



Low Income Housing Tax Credit (LIHTC) Training & SHCM Exam

Wednesday and Thursday May 16th and 17th 2018

DoubleTree by Hilton, Pittsburgh-Cranberry
910 Sheraton Drive, Mars, PA 16046
formerly the Four Points Sheraton, Pittsburgh - North

REGISTER
TODAY

DISCOUNT
THROUGH
APRIL 27th

WHO SHOULD ATTEND:

This one and one-half day seminar is an advanced class and is designed for management agent staff and front line on-site staff managing Section 42 tax credit properties. It is an excellent review course for the veteran, or certification course for the SHCM Credential. Participants will receive a Certificate of Completion for 12 LIHTC education hours.

WHAT:

PAHMA is pleased to welcome Karen A. Graham, President & CEO of Karen A Graham Consulting LLC to provide the 2018 LIHTC training. Her firm has specialized in Section 42 Compliance and asset management since 2003. Karen has over 25 years experience in the affordable housing industry and concentrates on aiding partners, owners and managers in asset management support and ensuring LIHTC compliance.

The Comprehensive Review of Tax Credit Requirements will include an update on the tax credit program requirements and compliance issues. **BRING A CALCULATOR & HIGHLIGHTER.** This seminar will complete the 12 hour education requirement to sit for the Specialist in Housing Credit Management (SHCM) Exam (optional), which is being offered the afternoon of the second day.

SEE BACK FOR IMPORTANT DETAILS OF SHCM TRAINING AND CERTIFICATION REQUIREMENTS

COST:

**Early Bird Pricing: Member of PAHMA \$299 / Nonmember \$399
Price increase of \$25 April 28th**

Please complete the Registration Form and return with your check. Fees must be paid prior to the training. PAHMA members receive a \$100 discount! visit www.pahma.org/membership/ for information on becoming a member

AGENDA: The seminar will begin with **check-in from 8:00 to 8:30 a.m.** Refreshments are included both days; lunch is included on Wednesday. The seminar will end by 4:30 on Wednesday, and by 12:30 on Thursday. Lunch will be "on your own" Thursday. The SHCM Exam begins at 1:30 p.m. **YOU MUST HAVE A LAPTOP & CALCULATOR FOR THE EXAM.**

**There is an additional cost of \$175 for the SHCM exam (the exam is optional)
SIGN UP FOR THE EXAM BY MAY 1ST ... WE CANNOT ACCEPT REQUESTS WITHIN 10 BUSINESS DAYS OF EXAM**

FOR OVERNIGHT RESERVATIONS:

Please contact the DoubleTree by Hilton directly at (724) 776-6900 / 1-800-222-8733 ... OR ... use our Personal Online Group Page. A special PAHMA rate is available through 5:00 p.m., Tuesday, April 24th, or until the block is sold out.

http://doubletree.hilton.com/en/dt/groups/personalized/P/PITMADT-HMA-20180515/index.jhtml?WT.mc_id=POG

Be sure to register early. Seating is limited and prices increase April 28th. For additional information, please contact PAHMA at info@pahma.org or leave a message at (412) 445-8357.

****Remember Your Calculator // Laptop Also Needed for Exam****

The SHCM Course Will Cover All Key LIHTC Program Regulations and Testable Subject Areas of the SHCM Exam

Placed in Service, Credit Period, Compliance Period, Unit Eligibility and Transfers, Unit Vacancy Rule and Available Unit Rule, Rent Skewing, Determining Maximum Incomes, Maximum Rents and Utility Allowances, Qualifying Residents and Income Certifications, Student Households, Income Limits, Income and Assets, Verifications, Initial-Annual-Interim Certifications, File Maintenance, Set Asides, Minimum Set Asides, Habitability and Physical Inspections, Monitoring and Reporting Compliance, IRS Forms and Non-Compliance Issues, Recapture Rules, and much more.

Two Easy Ways to Earn Your SHCM

SHCM Candidates Meeting the Two-Year Experience Requirement May —

- Accumulate 12 hours (instruction time) of housing credit training conducted by an approved provider (all AHMAs are approved providers), and at the end of the training, sit for the SHCM exam. (The exam will be forwarded to NAHMA for grading; NAHMA will contact you regarding your exam results within four to six weeks of receiving the exam.) Once a candidate passes the SHCM exam, the final step in the process is completion and submission of the SHCM application to NAHMA. SHCM applications are forwarded to candidates with their exam results.
- Contact NAHMA for an SHCM application package, if you wish to take credit for a prior (minimum) 12 hours of LIHTC training you've accumulated in the past two years, and want to just sit for the exam now (a certificate or some other proof of training completion will be required); NAHMA will notify you of upcoming dates/locations at which you may sit for the exam. Again, the completed exam will be forwarded to NAHMA for grading, and NAHMA will contact you regarding your exam results within four to six weeks of receiving the exam. Once a candidate passes the SHCM exam, the final step in the process is completion and submission of the SHCM application to NAHMA.

