

Certified Housing Asset Manager

“The CHAM Certification Enrollment Guide”

August 2022

This guide lays out the steps for how to enroll for classes to earn your [Certified Housing Asset Manager](#) designation. We will continue to schedule more classes and identify options for where to take your electives, both virtually and in-person. We will make announcements in our newsletter, on our website and in this document as more training opportunities become available.

Get Started

See CHAM’s [website](#) for general information about the Certified Housing Asset Manager program and the requirements.

Earning the [Asset Management Specialist](#) (AMS) designation is required before taking the more advanced classes in the Certified Housing Asset Manager training program. You can find out about the AMS program and how to enroll [here](#).

When you are ready to begin the Certified Housing Asset Manager course of study, please submit a certification enrollment form and pay NeighborWorks America a \$100 administrative fee. Detailed instructions on how to complete it and where to send it are on the [enrollment form here](#).

If you have already started on the Certified Housing Asset Manager program but are not sure if you have submitted the enrollment form or what classes you have completed, please email nwcertificates@nw.org to find out. We’re happy to clear up any questions or details you may need!

The Path to Earn Your Certified Housing Asset Manager Certificate

1. Take Advanced Tools for Asset Managers virtually starting on Thursday, Sept 8, 2022.
2. Take Real Estate Development Process: Step by Step on September 28, 2022.
3. Take Advanced Housing Asset Management in Boston in Dec 5-7. Complete your practicum in January 2023.
4. Take a LIHTC compliance class of your choice.

Required Courses

Two required classes are at the core of the Certified Housing Asset Manager training program, [Advanced Financial Tools for Asset Managers](#) and [Advanced Housing Asset Management](#). These two classes must be taken in order. You also need to take a basic class in LIHTC compliance and affordable housing development. Here is how it breaks down:



1. Advanced Financial Tools for Asset Managers (AM321)

[Advanced Financial Tools for Asset Managers](#) is a core course offered by NeighborWorks America in two ways

- An **in-person**, three-day class (AM321) at the NeighborWorks Training Institute. Dates and locations for 2023 have not been set and are usually announced several months in advance.
- A **virtual class** is offered in two parts, each with 4-weekly faculty-led sessions. A variety of online tools will enhance your learning and facilitate your coursework. (AM321vc is Part 1 and AM322vc is Part 2.)

The **next set of virtual classes** is as follows:

- *Advanced Financial Tools for Asset Managers Part 1 (AM321vc)*: September 8, 15, 22, 29, 2022. Instructor is Laurie Gould. [Register now for this NeighborWorks faculty-led course.](#)
- *Advanced Financial Tools for Asset Managers Part 2 (AM322vc)*: October 13, 20, 27, Nov 3, 2022. Instructor is Alicia Bramble. Registration will open in mid-September.
- Classes will be on Thursdays 11:30 am to 1:00 pm EDT, 8:30 am to 10:00 am PDT.
- Cost is \$475 for each 4-week session.

Since Part 2 builds on what you learn in Part 1, you must have a passing score from AM321vc to take AM322vc. The cost of this virtual class is \$475 per 4-week session, for a total of \$950. NeighborWorks Organizations pay a discounted price, which is automatically applied when you register.

[Sign up for Advanced Financial Tools by September 7.](#)

2. Advanced Housing Asset Management (AM351)

The second core class, [Advanced Housing Asset Management](#) is offered by NeighborWorks America in a **hybrid format**. The class spans a 30-day period, starting with a 3-day **in-person** training with follow-up **online sessions**. This class is offered in person at the NeighborWorks Training Institute and other locations.

This class is limited to people who have already passed the prerequisite course [Advanced Financial Tools for Asset Managers](#).

The next class will be taught next in Boston in December 5 – 7, 2022. Cost will be \$1725 per person. You will also need to budget for travel, meals and hotel costs in Boston. Registration will open in October 2022.

Advanced Housing Asset Management is also offered at NeighborWorks Training Institutes. Dates and locations for 2023 have not been set and are usually announced several months in advance.

3. LIHTC Compliance

All candidates for the Certified Housing Asset Manager designation are required to take a class in Low Income Housing Tax Credit compliance.

