

AHAIN Accredited Rural Housing Specialist – AHARHS®

Site level rural housing designation

REQUIREMENTS

Education

The requirement is twenty (20) hours of site manager 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
- Resident relations
- Tenant/landlord law
- 3560 training
- Rent collection procedures
- Waiting list procedures
- Tenant grievance and appeals procedures
- Student rules
- Assets, incomes and allowances
- MINC usage
- Project budgeting
- Dealing with difficult people
- Property maintenance for managers
- Financial management
- Asset management
- Reasonable accommodation practices
- Understanding Section 504 Reasonable Accommodation and UFAS
- Minimum of two (2) hours of marketing training
- Minimum of two (2) hours of sexual harassment training
- Minimum of two (2) hours of pest management/bed bug training
- Minimum of two (2) hours of Fair Housing training (must maintain two (2) hours of training each year to maintain designation)

Pass an exam

- 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.

Experience

Candidate must have a minimum of one (1) year of experience in the affordable housing industry. Also, candidate must have served in the capacity of site manager, property manager, assistant manager, leasing agent, occupancy specialist, RHS or Housing Finance Commission occupancy personnel, or the equivalent.

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.

Letter of Recommendation

- One (1) letter of recommendation from the owner or a principal of the employing company.

Fee

- A non-refundable application fee of \$50 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 AHTCS designation.

Benefits

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

Renewal

- Renewal every year
- 10 CEUs
- \$50 renewal fee

AHAIN Accredited Tax Credit Specialist – AHATCS®

Site level low income housing tax credit designation

REQUIREMENTS

Education

The requirement is twenty (20) hours of site manager 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
- Resident relations
- Tenant/landlord law
- Rent collection procedures
- Student rules
- Assets, incomes and allowances
- LIHTC compliance
- Dealing with difficult people
- Property maintenance for managers
- Financial management
- Asset management
- Reasonable accommodation practices
- Understanding Section 504 Reasonable Accommodation and UFAS
- Minimum of two (2) hours of marketing training
- Minimum of two (2) hours of sexual harassment training
- Minimum of two (2) hours of pest management/bed bug training
- Minimum of two (2) hours of Fair Housing training (must maintain two (2) hours of training each year to maintain designation)

Pass an exam

- Site Compliance Specialist (SCS) – Elizabeth Moreland Consulting, Inc.
- Tax Credit Compliance Systems (TaCCs) – Quadel
- Tax Credit Specialist (TCS) – National Center for Housing Management
- Specialist in Housing Credit Management™ (SHCM) – National Affordable Housing Management Association

Experience

Candidate must have a minimum of one (1) year of experience in the affordable housing industry. Also, candidate must have served in the capacity of site manager, property manager, assistant manager, leasing agent, occupancy specialist, RHS or Housing Finance Commission occupancy personnel, or the equivalent.

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.

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Letter of Recommendation

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Benefits

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

Renewal

- Renewal every year
- 10 CEUs
- \$50 renewal fee

AHAIN Accredited HUD Specialist – AHAHS®

Site level HUD designation

REQUIREMENTS

Education

The requirement is twenty (20) hours of site manager 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
- Resident relations
- Tenant/landlord law
- EIV / TRACS 202D
- Management and occupancy review
- MOR Preparation
- Basic and advanced HUD training
- Rent collection procedures
- Tenant grievance and appeals procedures
- Student rules
- Assets, incomes and allowances
- Project budgeting
- Dealing with difficult people
- Property maintenance for managers
- Financial management
- Asset management
- Reasonable accommodation practices
- Understanding Section 504 Reasonable Accommodation and UFAS
- Minimum of two (2) hours of marketing training
- Minimum of two (2) hours of sexual harassment training
- Minimum of two (2) hours of pest management/bed bug training
- Minimum of two (2) hours of Fair Housing training (must maintain two (2) hours of training each year to maintain designation)

Pass an exam

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

Experience

Candidate must have a minimum of one (1) year of experience in the affordable housing industry. Also, candidate must have served in the capacity of site manager, property manager, assistant manager, leasing agent, occupancy specialist, RHS or Housing Finance Commission occupancy personnel, or the equivalent.

AHAIN Participation

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