



## Certified Specialist of Eligibility and Calculation (CSEC-HCV) Certification Application

If you have questions regarding NAHRO Certification, please contact certification@nahro.org or 877.866.2476.

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.

### Section 1: Contact Information (please enter name, address, phone and email below)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Section 2: Education and Experience

- 1) High School Diploma or equivalent **AND**
- 2) Have been employed by the industry for six months

### Section 3: Training, Examination, Ethics Requirements

- 3) Completion of NAHRO's Housing Choice Voucher Eligibility, Income and Rent Calculation training or equivalent

Enter

Date/Location \_\_\_\_\_ **AND**

- 4) Successful passing score on NAHRO's Housing Choice Voucher Eligibility, Income and Rent Calculation Certification Exam

Enter

Date/Location \_\_\_\_\_

**AND**

- 5) Completed NAHRO's Ethics for Housing Professionals or equivalent

Enter

Date/Location \_\_\_\_\_

#### **Section 4: Adhere to the NAHRO Professional Code of Conduct**

The mission of the National Association of Housing and Redevelopment Officials (NAHRO) is to inspire and engage professionals in housing, community development, finance, government, and social services in collaboration with residents to create attainable and sustainable housing and communities for vulnerable families and individuals.

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**

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 housing choice vouchers 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.

"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."

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Applicant Signature

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Date