NAHRO Professional Development System (NPDS)

Certified Management Executive

(CME)

Certification Application

Thank you for applying for the NAHRO Certified Management Executive (CME) Certification. Please read and complete each section of this application fully and accurately in legible handwriting or type. You may submit this application anytime after you have completed all of the requirements. Some requirements may require that you provide additional documentation, for example a certificate of completion or evidence of passing an exam provided by another affordable-housing training provider. If you have questions regarding NAHRO’s certification requirements, how to complete this application, or acceptable documentation for other providers’ education and testing, please contact NAHRO’s Professional Development Department at 877.866.2476.

Please initial and return each page of this application. Your completed and signed application should be mailed to:

NAHRO
Professional Development Department (Certification)
630 Eye St., NW
Washington, DC 20001

Receipt of your application will be acknowledged within two weeks via e-mail.

There is no membership requirement to apply for or receive NAHRO certification. Members and non-members will be evaluated equally. NAHRO does not discriminate on any basis including race, sex, age, religion, national origin, sexual orientation, or disability.

Application Checklist

☐ Section 1: Contact Information
☐ Section 2: Education and Experience
☐ Section 3: Professional Development Achievements
☐ Section 4: Adhere to the NAHRO Code of Professional Conduct
☐ Section 5: Application Attestation
Section 1: Contact Information

First Name __________________ Middle Name or Initial __________________ Last Name __________________

Title of Present Position ________________________________________________________________

Organization ____________________________________________________________

Please indicate whether you want your certification sent to your □ Business or □ Home

Please note, certification will not be sent to P.O. boxes

□ Business Address

Street Address __________________

City __________________ State _______ Zip Code ______________________

Business Telephone __________ Fax __________ E-mail Address __________

□ Home Address

Street Address __________________

City __________________ State _______ Zip Code ______________________

Home Telephone __________ Fax __________ E-mail Address __________

Section 2: Education and Experience

□ I have a High School Diploma or Equivalent

□ I have been employed by the Housing and Redevelopment Industry for at least six months

OR

□ I have an Associates Degree
Section 3: Professional Development Achievements

□ I have LESS than 10 years experience in the Housing and Redevelopment Industry
* For 10 or MORE years of experience, skip this section and go to next page *

1) □ I achieved a NAHRO Manager of Operations Certification on _____, _____, _____ of CMVO/CMMO/CMPO

□ I have LESS than 10 years experience in the Housing and Redevelopment Industry
* For 10 or MORE years of experience, skip this section and go to next page *

2) I successfully completed one of the following two boxed options:

□ I achieved the NAHRO Senior Professional Housing Manager Certification on _____, _____, _____

OR

□ I completed the NAHRO Executive Management and Leadership Seminar and Self-Assessment on ___, ___, ______ in __________, _____

3) And I successfully completed one of the following four boxed options:

□ I completed the NAHRO Property Portfolio-Asset Management Analysis and Investment Strategies Seminar on ___, ___, ______ in __________, _____

OR

□ I completed the NAHRO Introduction to Mixed Finance Development for Public Housing Authorities Seminar on ___, ___, ______ in __________, _____

OR

□ I completed the NAHRO Beyond the Basics: Mixed Finance Development for Public Housing Authorities Seminar on ___, ___, ______ in __________, _____

OR

□ I completed the NAHRO Executive Management and Board of Commissioners Relations Seminar on ___, ___, ______ in __________, _____

4) □ I passed the NAHRO CME Certification Exam on _____, _____, _____ in __________, _____
Section 3, continued: Professional Development Achievements

☐ I have 10 to 15 years experience in the Housing and Redevelopment Industry

1) ☐ I have 10 to 15 years experience in a senior management position (CEO, Executive Director, Deputy Director or Department Director. Other senior positions will be considered.)

2) ☐ I have held a leadership office at the chapter, regional or national level of an affordable housing professional membership organization

   OR

   ☐ I completed the NAHRO Executive Management and Leadership Seminar and Self-Assessment on _____, _____, _____ in __________, ________

3) ☐ I completed the NAHRO Ethics for Operations Management Seminar on _____, _____, _____

4) ☐ I passed the NAHRO CME Certification Exam on _____, _____, _____ in __________, ________

☐ I have MORE than 15 years experience in the Housing and Redevelopment Industry

1) ☐ I have more than 15 years experience in a senior management position (CEO, Executive Director, Deputy Director or Department Director. Other senior positions will be considered.)

