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NAHP

EXECUTIVE



**National Affordable Housing Professional**

**NAHP<sup>TM</sup>**

**Executive Level**

**Application for Certification**

**(NAHP-e)**





## National Affordable Housing Professional – Executive (NAHP-e) Executive Level

The National Affordable Housing Management Association's (NAHMA) National Affordable Housing Professional - Executive Level (NAHP-e) Certification was conceived and designed to recognize those individuals who own, operate, manage, or assist in the management of affordable housing and have demonstrated comprehensive apartment or asset management skills. Most importantly, NAHPs, through their commitment to Communities of Quality and the Code of Ethics, are dedicated to providing safe and decent housing to all eligible residents.

Obtaining the NAHP-e Certification is recommended for persons working in all aspects of the Affordable Housing industry, including Section 8 Programs, Low Income Housing Tax Credits, HOME and Rural Housing, etc.

### Application Selection Guidance

The information below is provided as a general guide to assist you in determining if you are eligible for the NAHP-e Certification. The job titles listed are not all encompassing, or absolute, they do, however, provide guidance.

If you have any questions regarding which certification you are eligible for, please contact NAHMA at 703-683-8630 Ext. 117.

The following job titles would be eligible for the NAHP-e:

- Vice President or above (COO, CEO)
- Chief Financial Officer and Controllers
- Supervisors, District Managers, Regional Managers
- Property Asset Manager

### The Certification Program

#### What will a NAHP-e certification do for you?

A NAHP-e certification 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 Affordable Housing 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 professionals in the specialized field of affordable housing.

Once approved, you will be entitled to use the NAHP-e designation on business cards and letterhead. In addition, each NAHP-e will be listed on our online certification directory.

The fees associated with securing the NAHP-e Certification may be eligible to be paid from community expenses, for HUD communities...

Specifically, the expense must meet the applicable requirements of HUD Handbook 4381.5, REV-1, paragraph 2-15; the expense must be paid for "front-line" staff. NAHP-e costs for "Main Office" management personnel cannot be paid from the project account. Funds for NAHP-e expenses must be budgeted and approved by the Field Office. Allowable costs are limited to actual, reasonable expenses for registration, certification, transportation, meals and lodging. However, the NAHP-e annual renewal fee is not an eligible project expense.

## Requirements for Certification

The NAHP-e Certification is comprised of work experience and adherence to the NAHP Code of Professional Conduct. All criteria must be met before the applicant can become certified.

**Experience:** The NAHP-e is designed for those individuals who function as an active owner (actively engaged in the management of their communities), CEO, Asset Manager, Managing Agent, Multi-Site Property Supervisor (supervising site managers), District Regional Managers or equivalent, or those individuals who have executive level responsibility for multiple affordable housing communities in an equivalent executive position such as Comptroller.

## Guidelines for NAHP-e Certification:

1. Applicants must have at least five years of experience in Affordable Housing, at least three of which must be at the executive level, functioning as one of the following:
  - a. Management Agent for two or more affordable housing communities;
  - b. Owner of one or more affordable housing communities;
  - c. District/regional manager or equivalent, Supervisor of multiple affordable housing communities (Site Managers)
2. Applicants must be in good standing with, and be recommended by their AHMA.
3. Applicants must adhere to the established NAHP Code of Ethics.
4. Payment of \$200 application fee.

All work experience must be documented in the Executive Level Application. Resumes will not be accepted in lieu of this documentation.

## Annual Renewal

The January following NAHP-e Certification, all NAHP-e(s) will be invoiced with a renewal fee of \$160, and will be responsible for submitting statement of completion form to confirm 10 (ten) hours of continuing education annually. NAHP-e(s) will need to maintain their active status by payment of their annual renewal fee in order to receive timely NAHMA publications and updates.

