

# Earn Your Certified Housing Asset Manager Designation Fact Sheet

Last Updated on December 22, 2022

This fact sheet lays out the steps for how to enroll for classes to earn your Certified Housing Asset Manager designation. After a two-year hiatus during the pandemic, we are ready to offer remote classes in February 2022. 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.

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

## Get Started

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](mailto:nwcertificates@nw.org) to find out. We're happy to clear up any questions or details you may need!

## Enroll for Classes in 2022 – When, Where and How

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](#). You also need to take a basic class in LIHTC compliance and affordable housing development. Here is how we are breaking it down in 2022:

1. Advanced Financial Tools for Asset Managers AM321vc & AM322vc	2. Advanced Housing Asset Management AM351	3. LIHTC Compliance AH211wk or equivalent	4. Housing Development AH102 or equivalent
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### 1. Advanced Financial Tools for Asset Managers (AM321vc/AM322vc)

[Advanced Financial Tools for Asset Managers](#) is a core course offered virtually in two parts through NeighborWorks America - AM321vc is Part 1 and AM322vc is Part 2. Each part is taught as four weekly, 90-minute sessions.

**Registration is Open Now for Part 1!** AM321vc will be taught at the [NeighborWorks Virtual Training Institute](#) (VTI) as a 4-week course on Tuesdays from 10:30 to 12:00 ET, starting February 8, 2022.

The least expensive option for taking AM321vc at the VTI is to sign up for the Symposium/Networking Combo. This option provides additional networking and personal growth opportunities and access to the *Advancing Equity and Prosperity Through Digital Access* symposium.

To enroll, go the [VTI registration page](#). After you provide your name, you will be directed to a screen where you can choose the Symposium/Networking Combo (\$125). Then decide which activities to attend and finish by paying the \$125 registration fee with a credit card. Next you need register for the AM321vc add-on, and pay \$475 with a credit card. The cost totals to \$600.

There are other VTI learning activities available if you're interested in taking related webinars such as *To Self-Manage or Not to Self-Manage Your Property - What is the Answer?* (AM001wt) and *Other People's Money: Calculating Mortgage Debt for Multifamily Properties* (AM002wt).

The VTI course catalogue and registration instructions are available on the [VTI home page](#).

**Part 2 (AM322vc) will be available in April 2022**, again as a 4-week course. Dates and times to be announced. The cost will be \$475.

*Can't make it this time? No worries! Plans are in the works to repeat both parts of the class (AM321vc/AM322vc) in the summer and fall of 2022.*

## **2. Advanced Housing Asset Management (AM351)**

The second core class, [Advanced Housing Asset Management](#) will be a hybrid format – the course spans a 30-day period, starting with a 3-day in-person training with follow-up online sessions.

We hope to be able to offer AM351 in 2022 at NeighborWorks Training Institutes. We anticipate we will be able to announce a spring date and location for AM351 soon. In the meantime, you'll want to finish both parts of [Advanced Financial Tools for Asset Managers](#) so you can take AM351 when it becomes available.

## **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:

- ◆ **NeighborWorks Virtual Training Institute - *How to Maintain Compliance in LIHTC Projects***  
**Registration is Open Now for February VTI!**

[How to Maintain Compliance in LIHTC Projects](#) (AH211wk) is being offered at the [February VTI](#).

This one-week workshop 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 kicks off with a live, instructor-led session

Monday, February 7, 2022, 2:30 EST. Then you complete daily self-paced online assignments with discussion forums to keep you connected to peers and faculty.

The least expensive option for taking AM321vc at the VTI is to sign up for the Symposium/Networking Combo. This option provides additional networking and personal growth opportunities and access to the *Advancing Equity and Prosperity Through Digital Access* symposium.

To enroll, go the [VTI registration page](#). After you provide your name, you will be directed to a screen where you can choose the Symposium/Networking Combo (\$125). Then decide which activities to attend and finish by paying the \$125 registration fee with a credit card. Next you need register for the AH211 add-on, and pay \$195 with a credit card. The cost totals to \$320.

There are other VTI learning activities available if you're interested in taking related webinars such as *To Self-Manage or Not to Self Manage Your Property - What is the Answer?* (AM001wt) and *Other People's Money: Calculating Mortgage Debt for Multifamily Properties* (AM002wt).

The VTI course catalogue and registration instructions are available on the [VTI home page](#).

◆ **Novogradac - Online LIHTC Property Compliance Workshop**  
Registration is open for February 2022 Class!

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.

◆ **Nan McKay - Fundamentals of Low-Income Housing Tax Credit Management Certification**  
Registration is open now for January and March 2022 classes! On-demand option also!

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 is open now](#) for January and March 2022 classes. 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](#).

- ◆ **Quadel - LIHTC + Blended Compliance**  
Registration is open now for January and February 2022 classes!

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 and [registration is now open](#) for the January and February 2022 sessions. Cost starts at \$650 with additional fees for a hard-copy book and the certification exam.

- ◆ **Spectrum Seminars - Tax Credit Certification Seminar**  
Available now on-demand!

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](mailto:nwcertificates@nw.org) before you enroll in an alternative class.

#### 4. Housing Development

Candidates are required to take a class that teaches the basics of affordable housing development or preservation. CHAM will provide a list of pre-approved options to meet this requirement in early 2022.

We anticipate housing development courses will be offered at future Neighborworks Training Institutes. We'll let you know when the dates and locations of the 2022 NTIs are announced, so stay tuned.

You may also propose to take a Housing Development course of your choice that includes the topics covered in the NeighborWorks class [The Basic Steps of the Affordable Housing Development Process](#). Please submit your request to [nwcertificates@nw.org](mailto:nwcertificates@nw.org) before you enroll in an alternative class.

#### Questions? We are here to help.

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