2) ☐ I completed the NAHRO Ethics for Operations Management Seminar on _____, _____, _____

3) ☐ I passed the NAHRO CME Certification Exam on _____, _____, _____ in __________, ________
Section 4: Adhere to the NAHRO Code of Professional Conduct

The purpose of the National Association of Housing and Redevelopment Officials is (1) to be the leading housing and community development advocate for the provision of adequate and affordable housing and strong viable communities for all Americans, particularly those with low and moderate-incomes, (2) to strengthen the capacities of member agencies and (3) to develop and deliver the highest quality products and services for housing and community development practitioners.

Each NAHRO individual associate, allied individual member and those formally certified through one of NAHRO’s comprehensive examination programs will adhere to a Code of Professional Conduct that supports this purpose and pledges to:

- Promote the public interest through the advocacy for responsible administration of housing and community development programs.
- Perform work responsibilities with the highest degree of integrity and professionalism in order to merit the respect of the beneficiaries of programs, elected officials and the general public.
- Exercise diligence, objectivity and honesty in executing professional responsibilities.
- Avoid any activities which conflict with official duties and not accept directly or indirectly any fee, rebate commission, discount, gratuity or other benefit whether monetary or otherwise for the professional discharge of duties except an authorized established salary, expenses and other benefits.
- Serve the public with dedication, concern, courtesy and responsiveness.
- Continually strive for professional excellence personally and encourage and support associates in their professional development efforts.
- Avoid misuse or misrepresentation of any of NAHRO’s comprehensive certifications.
- Promote and encourage the highest level of ethics within the industry.
- Immediately report known violations of this Code of Professional Conduct to the Executive Director of NAHRO.

This Code of Professional Conduct has been adopted to promote and maintain the highest standards of personal and professional conduct. Adherence to this Code is required for continued NAHRO associate status and/or retention of any comprehensive credential achieved through NAHRO’s professional development program.

“I have read and understood the NAHRO Code of Professional Conduct and I acknowledge that adherence to its principles, both in letter and in spirit, is essential to maintaining the public trust. I further acknowledge that the credential/certification for which I am a candidate connotes professionalism and high ethical standards as well as competency. Accordingly, I will at all times abide by and fully comply, both in letter and spirit, with the NAHRO Code of Professional Conduct (as such Code may be amended or modified from time to time). I further acknowledge and agree that, if NAHRO, under its then applicable procedures relating to such matters, determines that I have materially violated any provisional of the NAHRO Code of Professional Conduct, the credential/certification held by me may be suspended or permanently revoked by NAHRO. I hereby waive any and all suits, claims, demands, and rights of action that may arise in connection with any such suspension or revocation and agree that I will not assert any claim, suit, demand, or action in connection therewith against either NAHRO, or any of its officers, members of its Board of Governors, members of its Board of Ethics and Credentialing Trustees or any subcommittee thereof, or any of NAHRO’s employees or agents.”

_________________________  ___________________________  _____________
Signature                 Print or Type Name                    Date
Section 5: Application Attestation

In completing and signing this application, I fully understand that it is an application only and does not guarantee certification. By signing this application, I attest that the information and documentation provided is accurate to the best of my knowledge. I understand that any false statement or misrepresentation that I make in the course of this application process may result in revocation of this application or other disciplinary action by the NAHRO’s Board of Ethics and Credentialing Trustees.

I understand that NAHRO reserves the right to revise or update this application and the Code of Professional Conduct, and that it is my responsibility to be aware of current certification requirements. Further, I understand that it is my responsibility to provide NAHRO with any requested documentation in connection with this application.

I understand and agree that if I am certified following acceptance of this application such certification does not constitute NAHRO’s warranty or guarantee of my fitness or competency to practice as a public housing occupancy specialist. I authorize NAHRO to include my name in a list of certified individuals and agree to use the NAHRO designation and related trade names, trademarks, and logos only as permitted by NAHRO policies. I also agree that NAHRO may use aggregate application data for statistical and research purposes.

Applicant Signature: ___________________________ Date: ______________