

**NAHP**

**PROFESSIONAL**



**National Affordable Housing Professional**

**NAHP™**

**Professional Level**  
**Application for Certification**  
**(NAHP-p)**



## Professional Level

The National Affordable Housing Management Association's (NAHMA) National Affordable Housing Professional (NAHP-p) Certification was conceived and designed to recognize those individuals who 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-p 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.

## The Certification Program

What will a NAHP-p Certification do for you?

A NAHP-p 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.

NAHMA's Certification Programs are designed specifically for the management of affordable housing. The Affordable Housing Management industry, including HUD, RHS and State Agencies recognizes NAHMA courses and the NAHP-p Certification as programs with a high degree of expertise and professionalism.

Once approved, you will be entitled to use the NAHP-p designation on business cards and letterhead.

The fees associated with securing the NAHP-p 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 for front-line staff. NAHP-p costs for Main Office management personnel cannot be paid from the project account. Funds for NAHP-p 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-p annual renewal fee is not an eligible project expense.

## Requirements for Certification

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

**Education:** The education component consists of successful completion of course work in the following areas: occupancy, fair housing, and basic apartment management. **See the tracking form for a list of acceptable courses and training requirements.**

**Work Experience:** All applicants must accumulate a minimum of two years of experience in the Affordable Housing industry functioning as a Community Manager, Assistant Manager, Compliance / Occupancy Specialist, Leasing Consultant, or equivalent position(s).

**Member of Local AHMA:** You must be a member of your local AHMA to apply for the NAHP certificate. Please contact the local AHMA directly for approval of the application. The AHMA will send the application into NAHMA once approved.

For a map of all AHMAs go to: <https://www.nahma.org/membership/ahma-directory/>

All work experience must be documented in the Professional Level Application for Certification. (Resumes will not be accepted in lieu of this documentation.)

**Application Certification Cost: \$130**

## **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 (AHMA) 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), NAHM 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.

## **Application Selection Guidance**

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

The following job titles would be eligible for the NAHP:

- Training Specialist
- Social Service Coordinator
- Occupancy / Compliance / Recertification Specialist
- Occupancy / Compliance / Recertification Specialist Supervisor

- Compliance Officer / Clerk
- Director of Compliance (this position is not related to the supervision of a Community)
- Site Manager / Community / Operation Manager
- Assistant Site Manager / Community / Operation Manager
- Site Administrator
- Site Assistant Administrator

## 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 and/or asset management. 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 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 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-p 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.

## Annual Renewal

The January following NAHP-p Certification, all NAHP-p(s) will be invoiced with a renewal fee of \$145. NAHP-p(s) will need to maintain their active status by payment of their annual renewal fee and will be responsible for submitting statement of completion form to confirm 10 (ten) continuing education units in order to receive timely NAHMA publications and updates. Renewal payment will ensure listing on the Online Certification Directory.

## Instructions for Completion

**Please Follow The Below Instructions Carefully:**

1. Review all information requested and print or fill out application.
2. Record all pertinent information on the form or attach sheets to the application. Attach a copy of the Certificate of Completion for each course you have completed.
  - a. The completed Application for Certification, including all appropriate documentation; and checklist with signature acknowledgment.
  - b. \$130 non-refundable application fee
3. When all required course work has been completed, the applicant must submit it to the local AHMA for approval and signature. (Go to [nahma.org/membership/AHMA-directory](http://nahma.org/membership/AHMA-directory) for an AHMA Directory).
4. Incomplete Applications received by NAHMA without an AHMA approval will be returned to the applicant.
5. Once the application is received it will go in front of the Credentialing Review Board for approval

If Needed a copy of "NAHMA Designation Program Appeals and Complaint Procedure" can be found at [www.nahma.org](http://www.nahma.org).

# APPLICATION FOR PROFESSIONAL-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 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):           

\_\_\_\_\_

# EDUCATION

## **NAHMA Certified Professional of Occupancy (CPO)**

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Date Offered:

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Location:

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Sponsor:

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OR

## **NAHMA Specialist in Housing Credit Management (SHCM) or other nationally recognized housing designation**

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Date Offered:

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Location:

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Sponsor:

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## **NAHMA Fair Housing Certification (FHC)**

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Date Offered:

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Location:

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Sponsor:

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## **Nationally recognized property management designation**

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Date Offered:

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Location:

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Sponsor:

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## WORK EXPERIENCE

**Please provide your previous employment history and if a minimum of two years of experience in the Affordable Housing industry has not been met in your current position.**

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:

Total months in this position:

Number of Units:

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:

Total months in this position:

Number of Units:

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: \_\_\_\_\_

\_\_\_\_\_

Total months in this position: \_\_\_\_\_ Number of Units \_\_\_\_\_

## PAYMENT OPTIONS

Method of Payment:  AMEX  M/C  Visa

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name as it appears on credit card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\*If you need to send a check please connect with NAHMA directly: lodonnell@nahma.org: Leslie O'Donnell, Manager of Education\*

**The 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.**

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

# NAHP APPLICATION CHECKLIST

Please Check Off All Required Items Below And Sign

**Member of Local AHMA** \_\_\_\_ (You must be a member of your Local AHMA to apply)

**NAHMA Education** (Certificates Attached) *Please review requirements on [nahma.org/education](http://nahma.org/education)*

Certified Professional of Occupancy™ (CPO™): \_\_\_\_

**OR** Specialist in Housing Credit Management™ (SHCM™) \_\_\_\_

Fair Housing Compliance™ (FHC™): \_\_\_\_

**Completed National Recognized Apartment Management Credential**

Certificate Attached

RAM: \_\_\_\_

ARM®: \_\_\_\_

CAM: \_\_\_\_

CPM®: \_\_\_\_

**OR**

**Apartment Management Training (20 hours total, at least 2 hours per topic):**

Certificates Attached

Legal responsibilities: \_\_\_\_

Landlord/tenant law: \_\_\_\_

Human Resources: \_\_\_\_

Marketing/leasing: \_\_\_\_

Risk Management: \_\_\_\_

Financial Management: \_\_\_\_

Maintenance/preventative maintenance: \_\_\_\_

**Experience:**

Minimum two years as

Site Manager: \_\_\_\_

Assistant Manager: \_\_\_\_

Occupancy Specialist: \_\_\_\_

Leasing: \_\_\_\_

**Tracking Form Completed:** \_\_\_\_

I, the afore mentioned applicant, 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. NOTE: An incomplete application will be declined.

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

\_\_\_\_\_  
Date

AHMA/NAHMA USE ONLY

**AHMA RECOMMENDATION**

AHMA Affiliated with Applicant: \_\_\_\_\_

AHMA Representative: \_\_\_\_\_

The AHMA Certification Review Representative of the above-named AHMA has reviewed and confirmed this application for Certification and all supporting documentation is complete. The recommendation of this Application for Certification is: (circle one):

**APPROVED**

**DISAPPROVED**

NOTE: All Certification Applications are required to be into NAHMA by the 15th of the month to be reviewed by the end of the month from the Certification Review Board. After the 15th the application will move to the next month. Applications that are not complete will be sent back to the applicant and will not be up for review in front of the board for 60 days.

\_\_\_\_\_  
Signature of AHMA Representative

\_\_\_\_\_  
Date

# 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)