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**NAHMA** CREDENTIAL



**National Accredited  
Housing Maintenance Technician**

**NAHMT<sup>TM</sup>**

**and**

**National Accredited  
Housing Maintenance Supervisor**

**NAHMS<sup>TM</sup>**

**Credential Application**



# The Accredited Housing Maintenance Credential

The National Affordable Housing Management Association (NAHMA) National Accredited Housing Maintenance Technician™ (NAHMT™) and National Accredited Housing Maintenance Supervisor™ (NAHMS™) credentials were conceived and designed to recognize those apartment maintenance professionals, who, through their completion of strict NAHMT and NAHMS requirements, have met the highest possible industry standards. The successful NAHMT and NAHMS professional has demonstrated comprehensive apartment maintenance skills along with a proven knowledge of fair housing regulations. Most importantly, NAHMT and NAHMS professionals, through their commitment to the NAHMT / NAHMS Code of Ethics, are dedicated to providing safe and decent housing to all eligible residents.

## The Credential Program

### **What will a NAHMT or NAHMS credential do for you?**

A NAHMT or NAHMS credential will open doors for you. Your commitment and extensive professional development will be immediately evident to your peers. Your efforts in continuing education will further your opportunities for recognition and advancement in the apartment industry. You will be recognized for your professionalism by your current and future employers, you will have the power and support of a national organization working for you, as well as networking opportunities with other maintenance professionals in the apartment housing industry.

NAHMA's credential programs are designed specifically for the management of apartment housing. The housing management industry, including HUD and RHS, recognizes NAHMA courses as programs with a high degree of expertise and professionalism.

The certified NAHMT or NAHMS professional will be entitled to use the NAHMT or NAHMS designation on business cards and letterhead. In addition, each NAHMT or NAHMS will be listed in our online NAHMT / NAHMS national directory.

#### Note:

Did You Know if you work at an affordable property the fees associated with securing the NAHMT or NAHMS credential can be authorized as eligible to be paid from project expenses? Specifically, the expense must meet the applicable requirements of HUD Handbook 4381.5, REV-1, paragraph 2-15; the expense must be for front-line staff. NAHMT or NAHMS costs for Main Office management personnel cannot be paid from the project account. Funds for NAHMT or NAHMS expenses must be budgeted and approved by the Field Office. Allowable costs are limited to actual, reasonable expenses for registration, credential, transportation, meals and lodging. However, the NAHMT or NAHMS annual renewal fee is not an eligible project expense. Check with your local HUD office to confirm if the NAHMT or NAHMS annual renewal fee is an eligible project expense, as it varies from state to state.

# Requirements for Credential

The NAHMT and NAHMS credential requirements are comprised of education/training, work experience and adherence to the NAHMT / NAHMS Code of Professional Conduct. All criteria must be met before the Candidate can become certified. Each Candidate will be responsible for tracking his/her progress toward earning the credential, and should keep originals of all documentation including course/workshop/seminar, completion certificates and verifications of experience. Each Candidate will have a maximum of five years to complete the requirements for credential.

## **Education Requirement for both NAHMT or NAHMS:**

The education component consists of successful completion of an accumulation of a total of sixteen (16) hours of training over a five-year timeframe, as follows:

- Two (2) hours of training related to REAC inspections or preventative maintenance
- Two (2) hours of training related to lead-based paint or environmental hazards
- Two (2) hours of fair housing training
- Two (2) hours of non-technical maintenance specific topics (courses presented on List 2 of the educational requirements listing)
- Eight (8) hours of training in at least four different maintenance-specific topics (courses presented on List 1 of the educational requirements listing)

## **The courses/trainings listed above may be provided by any of the following sources:**

- Local, state or regional Affordable Housing Management Association (AHMA)
- National Apartment Association (NAA) Certified Apartment Maintenance Technician (CAMT) courses
- Other national trade associations, company training departments, professional societies, or community, vocational or similar educational institutions

## **Experience Requirement for NAHMT:**

All Candidates must accumulate a minimum of two years of experience in apartment housing maintenance position(s).

All work experience must be documented in the Application for Credential. (Résumés will not be accepted in lieu of this documentation.)

## **Experience Requirement for NAHMS:**

All Candidates must accumulate a minimum of three years of experience in apartment housing maintenance position(s).

All Candidates must supervise / manage a minimum of one staff person, in addition to themselves.

All work experience must be documented in the Application for Credential. (Résumés will not be accepted in lieu of this documentation.)