## Continuing Education

Continuing education is at the core of the NAHP certification. Constant changes in governmental rules and procedures necessitate a continuing effort by professional managers to remain current in all aspects of property and/or asset management. One continuing education unit (CEU) is equal to one hour of instruction/training. In order for an event to be considered as an eligible CEU, it must possess a published agenda and/or a specific topic area. Workshops, seminars and technical sessions can be used for continuing education if the event meets the above criteria. 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 or board meeting 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 in a half-day or session format.

## Code of Professional Conduct

This Code of Professional Conduct sets forth the principles that each NAHP-e shall observe at all times:

- 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.
- Provide equal employment and housing opportunity to any person no matter their race, color, religion, sex, familial status, national origin, age, handicap, and any constitutionally protected class.
- Professionally manage properties, including but not limited to:
  1. Maintaining fiduciary obligations to clients;
  2. Avoiding disclosure of confidential information to third parties;
  3. Maintaining true and accurate accounting records; and,
  4. Protecting all clients' assets.
- Use professional means if seeking to influence legislation, regulations, or public opinions.

## 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).
  3. Submit the completed application to the local AHMA along with a check made payable to NAHMA for the \$190 non-refundable application fee.
- All applications must be sent to the local AHMA for approval and signature. If you do not have the address for your local AHMA, please contact NAHMA at (703) 683-8630.
  - A decision can be made only from the information you supply. Please provide complete information in order to avoid any delay in processing your Application.
  - All applications received by NAHMA without an AHMA approval will be returned to the applicant.
  - A copy of “NAHMA Designation Program Appeals and Complaint Procedure” can be found at [www.nahma.org](http://www.nahma.org).

# APPLICATION FOR EXECUTIVE LEVEL CERTIFICATION

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

## CONFIDENTIAL

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

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

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

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

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

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

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Number of Years in Current Position: \_\_\_\_\_

Number of staff you supervise: \_\_\_\_\_ Number of supervised properties: \_\_\_\_\_ Number of units: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Affordable Housing Programs you have worked with: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Correspondence is to be sent to (circle one):  Home  Business

Member of local AHMA (please specify AHMA): \_\_\_\_\_

## WORK EXPERIENCE

Please provide your employment history beginning with your present position. A minimum of five years of experience in the Affordable Housing industry must be shown, at least three of which must be at the Executive Level as indicated on page 3.

**Previous Title / Position:**

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Previous Community Name:

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Previous Management Company:

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Business Address:

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City/State/Zip:

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Business Telephone:

Date you began:

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Type of Affordable Housing Programs you worked with:

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Number of staff you supervised:

Number of Units:

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Total months in this position:

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**Previous Title / Position:**

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Previous Community Name:

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Previous Management Company:

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Business Address:

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City/State/Zip:

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Business Telephone:

Date you began:

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Type of Affordable Housing Programs you worked with:

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Number of staff you supervised:

Number of Units:

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Total months in this position:

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## WORK EXPERIENCE CONTINUED

**Previous Title / Position:** \_\_\_\_\_

Previous Community Name: \_\_\_\_\_

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

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

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

Business Telephone: \_\_\_\_\_

Date you began: \_\_\_\_\_

Type of Affordable Housing Programs you worked with: \_\_\_\_\_

Number of staff you supervised: Number of Units: \_\_\_\_\_

Total months in this position: \_\_\_\_\_

I, the aforementioned nominator, attest that all information contained in this application is true and accurate to the best of my knowledge, and that I have read and understand all of the Criteria for Acceptance as indicated by the National Affordable Housing Management Association.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## PAYMENT OPTIONS

Method of Payment:

Check/M.O. (payable to NAHMA)

AMEX

M/C

Visa

Credit Card Number:

Expiration Date:

Name as it appears on credit card:

Authorized Signature:

## AHMA/NAHMA USE ONLY

AHMA RECOMMENDATION:

Local AHMA with which Candidate is affiliated:

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Authorized AHMA Certification Review Committee Representative:

