

AHMA of Washington
Occupancy & Compliance College - Education and Recognition Program
OFFICIAL RULES
June 2006 Edition (superseding January 1, 2005 and August 19, 2004 Editions)

The Affordable Housing Management Association is announcing a bold, new, first-of-its-kind program to bring a broader base of skills to the affordable housing management industry.

An individual interested in improving their knowledge of this country's major affordable housing programs can earn recognition at Level I, Level II and ultimately Level III.

Completing the requirements at all three levels of the *Occupancy & Compliance College* means that an individual is recognized by the industry and applicable government housing agencies as having expertise in HUD, RD and Tax Credit programs. Successful applicants earn the prestigious the *Northwest Occupancy College Certification Level I, II or III* and may use the initials NOCC-I, -II or -III after their name.

REQUIREMENTS FOR EACH OF THREE LEVELS

1. Basic Level I Certification (Specialty in One Program: HUD, RD or Tax Credit)

Candidate must complete both the Core Course requirements and the Elective requirements.

CORE COURSES:

Must successfully complete a **HUD Occupancy Certification Course** under the new HUD Handbook 4350.3 REV-1. An AHMA of Washington, NCHM, NAHMA, QUADEL or any other professional course may be used to satisfy this requirement; and a **FAIR HOUSING** Course.

or

Must successfully complete an **RD Regulations or Occupancy Certification Course** under the existing Regulation 1930-C (or Regulation 3560 when released). Spectrum 2-day STAR Certification Course, Washington State CARH 2-day Boot Camp course or any other professional course may be used to satisfy this requirement; and a **FAIR HOUSING** Course.

or

Must successfully complete a **Tax Credit Certification Course**. A Spectrum C3P, Elizabeth Moreland, Ruth Theobald, NAHMA, HCCP course or any other professional course may be used to satisfy this requirement; and a **FAIR HOUSING** Course.

Regarding Fair Housing Course Eligibility. To be eligible, the Fair Housing Course must cover (at minimum) the basics of the following laws: Title VIII of the Civil Rights Act of 1968, The Fair Housing Amendments Act of 1988, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964.

(PLUS) ELECTIVES:

20 hours of elective courses. At least one course must be taken in each of these four areas:

- a. Technical (TRACs, MINC, Tenant Certs, Tax Credit and Bond Program Compliance, HOME Program, Evictions, Eligibility, MORs, Housing Finance Commission Courses, etc.)
- b. Administrative (Time Management, Accounting, Managing an On-Site Office, Conflict Management, Senior/Elderly Issues, Mental Illness On-Site etc.)
- c. Physical Plant and Facilities Management (Maintenance, Repairs, Landscaping, Working with Contractors, etc.)
- d. Marketing (Curb Appeal, Community Relations, Marketing Vacant Units, Conventional Market-offered courses).

Other courses may be taken outside of these four areas if related to affordable housing management but which do not fit into these categories.

Time Period: Must complete the Core and Elective Courses, once enrolled, within two years from taking the first course. A request to the Dean for a one year extension (total, 3 years) will not be unreasonably withheld.

Prerequisites: None.

#2. Intermediate Level II Certification (Two Program Specialties):

- HUD Programs and Tax Credit Programs
- HUD Programs and RD Programs
- Tax Credit Programs and RD Programs

Core Courses:

- 1. Take the next Core Course listed above and pass successfully. For example, if a candidate already has a Basic Level I Certification with a specialty in HUD programs, then he or she can choose to take the RD or Tax Credit course to earn the next level certification.
- 2. To qualify for this level, a candidate must have had the FAIR HOUSING course within the last two years, or attend an update session.
- 3. In addition, a candidate must take an *additional* 20 hours of electives. At least one course must be taken in each of the four areas noted above.
- 4. A candidate has two years to complete this level, once enrolled – beginning with the first course taken. A one-year extension will not be unreasonably withheld.

Prerequisites: Must have a Basic Level I Certification (Basic Level completed) under this program.