## Annual Renewal

The January following receipt of the NAHMT or NAHMS credential, the credential holder will be invoiced a renewal fee of \$110. The NAHMT or NAHMS credential holder will need to maintain their active status by payment of their annual renewal fee and submission of documentation of four (4) continuing education units in order to receive timely NAHMA publications and updates. Renewal payment will ensure listing in the online NAHMT / NAHMS Directory.

## Continuing Education

Continuing education is at the core of the NAHMT / NAHMS credential. Constant changes in technologies and procedures necessitate a continuing effort by maintenance professionals to remain current in all aspects of their work. Commitment to competence includes appropriately tailored continuing education programs.

One continuing education unit (CEU) is equal to one hour of instruction/training. In order for an event to be used as an eligible CEU, it must possess a published agenda and/or a specific topic area. Workshops, seminars and technical and non-technical (see educational requirement listing on page 8) sessions can be used for continuing education. Events that are in conjunction with a trade show or association/organization event may be eligible based on the description above. Mere attendance at a trade show does not constitute continuing education. You may acquire all of the CEUs in a full-day event or by accumulating the hours from various events that may be sponsored as shorter sessions/workshops.

## Code of Professional Conduct

This Code of Professional Conduct sets forth the principles that each NAHMT or NAHMS credential holder shall at all times observe:

- 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.
- Respect the equal employment and housing opportunity of any person no matter their race, color, religion, sex, familial status, national origin, age, handicap and any constitutionally protected class.

# Instructions for Completion

**Be sure to follow the instructions carefully.**

1. Print or type the information requested.
2. Record all pertinent information on the form or attach sheets to the application (identify each page with your name). Attach a copy of the Certificate of Completion for each course/workshop/seminar you have completed.
3. When all required course/workshop/seminar work has been completed, the Candidate must submit to the local AHMA:
  - a. The completed Application for Credential (pages 6 - 11), including all appropriate documentation; and,
  - b. \$120 non-refundable application fee (made payable to NAHMA).
4. All applications must be sent to the local/regional AHMA for approval and signature. If you do not have the address for your local AHMA, please contact NAHMA at (703) 683-8630 for further information.
5. A decision can be made only from the information you supply. Please provide complete information in order to avoid any delay in the processing of this application.
6. All applications received by NAHMA without an AHMA approval signature will be returned to the applicant.

# NAHMT and NAHMS Credential Application

Please complete this application and submit, with your application fee and appropriate documentation, to your local/regional AHMA for review.

Name: \_\_\_\_\_

Present Title / Position: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

E-mail address: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Member of local/regional AHMA (Please specify AHMA): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please check one box only:**

- I am applying for the National Accredited Housing Maintenance Technician (NAHMT) Credential*
- I am applying for the National Accredited Housing Maintenance Supervisor (NAHMS) Credential*

# Education - See Educational Requirements for NAHMT and NAHMS

**I. Successfully completed REAC-related training or preventative maintenance (two (2) hours):**

Date Offered	Training Topic	Sponsor	Number of Hours
Date Offered	Training Topic	Sponsor	Number of Hours

**II. Successfully completed lead-based paint-related training or environmental hazards (two (2) hours):**

Date Offered	Training Topic	Sponsor	Number of Hours
Date Offered	Training Topic	Sponsor	Number of Hours

**III. Successfully completed Fair Housing (two (2) hours):**

Date Offered	Training Topic	Sponsor	Number of Hours
Date Offered	Training Topic	Sponsor	Number of Hours

**IV. Successfully completed technical maintenance-specific training in four (4) different topic areas from List 1 (eight (8) hours.):**

Date Offered	Training Topic	Sponsor	Number of Hours
Date Offered	Training Topic	Sponsor	Number of Hours
Date Offered	Training Topic	Sponsor	Number of Hours
Date Offered	Training Topic	Sponsor	Number of Hours

**V. Successfully completed non-technical maintenance specific training from List 2 (two (2) hours):**

Date Offered	Training Topic	Sponsor	Number of Hours
Date Offered	Training Topic	Sponsor	Number of Hours
Date Offered	Training Topic	Sponsor	Number of Hours
Date Offered	Training Topic	Sponsor	Number of Hours

# Education - See Educational Requirements for NAHMT and NAHMS

## List 1 - Technical Maintenance Specific Training Topics

(Minimum of four separate courses with cumulative total of 8 hours)

Electrical	Hazardous Communications
Painting	Lockout/Tag out
Drywall	OSHA
Asbestos	Personal Protective Equipment
HVAC	Irrigation
Boilers	Landscaping
Appliances	Pest Control (HUD IPM Protocols)
Flooring	Bed Bugs
Make Ready	Pools
Basic/Advanced Repairs General	Energy Management
Elevators	Sustainability/Green Initiative/Recycling
Call for Assistance Systems	Other Maintenance Specific Technical Training
Radon	(List):
Mold	_____
Bloodbourn Pathogens	_____
Fire Prevention	_____
Safety (any type)	_____