You have lots of pre-approved options to take the class virtually and on-demand:

- ◆ **Karen Graham Consulting - LIHTC Comprehensive Training**
Three consecutive half days plus optional test for the Housing Credit Certified Professional (HCCP) designation. Class is taught virtually throughout the year. [Find out more.](#)
- ◆ **Nan McKay - Fundamentals of Low-Income Housing Tax Credit Management Certification**
This course provides an overview of LIHTC fundamentals, including compliance time periods, basics of applying for tax credits, how credits are calculated, recapture, tenant income calculation and eligibility, rent setting, ongoing eligibility requirements, and property inspection protocol.
 - The course is offered as instructor-led online training several times a year. [Registration information is here.](#) The price is \$700 plus an additional fee to take the certification test.
 - The course is also available now as self-paced training, requiring approximately 35 Hours to complete including learning exercises, study, and exam. The cost is \$1,099 and includes the certification test. [Find out more.](#)
- ◆ **NeighborWorks - How to Maintain Compliance in LIHTC Projects**
[How to Maintain Compliance in LIHTC Projects](#) (AH211) is a one-day class that goes beyond the day-to-day compliance needs of property management and covers the variety of responsibilities the general partner has for maintaining compliance through the life of the property. **It will be offered in-person at the NeighborWorks Training Institute Kansas City, MO on August 17, 2022.** [Registration](#) is open until July 13, 2022.
- ◆ **Novogradac - Online LIHTC Property Compliance Workshop**
This is an 11-hour, two-day, online course that will provide attendees with the up-to-date LIHTC compliance knowledge and industry trends critical to owners and property managers. At the conclusion of the workshop, attendees have the opportunity to pass an exam to obtain the Novogradac Property Compliance Certification (NPCC), a certification for members of the LIHTC community. The course is offered 6 times a year. Cost is \$525 for for-profits and \$475 for nonprofits. [Find out more.](#) **For nonprofits to access the reduced rate,** you need to first [register as a nonprofit](#) with Novogradac. Then when you log in, you will see the nonprofit prices in your dashboard and be able to enroll.
- ◆ **Quadel - LIHTC + Blended Compliance**

This course provides participants with comprehensive guidance on LIHTC compliance requirements, while also taking into consideration the unique compliance issues that arise when HUD-Assisted Multifamily, HOME, CDBG, Public Housing, and RAD are also in the mix. The course is offered as 4 consecutive half days (M-Th) of instructor-led webinars, with an optional certification exam on the fifth day (Friday). The course is offered regularly. [Registration information is here](#). Cost starts at \$650 with additional fees for a hard-copy book and the certification exam.

◆ **Spectrum Seminars - Tax Credit Certification Seminar**

This seminar is available as a two-day, online pre-recorded certification course focusing on all aspects of marketing and management of projects involved with the Low Income Housing Tax Credit. The seminar includes case studies for HUD, Rural Development and conventional properties with a detailed discussion of IRS regulations, income limits, and recapture issues. The seminar includes eligibility, rent calculations and restrictions, continuing compliance, and a discussion of IRS final regulations on compliance monitoring. Cost is \$650 per person, with a special rate for State Agency and Rural Development employees of \$375. [Find out more here](#).

Other providers will be considered if their courses include the topics covered in the NeighborWorks class [How to Maintain Compliance in LIHTC Projects](#) (AH211wk). Please submit your request to nwcertificates@nw.org before you enroll in an alternative class.

It is important for asset managers to stay current with their LIHTC compliance knowledge, so candidates must have taken the LIHTC compliance class **in the last five years** for it to count towards the CHAM designation. CHAM will not waive this requirement based on experience.

4. Housing Development

Candidates are required to take a class that teaches the basics of affordable housing development or preservation.

Three courses are pre-approved:

- ◆ [The Real Estate Development Process: Step by Step](#), is offered by CHAM in partnership with National Development Council. **The course will be offered as a virtual, instructor-led class on Wednesday, September 28, 10:30 am to 5:00 pm EDT. [Register here](#).**
- ◆ [The Fundamentals of Affordable Housing Development](#) (AH101) is typically offered at NeighborWorks Training Institutes. Dates and locations for 2023 have not been set and are usually announced several months in advance. The cost of this two-day class in 2022 was \$690.
- ◆ [Affordable Housing Finance Workshop for Asset Managers](#) (AM225) may be offered in at a future NeighborWorks Training Institute. Dates and locations for 2023 have not been set and are usually announced several months in advance. The cost of this two-day class in 2022 was \$690.

You may also propose to take a basic housing development course of your choice. It should be a comprehensive overview of the real estate development **process**. It should cover project assessment, acquisition, finance, construction, marketing, pre-leasing, leasing and management. The class should also include the roles, risks and rewards of real estate development. Please submit your request to nwcertificates@nw.org before you enroll in an alternative class.

CHAM will **waive the Housing Development course requirement** for people who have had a major role in at least two affordable multifamily development projects within the last five years. We request that the candidate provide a letter from a supervisor or relevant third-party verifying the person's experience and identifying specific affordable housing development tasks they performed. Typical roles are likely to include: site identification; market feasibility; assembling the development team; site evaluation (zoning, engineering, comprehensive plan, land use plan, neighborhood politics); creating budget proformas (development and operating); assembling financing; role in design, construction and lease-up phases. Please submit your request to nwcertificates@nw.org.

Questions? We are here to help.

- To find out more about the NeighborWorks classes, certification enrollment and for course approvals, contact nwcertificates@nw.org.
- For questions about CHAM's asset management certification programs, contact info@chamonline.org.