

AHAIN Accredited Professional – AHAP[®]

Executive level professional designation

REQUIREMENTS

Education

The requirement is twenty (20) hours of executive level affordable housing training. The training must have been completed within the last three years. No more than 5 hours are allowed in any one category. Dates and documents showing completion must accompany the application.

- Time management
- Employee relations
- Tenant/landlord law
- Compliance with mixed funds
- LIHTC compliance
- Housing program compliance
- ADA training
- Understanding Section 504 Reasonable Accommodation and UFAS
- Reasonable Accommodation practice
- Acquisition/rehabilitation training
- Rehabilitation with bond deals
- Budgeting
- Financial management and asset management
- Developing written company policies
- Apartment maintenance
- Pest management/bed bug training
- Minimum of two (2) hours of marketing training
- Minimum of two (2) hours of sexual harassment training
- Minimum of two (2) hours of Fair Housing training (must maintain two (2) hours of training each year to maintain designation)

Pass two (2) exams

- National Compliance Professional-Executive (NCP-E) – Elizabeth Moreland Consulting, Inc.
- Housing Credit Certified Professional (HCCP) – National Association of Home Builders
- Certified Credit Compliance Professional (C³P) – Spectrum Seminars
- Spectrum Training Award Recipient (S.T.A.R.)– Spectrum Seminars
- Housing Compliance Manager for RD (HCM-R) – Zeffert & Associates
- 3560 Training Course – E&A Team Inc.
- Site Compliance Specialist (SCS) – Elizabeth Moreland Consulting, Inc.
- Tax Credit Compliance Systems (TaCCs) – Quadel

- Assisted Housing Manager – HUD (AHM) – Quadel Consulting
- Certified Occupancy Specialist – HUD (COS) – National Center for Housing Management (NCHM)
- Tax Credit Specialist (TCS) – National Center for Housing Management
- Specialist in Housing Credit Management™ (SHCM) – National Affordable Housing Management Association
- Optional Housing Compliance Manager - HUD (HCM-H) – Zeffert & Associates
- Certified Professional of Occupancy (CPO) – The National Affordable Housing Management Association

Experience

Candidate must have a minimum of five (5) years of experience in the affordable housing industry. Two (2) years of that experience must be in a supervisory capacity.

AHAIN Participation

Candidate must have participated in AHAIN events or have alternative, pre-approved participation in circumstances where distance makes participation in AHAIN activities difficult.

AHAIN Membership

Candidate's company/organization must be a member in good standing of the Affordable Housing Association of Indiana.

Letters of Recommendation

- Two (2) letters of recommendation from current AHAIN members.

Fee

- A non-refundable application fee of \$100 must accompany the application

Evaluation by AHAIN Certification Board of Review

- The AHAIN Certification Board of Review will evaluate the candidate's application
 - If the AHAIN Certification Board determines the candidate meets the requirements, it will award the designation.
 - If the AHAIN Certification Board determines the candidate does not meet the requirements, a letter will be sent to the candidate either denying certification or instructing the candidates what further requirements must be met to successfully qualify for the AHTCE designation.

Benefits

Welcome kit with pin, certificate, card, press release, and code of ethics

Renewal

- Renewal every year
- 10 CEUs
- \$100 renewal fee