



NAHRO 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 Certification at certification@nahro.org or 877.866.2476.

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

NAHRO Certification
630 Eye St., NW
Washington, DC 20001

OR emailed to: certification@nahro.org
OR faxed to (202) 289-8181

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 I: Contact Information

First Name Middle Name or Initial Last Name

Title of Present Position

Organization

Please indicate whether the address below is your Business address or Home address

Street Address

City State Zip Code

Telephone E-mail Address

Section 2: Education and Experience

I have a High School Diploma or equivalent

AND

I have been employed by the Housing and Community Revitalization and Development industry for at least six months

OR

I have an Associate Degree or equivalent

**Section 3: Professional Development Achievements: Please complete OPTION A, B, or C
NAHRO Certification accepts other provider's education equivalent in content and time.
Please enclose documentation of education, provider, proof of completion and time.**

OPTION A: I have LESS than 10 years senior management experience in the assisted/affordable housing and community development industry.

*** For 10 or MORE years of experience, skip this section and go to next page ***

Describe experience (include dates, titles and organizations; a copy of a resume or curriculum vitae is acceptable, add additional pages as necessary):

1) I achieved a NAHRO Manager of Operations Certification on _____, _____, _____ of CMVO/CMMO/CMPO
month day year circle designation(s)

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

I achieved the NAHRO Senior Professional Housing Manager Certification on _____, _____, _____
month day year

I completed the NAHRO Executive Management and Leadership Seminar and Self-Assessment
on _____, _____, _____ in _____, _____
month day year city state

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 _____, _____
month day year city state

I completed the NAHRO Introduction to Mixed Finance Development for Public Housing Authorities Seminar on _____, _____, _____ in _____, _____
month day year city state

I completed the NAHRO Beyond the Basics: Mixed Finance Development for Public Housing Authorities Seminar on _____, _____, _____ in _____, _____
month day year city state

I completed the NAHRO Executive Management and Board of Commissioners Relations Seminar on _____, _____, _____ in _____, _____
month day year city state

4) I passed the NAHRO CME Certification Exam on _____, _____, _____ in _____, _____
month day year city state

Section 3, continued: Professional Development Achievements

OPTION B: I have 10 to 15 years senior management experience in the assisted/affordable housing and community revitalization and development industry.

Describe experience (include dates, titles and organizations; a copy of a resume or curriculum vitae is acceptable, add additional pages as necessary):

1) I have held a leadership office at the chapter, regional or national level of a professional organization in the assisted/affordable housing and community revitalization/development industry.

OR

I completed the NAHRO Executive Management and Leadership Seminar and Self-Assessment on _____, _____, _____ in _____, _____
month day year city (or enter "Online") state

2) I completed the NAHRO Ethics for Management Seminar on _____, _____, _____
month day year

3) I passed the NAHRO CME Certification Exam on _____, _____, _____ in _____, _____
month day year city (or enter "Online") state

OPTION C: I have more than 15 years senior management experience in the assisted/affordable Housing and community revitalization and development industry.

Describe experience (include dates, titles and organizations, a copy of a resume or curriculum vitae may be substituted, add additional pages as necessary):

1) I completed the NAHRO Ethics for Management Seminar on _____, _____, _____
month day year

2) I passed the NAHRO CME Certification Exam on _____, _____, _____ in _____, _____
month day year city (or enter "Online") state

Section 4: Adhere to the NAHRO Code of Professional Conduct

The mission of the National Association of Housing and Redevelopment Officials (NAHRO) is to be the leading housing and community development association that inspires the creation of strong and sustainable communities.

NAHRO is committed to helping create a nation in which all people have decent, safe and affordable housing and economic opportunity in viable, sustainable communities. NAHRO strives to ensure that its mission is upheld by its members with the highest standard of excellence and professional conduct at all times.

Therefore, each NAHRO individual member or associate, and those who have attained a NAHRO credential pledge to uphold and adhere to NAHRO's Code of Professional Conduct as follows:



- Advocate for appropriate laws, adequate funding levels and responsible public policies that address the needs of the people served, are financially and programmatically viable for our industry, are flexible, reduce regulatory burdens and promote local decision-making;
- Foster and promote the highest standards of ethical behavior, service, and accountability within the industry to further the public trust;
- Promote the public trust through advocacy for the responsible administration of housing and community development programs;
- Perform governance and work responsibilities with the highest degree of integrity and professionalism, in order to merit the respect of the beneficiaries of the programs, elected officials, and the general public;
- Serve the public with dedication, concern, courtesy, and responsiveness;
- Exercise diligence, objectivity, and honesty in executing professional responsibilities;
- Avoid any activities that 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 benefits;
- Avoid misuse or misrepresentation of any of NAHRO's credentials.
- Create organizational and community environments that are free of harassment and discrimination.
- Strive to keep all communication is free of bias and offensive slang;
- Be responsible stewards of human, financial, and capital resources;
- Immediately report known violations of this Code of Professional Conduct. Reports will be investigated by the NAHRO Board of Ethics and Credentialing Trustees (BECT). Reports may be made to the NAHRO CEO or Chair of the BECT.

This Code of Professional Conduct has been adopted to promote and maintain the highest standards of excellence in personal and professional conduct. Adherence to this Code is required for continued NAHRO individual membership and associate status and/or retention of any credential achieved through NAHRO. Adopted by the NAHRO Board of Governors on October 10, 2019.

Section 5: Application Attestation

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.

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: _____