3. Expert Level III Certification – All Three Program Specialties (HUD, RD and TC):

- 1. Take remaining core course and pass successfully.

2. To qualify for this level, a candidate must have had the FAIR HOUSING course within the last two years, or attend an update session.
3. In addition, a candidate must take an *additional* 20 hours of electives. Again, at least one course must be taken in each of the four areas noted above.
4. A candidate has two years to complete this level, once enrolled – beginning with the first course taken. A one-year extension will not be unreasonably withheld.

Prerequisites: Must have an Intermediate Level II Certification (Intermediate Level completed) under this program.

Summary:

To earn your LEVEL III CERTIFICATION you must:

- Complete all three (3) Core Courses.
- Complete one Fair Housing Course and attend annual updates.
- Complete 60 hours of electives, including three (3) classes from each of these four categories (a.) Technical; (b.) Administrative; (c.) Physical Plant and Facilities Management; (d.) Marketing.
- Pay \$150 (i.e. \$50 for each level’s Enrollment Application).
- Complete each level within two years (with up to one year extension per level allowed, upon request) for a total of six years (or nine years if extensions are allowed).

Continuing Education:

None Required. Similar to a college degree, and distinguished from a “designation” or “certification” course, once the Level I, Level II or Level III Certifications are achieved, there are no requirements for continuing education following completion. Candidate at all levels will take a pledge at the end of their coursework (at a ceremony at an AHMA Northwest state’s Annual Conference) to stay current on their program specialties and to take at least one FAIR HOUSING refresher course per year. Our secondary goal was to minimize the paperwork and bureaucracy at the AHMA staff level.

Fees. \$50 processing fee is required with an Enrollment Application form at each level.

Grandfathering of Previously Completed Courses:

Core Courses. If a HUD Occupancy certification course (such as those offered by AHMA of Washington, NCHM, NAHMA, Quadel or other recognized organization) was successfully completed under the old HUD Handbook at any time in the past, then the enrollee only needs to take a new HUD Handbook 4350.3 REV-1 update course to complete the HUD Core Program requirements. If a Tax Credit Certification Course or USDA/Rural Development Regulations or Occupancy Certification Course (such as those offered by Spectrum Seminars, AHMA, Washington State CARH, Elizabeth Moreland, Ruth Theobald, HCCP, or other recognized organization) was successfully completed at any time in the past, AND the enrollee has kept their designation current as required under those programs, then those courses may be considered for fulfilling the Core Course requirements for those programs. The Dean may accept or reject courses in his/her discretion.

Elective Courses. For all elective courses, classes taken up to 3 calendar years prior to the enrollment application date may be considered for fulfilling the Elective Course requirements. The Dean may accept or reject courses in his/her discretion.

Copyright Protection.

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Grievance and Appeal Rights.

Enrollees have no rights under the program. The Dean may, in his or her infinite wisdom, refer complaints to the Occupancy & Compliance College Committee and request a recommendation. However, decisions of the Dean are final and not subject to appeal. Vacancy in the position of Dean will be filled by the Committee.

Currently, the position of Dean is held by Rhonda Hue of the Seattle Housing Authority, 120 6th Avenue North, Seattle, WA 98109-5003. She succeeded Mark Flynn in June 2006.

Video/DVD and other Media.

It is anticipated that certain Elective courses will be offered to candidates in CD-Rom, VHS or DVD format.

Request a LEVEL I CERTIFICATION Enrollment Application:

Signify your intent to enroll in the AHMA Northwest Occupancy & Compliance College by completing the following information and sending it to:

AHMA Northwest
c/o Blume Loveridge & Co. CPAs
11100 NE 8th Street, Suite 410
Bellevue, WA 98004-4441

Name: _____ Employer: _____

Title/Position: _____

Mailing address (for all college correspondence):

Street: _____ City/State/Zip: _____

Tel: _____ Fax: _____ E-mail: _____

Years of experience in affordable housing: _____

An Enrollment Form will be sent to the address shown above.