

# Agenda

**Attendees should bring a highlighter and calculator to the course.**

## Day One

Class Hours

8:30 am - 5:30 pm

Continental Breakfast, Refreshments and Lunch provided

## Day Two

Class Hours 8:30 am - 12:30 pm

SHCM Exam 1:30 pm - 5:00 pm

Continental Breakfast, Refreshments and Lunch provided

## Program Regulations

Origins of the LIHTC Program; Role of IRS, State Agency, HUD, syndicator, investor & owner; Important Time Frames - Placed in Service, Credit Period; Special Considerations (Home, bonds, HUD Section 8); QAP

## Unit Eligibility

## Applicant and Certification

## Recertification, Documentation & Record keeping

## Monitoring and Reporting Compliance

Knowledge of rules of unit eligibility; Minimum set aside; Additional set asides; Qualified basis; Habitability and physical inspections; Income and assets; Calculation of income; Application process; Verification process; Income limits; Annual and interim recertifications; 1st Year Files and other documentation; Importance and consequences of record keeping practices; State Agencies required reporting; Investor/Syndicator required reporting; Fair housing requirements; Inspection process; Non-compliance - penalties and corrections

## SHCM Certification Exam

# NAHMA™

The National Affordable Housing Management Association



NAHMA is the leading voice for affordable housing, advocating on behalf of multifamily property owners and managers whose mission is to provide quality affordable housing. It supports legislative and regulatory policy that promotes the development and preservation of decent and safe affordable housing, is a vital resource for technical education and information, fosters strategic relations between government and industry and recognizes those who exemplify the best in affordable housing. Founded in 1990, NAHMA's membership today includes some of the industry's most distinguished multifamily owners and management companies.

**The National Conference Center  
At the Holiday Inn  
399 Monmouth St.  
East Windsor, NJ 08520**

**Call (609) 448-7000  
for JAHMA room rate.**

For more information & directions

Call 856-786-9590, fax 856-786-6265

or visit

[www.JAHMA.org](http://www.JAHMA.org)



**The New Jersey  
Affordable Housing  
Management Association**

# **Tax Credit Training & SHCM™ Exam**

**January 21-22, 2010**

**The National  
Conference Center  
East Windsor, NJ**

# Specialist in Housing Credit Management (SHCM™)

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 (Sec. 42) program. The SHCM™ is designed to ensure they have attained the knowledge, experience and competence required to excel in the housing credit property management industry. The materials reflect the recently revised Instructions for completing the 8823. **To earn your SHCM™ Certification you must have a minimum of 12 hours of housing credit specific coursework, successfully pass the SHCM exam and demonstrate a minimum of two years of housing credit management experience.**

## How to Earn Your SHCM Certification:

- Education** - successfully accumulate a minimum of 12 hours (actual instruction time) of housing credit specific coursework or training from an approved provider\* within two years of sitting for the SHCM exam
- Examination** - successfully pass the SHCM exam
- Professional Experience** - demonstrate a minimum of two years of housing credit management employment experience through an application process
- SHCM Code of Professional Conduct** - commit to a defined code of professional conduct (see below)
- Complete Application** - submit your SHCM application along with the \$150 application fee.

SHCM certification is valid for one year and must be renewed annually each September 1st. Renewal consists of six hours of housing credit specific coursework or training by an approved provider per year and \$150 renewal fee.

## SHCM Candidates Meeting the Two-Year Experience Requirement May:

1) Accumulate 12 hours (instruction time) of housing credit training conducted by an approved provider, and at the end of the training, sit for the SHCM exam. (The exam will be forwarded to NAHMA for grading; NAHMA will contact you regarding your exam results within four to six weeks of receiving the exam.) Once a candidate passes the SHCM exam, the final step in the process is completion and submission of the SHCM application to NAHMA. SHCM applications are forwarded to candidates with their exam results.

2) Contact NAHMA for an SHCM application package, if you wish to take credit for a prior (minimum) 12 hours of LIHTC training you've accumulated in the past two years, and want to just sit for the exam now (a certificate or some other proof of training completion will be required); NAHMA will notify you of upcoming dates/locations at which you may sit for the exam. Again, the completed exam will be forwarded to NAHMA for grading, and NAHMA will contact you regarding your exam results within four to six weeks of receiving the exam. Once a candidate passes the SHCM exam, the final step in the process is completion and submission of the SHCM application to NAHMA.

## SHCM Candidates with Less than the Two-Year Experience Requirement May:

Take advantage of the same two options listed above; however, these candidates will need to participate in a "candidacy period" equal to the amount of time remaining to meet the two-year experience requirement. Once the candidacy period is satisfied, the candidate may then begin to use the SHCM certification. Candidates selecting this option must pay an additional one-time non-refundable administrative maintenance fee of \$100 with their application.

## Frank Bangor, Instructor

Mr. Bangor, President of Frank C. Bangor and Associates, has 28 years of Housing and Government Policy experience. This experience has been concentrated in State and local Government with an emphasis on housing, community development, compliance and monitoring. He has focused on providing training and direct technical assistance of Federal housing program requirements such as the HOME Program, the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act (known as the "barney Frank Amendments") and the Title X Lead Based Paint Requirements for HUD Funded Projects. Mr. Bangor has provided technical assistance and delivered training session for city and community development level staff as well as sessions dedicated to the state housing agencies. He has experience in monitoring state and Federal occupancy requirements in housing and has assisted in the completion of state specific compliance manuals for HUD sponsored and IRS programs. Prior to forming his own firm, he was the President of M & L Compliance Management, Mr. Bangor had worked ICF Incorporated, a training and technical assistance provider under contract with HUD and he had worked for Pennsylvania Housing Finance Agency for over 12 years and is familiar with management and monitoring responsibilities.

The SHCM is offered in association with the National Apartment Association (NAA) and the American Association of Homes and Services for the Aging (AAHSA)



# Registration

JAHMA

Tax Credit Training & SHCM Exam

January 21-22, 2010

Seats are limited to first 60 paid registrants!

Register Early!

Name \_\_\_\_\_

Management Company \_\_\_\_\_

Property \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## Course Fees...

- Member price (seminar & exam) **\$549.00**
- Non-Member price (seminar & exam) **\$599.00**
- Exam Only **\$150**

\*Fees and reasonable expenses for the course are an approved project expense.

## Mail Registration to...

JAHMA

P.O. Box 43, Riverton, NJ 08077-0043

Register online at: [www.jahma.org](http://www.jahma.org)

Registration deadline:

Friday, January 15, 2010

Make checks payable to JAHMA.

## VISA/MASTERCARD/DISCOVER

Card # \_\_\_\_\_

Exp Date \_\_\_\_\_ Amount to Charge \$ \_\_\_\_\_

Signature \_\_\_\_\_

For additional registration forms & directions visit [www.jahma.org](http://www.jahma.org)

For more information, call

856-786-9590, fax 856-786-6265 or go to

[www.jahma.org](http://www.jahma.org)