## List 2 - Non-Technical Training Topics

(Minimum of one course with cumulative total of 2 hours)

Sexual Harassment	Workplace Diversity
Workplace Safety	Problem Solving
Drug Free Workplace	Ethics
Conflict Resolution	Risk Management/Risk Assessment/ Mitigation
Customer Relations/Service	Budget Cost Control
Dealing with Difficult People	Employee Coaching
Follow Through Techniques	Performance Management
Time Management	Other Non-Technical Training
Employee Motivation	(List):
Leadership/Supervisory Training	_____
Capital Planning	_____
Organization	_____
Stress Management	_____



# Work Experience

Please provide your employment history beginning with your present position. A minimum of two (2) years of experience as a maintenance professional in the apartment housing industry must be shown by NAHMT applicants, and a minimum of three (3) years of experience must be shown by NAHMS applicants.

## Present Position Title

Property Name \_\_\_\_\_ Management Company \_\_\_\_\_

Address City/State/Zip \_\_\_\_\_

Date you began this position \_\_\_\_\_

Number of Staff you supervise \_\_\_\_\_

Number of Units \_\_\_\_\_

Total Months in this position \_\_\_\_\_

## Previous Position Title

Property Name \_\_\_\_\_ Management Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Dates you held this position: From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

Number of Staff you supervise \_\_\_\_\_

Number of Units \_\_\_\_\_

Total Months in this position \_\_\_\_\_

## Previous Position Title

Property Name \_\_\_\_\_

Address \_\_\_\_\_ Management Company \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Dates you held this position: From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

Number of Staff Supervised \_\_\_\_\_

Number of Units \_\_\_\_\_

Total Months in this position \_\_\_\_\_

**Previous Position Title**

Property Name

Management Company

Address

City/State/Zip

Dates you held this position: From (Mo/Yr)

To (Mo/Yr)

Number of Staff Supervised

Number of Units

Total Months in this position

**Previous Position Title**

Property Name

Management Company

Address

City/State/Zip

Dates you held this position: From (Mo/Yr)

To (Mo/Yr)

Number of Staff Supervised

Number of Units

Total Months in this position

I, the above-named applicant, attest that all information contained in this Application for Credential is true and accurate, and that I have read and understand all requirements listed herein.

Signature of Applicant

Date

## AHMA/NAHMA USE ONLY

### AHMA RECOMMENDATION:

Local/Regional AHMA with which Candidate is affiliated:

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Authorized AHMA Credential Review Representative:

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The Credential Review Representative of the above-named AHMA has reviewed and considered this Application for Credential and all supporting documentation. It is the recommendation of the AHMA that this Application for Credential be (circle one):

APPROVED

DISAPPROVED

The AHMA recommends disapproval for the following reasons:

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Date of Review Signature of Authorized AHMA Representative

## DISPOSITION OF APPLICATION

The NAHMA Credential Review Board has reviewed and considered this Application for Credential and all supporting documentation. This Application for Credential as a National Accredited Housing Maintenance Professional is (circle one):

APPROVED

DISAPPROVED

Disapproval of this application is for the following reasons:

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Date of Review Signature of Authorized Committee Representative

Please track the number of hours completed per course per topic on the chart below.

<b>REAC or Preventative Maintenance</b>	<b>Title(s) of course attended</b>	<b>Hours</b>	<b>Title(s) of course attended</b>	<b>Hours</b>
<b>Minimum of 2 hours, consisting of 1 or more training sessions</b>				
<b>LEAD BasedPaint or Environmental Hazards</b>	<b>Title(s) of course attended</b>	<b>Hours</b>	<b>Title(s) of course attended</b>	<b>Hours</b>
<b>Minimum of 2 hours, consisting of 1 or more training sessions</b>				
<b>Fair Housing</b>	<b>Title(s) of course attended</b>	<b>Hours</b>	<b>Title(s) of course attended</b>	<b>Hours</b>
<b>Minimum of 2 hours, consisting of 1 or more training sessions</b>				
<b>Technical Training</b>	<b>Title(s) of course attended</b>	<b>Hours</b>	<b>Title(s) of course attended</b>	<b>Hours</b>
<b>Minimum of 8 hours, consisting of 4 or more different training sessions selected from list #1.</b>				
<b>Non-Technical Training</b>	<b>Title(s) of course attended</b>	<b>Hours</b>	<b>Title(s) of course attended</b>	<b>Hours</b>
<b>Minimum of 2 hours, consisting of 1 or more training sessions selected from list #2.</b>				



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