

CERTIFICATION COURSE CATALOG



◆ Fair Housing Compliance (FHC™)

Focus: The requirements set forth in the Fair Housing Act and Section 504 regulations are enormously complex and far-reaching. NAHMA's Fair Housing Compliance (FHC) course trains managers to understand these complex regulations, and provides clear instructions on fair housing laws. The comprehensive, practical training manual for this course includes ready-to-use documents and forms to conduct a Section 504 Self-Evaluation and sample Transition Plan. The course teaches a step-by-step approach to determining the administrative and financial feasibility of making units accessible. Not only does NAHMA's Fair Housing course cover the application process, which includes screening, accepting, and rejecting applicants, it also presents instruction on developing company-wide policies and procedures. The Fair Housing Compliance is a required course for NAHMA's NAHP certification program. All participants who successfully complete the course will receive a FHC certificate and lapel pin. Gwen Volk is an approved NAHMA instructor for this course.

◆ Certified Professional of Occupancy (CPO™)

Focus: The Certified Professional of Occupancy (CPO) course is the only comprehensive program covering the entire HUD Handbook 4350.3 including the latest revisions. Each participant receives an updated version of this Handbook in the course. An extensive course manual with 31 chapters covers topics from eligibility criteria, standards, tenant selection and screening to non-discrimination, allowances, adjusted income, certifying, tenants and annual recertification. Each chapter is followed by a mini quiz with an opportunity for questions. Evening optional review sessions are offered. After this three-day CPO course, managers will have mastered using the HUD Handbook effectively. After completing the two and one-half days of interactive instruction, participants must pass a rigorous one-half day exam (multiple choice and case study) to become certified CPOs. Gwen Volk is an approved NAHMA instructor for this course. The CPO is a requirement for NAHMA's NAHP designation program. All participants who successfully complete the course will receive a CPO certificate and lapel pin.

◆ Advanced Issues in HUD Occupancy

Focus: NAHMA's Advanced Issues in HUD Occupancy course is a comprehensive program designed to cover advanced topics related to working with the HUD 4350.3 Occupancy handbook (version REV 1-Change 4), such as managing mixed-finance properties, managing corporate access to HUD secure systems, managing front-line staff in their occupancy compliance duties, and more. Gwen Volk is an approved NAHMA instructor for this course. Each participant will receive a copy of the NAHMA Advanced Issues in HUD Occupancy manual. The program is composed of classroom instruction and a two-hour exam. Individuals must pass the exam to obtain the NAHMA course certificate. It is recommended that course attendees have a working knowledge of the HUD 4350.3 Handbook prior to registration.

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◆ Specialist in Housing Credit Management (SHCM®) Exam Review Course

Focus: The SHCM Exam Review Course includes 12 hours of instruction on the four areas of knowledge covered by the SHCM exam: program regulations, unit eligibility, applicant eligibility and certification, and documentation, recordkeeping, compliance monitoring and reporting. Gwen Volk has taught the SHCM Exam Review Course for private companies as well as through the NAHMA approved providers. She has frequently been a trainer for NAHMA/NAA's SHCM on-line Blended Learning course which is offered twice a year as a series of live webinars. The Specialist in Housing Credit Management (SHCM) certification has been developed by the National Affordable Housing Management Association (NAHMA) especially for management professionals involved with properties developed and operated under the Low-Income Housing Tax Credit (LIHTC) program. The SHCM is designed by management professionals for management professionals to ensure they have attained the knowledge, experience and competence required to excel in the housing credit property management industry. One key requirement for entry into the SHCM application process is 12 hours of housing credit education followed by sitting for and passing the SHCM exam. See also "Signature Course" training page for the Tax Credit Occupancy Certification Prep Course description and details.