

# Specialist in Housing Credit Management<sup>®</sup> (SHCM<sup>®</sup>) Application

The National Affordable Housing Association invites you to become a **Specialist in Housing Credit Management (SHCM)**, NAHMA's certification developed especially for management professionals involved with properties developed and operated under the Low Income Housing Tax Credit (LIHTC) program.

To earn the SHCM certification, candidates must meet the following five eligibility components:

1. Education - successfully complete a minimum of 12 hours (actual instruction time) of housing credit specific coursework or training by an approved provider\* within the past two years.
2. Examination - successfully pass the SHCM exam. When you are ready to take the exam, please call the NAHMA SHCM Program Manager who will assist you in identifying proctors/locations to sit for the online exam.
3. Professional Experience - demonstrate a minimum of two years of housing credit management employment experience.
4. SHCM Code of Professional Conduct-commit to a defined code of professional conduct
5. Continuing Education - meet a continuing education requirement of six hours of housing credit specific coursework or training by an approved provider\* per year. (Certificants will be required to renew their certification annually and remit a \$175 renewal fee annually on Sept 1st.)

\*Approved providers are listed on NAHMA's Web site at [www.nahma.org](http://www.nahma.org)

**Candidacy Option** - Those candidates with less than the required two years of employment experience may still take the SHCM exam, provide a certificate demonstrating 12 hours of housing credit training, and complete a SHCM application; 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. 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 \$125 with this application.

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## Option 1-Ready to Become SHCM Certified

Yes, I have completed the criteria listed above and I would like to be enrolled in the new SHCM certification program.

To complete my SHCM application, I have enclosed or provided the following information:

- I have completed the applicant information on the next page
- I have enclosed copies of any certificates demonstrating my attendance at 12 hours of housing credit training
- I sat for and passed the SHCM exam (date/proctor name) \_\_\_\_\_
- I am providing the following contact person as a reference for my employment experience (name, title, phone, email). References will be randomly checked by NAHMA:  
\_\_\_\_\_  
\_\_\_\_\_

- I commit to the SHCM Code of Ethics statement on the last page of this application
- I understand my SHCM certification is valid for one year and must be renewed annually each Sept. 1st (renewal consists of six hours of continuing education and \$175 renewal fee).
- I have completed the payment information on the next page for my initial application fee of \$175.

or

## Option 2-Candidacy Period

I would like to become a SHCM Candidate until I meet the two-year employment experience require for the SHCM.

To complete my SHCM Candidacy Period application, I have enclosed or provided the following information:

- I have completed the applicant information on the next page
- I have enclosed copies of any certificate demonstrating my attendance at 12 hours of housing credit training
- I sat for and passed the SHCM exam (date/proctor) \_\_\_\_\_
- I understand that I must complete the Candidacy Period until I have met the two-year work experience requirement, which will be on (date) \_\_\_\_\_. I will notify NAHMA of any change in employment/address for maintenance of my candidacy files in the interim.
- I have completed the payment information on the next page for my \$175 application fee and the one-time, non-refundable \$125 candidacy maintenance fee.

# APPLICATION INFORMATION (Please Print Clearly or Type)

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Work Address: \_\_\_\_\_

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

Work Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

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

Date Exam Taken/Proctor Name: \_\_\_\_\_

Number of years experienced in housing credit management: \_\_\_\_\_

Please list any housing credit trainings or coursework that you have completed in the past two years, including date, location and number of instruction hours. (Applicants must have completed a total of twelve hours.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PAYMENT INFORMATION

Application Fee: \$ 175.00  
(Onetime Candidacy fee: \$ 125.00 if applicable)  
**Total:** \$

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: \_\_\_\_\_

**\*Please make check or money order payable to NAHMA**

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Payments Options:** Fax Payment: (703) 683-8634  
Scan Payment: [pwashington@nahma.org](mailto:pwashington@nahma.org)  
Mail Check: NAHMA, 400 N. Columbus Street, Suite 203, Alexandria, VA 22314

# CODE OF ETHICS

**The following Professional Code of Ethics should be followed 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.