laws		Risk Management	
	Human Resources Management		Financial Management	
	Marketing and Leasing		Maintenance, Preventative Maintenance and Energy Conservation	
Professional Level Work Experience	List Standard Experience	Years	List Tax Credit Experience	Years
Minimum of 2 years of affordable housing experience functioning as a Site Manager, Assistant Manager, Occupancy Specialist, Leasing Consultant or equivalent position				