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

APPROVED

DISAPPROVED

The Committee recommends disapproval for the following reasons:

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\_\_\_\_\_  
Authorized Committee Representative

\_\_\_\_\_  
Date

### DISPOSITION OF APPLICATION

The NAHMA Certification Review Board has reviewed and considered this Application for Certification and all supporting documentation. This Application for Certification as a National Affordable Housing – Executive Level is (circle one):

APPROVED

DISAPPROVED

Disapproval of this application is for the following reasons:

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\_\_\_\_\_  
Authorized Committee Representative

\_\_\_\_\_  
Date

## **NAHMA: The Industry Leader**

The National Affordable Housing Management Association is the leading voice for affordable housing, advocating on behalf of multifamily property owners and managers whose mission is to provide quality affordable housing. As an advocate for professional standards for affordable housing providers, NAHMA holds a unique position in the industry.

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. Founded in 1990, NAHMA's membership today includes some of the industry's most distinguished multifamily owners, managers and industry stakeholders.

NAHMA is the voice in Washington for 20 regional affordable housing management associations (AHMAs) nationwide.

Here's why affordable housing property owners and managers and others with an interest in affordable housing join NAHMA.

## **The Value of Membership**

Owners, managers and industry stakeholders join NAHMA because it is essential to their business. They rely on NAHMA for representation in Washington, invaluable professional education, information, networking and opportunities for one-on-one dialogue with federal and state agencies impacting the industry.

Whether you own or manage LIHTC, Section 8, 202 or 236 properties, or participate in one of the many other affordable housing programs, NAHMA membership is essential to smart asset management.

NAHMA membership is not limited to property owners and managers. Supporting them are providers of goods and services, nonprofit organizations and other stakeholders who know that NAHMA helps them better serve the industry.

In addition, AHMA members are also subscriber members to NAHMA. As a NAHMA subscriber member, an AHMA member receives subscriptions to NAHMA News (bimonthly newsletter), NAHP Update (quarterly "how to" newsletter for credential holders), NAHMA Analysis (regular in-depth analytical report on key, emerging issues in affordable housing); access to the resources-rich Members Only area of the NAHMA Web site; and discount opportunities to NAHMA services.

However, there are added benefits available to subscriber members who would like to become more active in NAHMA and join as a "direct" member of the national organization (NAHMA's Executive Council).

The biggest advantage to NAHMA membership is the opportunity to take a direct role in shaping national public policy for the affordable housing industry.

## **Advocacy**

NAHMA concentrates its efforts on housing policy, finance and other current issues shaping affordable housing legislation and regulation, presenting testimony, drafting white papers and disseminating alerts, newsletters and other communications to its members. NAHMA also maintains strategic alliances with other industry groups, thereby strengthening the voice of the affordable housing industry.

## **For more information, contact:**

National Affordable Housing Management Association

400 N. Columbus St., Ste. 203

Alexandria, VA 22314

703-683-8630

[www.nahma.org](http://www.nahma.org)

**Please track the number of years functioning as an executive and/or in affordable housing (Three of the five years must be at the executive level).**

<b>Executive Level Experience</b>	<b>Years</b>	<b>Affordable Housing Experience</b>	<b>Years</b>
Active Owner CEO			
<b>Executive Level Experience</b>	<b>Years</b>	<b>Affordable Housing Experience</b>	<b>Years</b>
Managing Agent/ Asset			
<b>Executive Level Experience</b>	<b>Years</b>	<b>Affordable Housing Experience</b>	<b>Years</b>
District/ Regional Manager or Equivalent			

# **NAHMA**

NATIONAL AFFORDABLE HOUSING MANAGEMENT ASSOCIATION

National Affordable Housing Management Association

400 N. Columbus St., Suite 203

Alexandria, VA 22314

Phone: (703) 683-8630 Fax: (703) 683-8634

[www.nahma.org](http://www.nahma.org)