SHCM Candidates with Less than the Two-Year Experience Requirement May —

Take advantage of the same two options listed above; however, these candidates will need to participate in a “candidacy period” equal to the amount of time remaining to meet the two-year work experience requirement. Once the candidacy period is satisfied, the candidate may then begin to use the SHCM certification. Candidates selecting this option may use the SHCM-c (SHCM-Candidate) designation, and must pay an additional one-time non-refundable administrative maintenance fee of \$100 with the SHCM application. SHCM-Candidates are required to gain their two-year work experience within three years of passing the exam; exceptions will be considered by NAHMA on a case-by-case basis.

SHCM Certification Overview

The Specialist in Housing Credit Management® (SHCM®) certification has been developed by the National Affordable Housing Management Association (NAHMA) especially for management professionals involved with properties developed and operated under the Low Income Housing Tax Credit (LIHTC) program. The SHCM is designed BY management professionals FOR management professionals to ensure they have attained the knowledge, experience and competence required to excel in the housing credit property management industry.

As experienced affordable housing management professionals know, the LIHTC program is the primary production tool for creating new affordable housing properties across every state in the country, and it is also the most important tool for rehabilitating and preserving the nation's existing stock of aging affordable housing. To maximize their careers, management professionals in the affordable housing industry must be able to demonstrate their experience and expertise in mastering the complex requirements of the LIHTC program. Earning your SHCM enables you to do just that.

SHCM certification is valid for one year and must be renewed annually each September 1st. Renewal consists of six hours of housing credit specific coursework or training by an approved provider per year and \$165 renewal fee. The Affordable Housing Management Associations (AHMAs) are approved providers.

\$100 MEMBER DISCOUNT FOR EACH PARTICIPANT ... BE SURE THAT YOUR MEMBERSHIP IS UP TO DATE

CANCELLATION POLICY:

NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS WITHIN SEVEN DAYS OF THE EVENT OR FOR REGISTRANTS WHO FAIL TO ATTEND.
POLICY MAY BE WAIVED IF CANCELLATION IS DUE TO "FORCE MAJEURE" REASONS. ALL CANCELLATION REQUESTS MUST BE MADE IN WRITING TO:
PAHMA, PO BOX 199, GLENSHAW, PA 15116 OR TO INFO@PAHMA.ORG

FOR YOUR COMFORT:

SINCE ROOM TEMPERATURES ARE DIFFICULT TO REGULATE TO EVERYONE'S SATISFACTION, LAYERED CLOTHING IS STRONGLY RECOMMENDED

EVENT ETIQUETTE:

ALL ATTENDEES ARE REQUIRED TO ABIDE BY THE EVENT ETIQUETTE AND STANDARDS OF BEHAVIOR POLICY WHICH CAN BE FOUND ON OUR WEBSITE, WWW.PAHMA.ORG, AND WILL BE AVAILABLE IN HARD COPY AT EACH EVENT.

IN THE EVENT OF SPEAKER CANCELLATION: PAHMA RESERVES THE RIGHT TO SUBSTITUTE THE SPEAKER/TOPIC AND/OR RESCHEDULE THE TRAINING.

FOR MORE INFORMATION: CONTACT US AT INFO@PAHMA.ORG OR LEAVE A MESSAGE AT 412-445-8357

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910 Sheraton Drive, Mars, PA 16046

formerly the Four Points Sheraton, Pittsburgh-North

Company/Management Agent Name _____

Property Name _____

Street Address _____

City, State & ZIP Code _____

Business Telephone _____ E-Mail _____

Emergency Contact & Telephone _____

- CHECK HERE IF YOU DO NOT WANT YOUR EMAIL ADDRESS ADDED TO THE PAHMA CONTACT LIST**
- SPECIAL NEEDS:** PLEASE LET US KNOW IF YOU REQUIRE ANY SPECIAL ACCOMMODATIONS OR DIETARY NEEDS

Please list the name of each Participant, E-mail Address, and Emergency Contact (*use the back of the form if needed*):
E-mail address required for notification of any seminar changes

EARLY BIRD DISCOUNT THROUGH April 27th

Check-in at 8:00 a.m. / Program begins at 8:30 each day

Participants: PAHMA Members _____ x \$299 (\$324 starting 4/28/18) \$ _____

Non-Members _____ x \$399 (\$424 starting 4/28/18) \$ _____

**SAVE \$100 for each participant – visit www.pahma.org/membership/ for information on becoming a member

SHCM Exam (optional) _____ x \$175 **must bring laptop & calculator** \$ _____

FINAL DAY TO SIGN UP FOR THE EXAM IS MAY 1ST

Payment is Due Prior to the Seminar

****Remember Your Calculator & Highlighter****

MAIL YOUR REGISTRATION FORM and PAYMENT BY April 27th to guarantee Early-Bird Pricing

checks should be made payable to **PAHMA** and sent to: **PO Box 199, Glenshaw, PA 15116-0199**

REGISTER EARLY ° SEATING IS LIMITED ° PRICE INCREASE of \$25 April 28th

FOR CREDIT CARD PAYMENTS:

Name as it appears on the card _____

Credit Card Number _____

Expiration Date _____ CVC Code _____

Email Address for Receipt _____

contact info@pahma.org if assistance is needed with credit card payments