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NAHP

EXECUTIVE



**National Affordable Housing Professional**

**NAHP™**

**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.

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.

**Work 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.

**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: \$220.00

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.

## 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.

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

## Annual Renewal

Following the NAHP-e Certification, all NAHP-e(s) will be invoiced with a renewal fee and will be responsible for submitting a statement of completion form to confirm 4 (four) 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.**

- Full Review of all requested information.
- Record all pertinent information on the application.
- Complete Application for Certification including all appropriate documentation.
- Be sure to include \$220 non-refundable application fee
- When all required application information is 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).
- Make sure to confirm that the application is complete. Incomplete Applications received by NAHMA without an AHMA approval will be returned to the applicant.
- Completed applications will go in front of the Credentialing Review Board for approval. Once approved, the applicant will be notified by NAHMA through email.  
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 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: \_\_\_\_\_

Start Date of Position: \_\_\_\_\_

Number of staff you supervise: \_\_\_\_\_ Number of supervised properties: \_\_\_\_\_ Number of units: <sup>a</sup> \_\_\_\_\_

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

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

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

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

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

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

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

## 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:**

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Previous Community Name:

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Previous Management Company:

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Business Address:

---

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:

---

Total months in this position:

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**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:

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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: \_\_\_\_\_

**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).**

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

### **APPLICATION PAYMENT PROCEDURE**

**Once Application is approved by the AHMA please follow the below for payment.**

**CHECKS:** Send a copy of your application with check to **NAHMA: 400 N. Columbus Street Suite 203, Alexandria, VA, 22314.**

**CREDIT CARD:** Visit the NAHMA Online Store ([nahma.org /store/](http://nahma.org/store/)) and pay the **NAHP-e Application Fee. Email a copy of your application payment receipt to lodonnell@nahma.org . This will ensure your application will be processed in a timely manner.**

*Once the payment is processed your application will be sent to the Certification Review Board for review and a ballot vote. You will be notified by NAHMA if your application was approved and mailed a certificate and pin.*

**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 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

NATIONALAFFORDABLEHOUSINGMANAGEMENTASSOCIATION

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)