Thank you for applying for the NAHRO Certified Specialist of Occupancy- Public Housing (CSO-PH) 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 plus other documentation for training 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, please contact NAHRO Professional Development Department at certification@nahro.org or 877-866-2476, ext. 6261.

Please initial 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 of receipt 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 Professional Code of Conduct
- Section 5: Application Attestation
Section 1:
Contact Information
Please indicate whether you want your certification sent to your □ Work or □ Home

_______________________   _____________________   _____________________
First Name       Middle Name or Initial       Last Name

Title of Present Position ___________________________________________

Business Name _________________________________________________________

Business Address
City                      State                      Zip Code

Business Telephone        Business Fax        Business E-mail Address

**Please enter both home and business contact information**

_______________________   _____________________   _____________________
Home Address
City                      State                      Zip Code

Home Telephone        Home Fax        Home E-mail Address

Section 2:
Education and Experience
(please check the box next to requirements that are complete)

☐ High School Diploma or Equivalent

☐ Have been employed by the industry for six months
Section 3:
Professional Development Achievements

NAHRO will consider another provider's equivalent training. Please note that when equivalent hours are an option, NAHRO defines equivalent hours as actual face-to-face classroom time. Breaks and lunch are not included in the equivalent hours. NAHRO awards .1 CEU for each 50 minutes of classroom attendance. If submitting another provider’s education for consideration, applicant must include a copy of the seminar agenda, syllabus, and certificate of completion. The certificate must have the name of the participant, the name of the provider (and logo, if applicable), title and date of seminar, and number of Continuing Education Units earned for attendance.

Only NAHRO exams may be used for exam requirements. Also, only NAHRO ethics seminars may be used for ethics requirements.

OPTION A or B must be completed (please check box next to completed requirements)

**OPTION A: Training, Examination, Ethics Requirements**

1) □ Completion of NAHRO's Public Housing Occupancy Seminar (1.3 CEUs) and NAHRO's Public Housing Eligibility, Income and Rent Calculation Seminar (1.95 CEUs) or completion of NAHRO's combined Public Housing Occupancy, Eligibility, Income and Rent Calculation Seminar (3.25 CEUs).

OR (please check one)

□ Completion of 3.25 CEUs of Public Housing Occupancy, Eligibility, Income and Rent Calculation training from another provider. Applicant must include a copy of the seminar agenda, syllabus, and certificate of completion. The certificate must have the name of the participant, the name of the provider (and logo, if applicable), title and date of seminar, and number of Continuing Education Units earned for attendance. The certificate must be signed by an official of the organization.

AND

2) □ Passing grade on NAHRO’s Public Housing Occupancy Certification Exam and NAHRO’s Public Housing Eligibility, Income and Rent Calculation Certification Exam or Passing grade on NAHRO’s Public Housing Occupancy, Eligibility, Income and Rent Calculation Certification Exam.

AND

3) □ Completion of NAHRO’s Ethics for Specialists Seminar

OR (please check one)

□ Completion of NAHRO’s Public Housing Manager Seminar (after 9/1/2010 contains a module equivalent to the NAHRO Ethics for Specialists Seminar).
OPTION B: Experience, Examination, Ethics Requirements

I have five or more years of experience in the Housing and Redevelopment Industry. Therefore, I may waive the training requirements, except the NAHRO Ethics for Specialist Seminar.

1) Passing grade on NAHRO’s Public Housing Occupancy Certification Examination and NAHRO’s Public Housing Eligibility, Income and Rent Calculation Certification Examination or Passing grade on NAHRO’s Public Housing Occupancy, Eligibility, Income and Rent Calculation Certification Examination.

AND

2) Completion of NAHRO’s Ethics for Specialists Seminar

OR

Completion of NAHRO’s Public Housing Manager Seminar after September 1, 2010, which contain a module equivalent to the NAHRO Ethics for Specialists Seminar.
Section 4: Adhere to the NAHRO Professional Code of 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 provision 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

___________________________________________
Date

___________________________________________
Print or Type Name
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

Print or Type Name