



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

VIRTUAL – Tuesday & Wednesday, April 27-28, 2021

IN-PERSON – Thursday April 29, 2021

**DoubleTree by Hilton, Pittsburgh-Cranberry
910 Sheraton Drive, Mars, PA 16046**

**REGISTER
TODAY**

**SPECIAL PRICE
FOR 3 DAYS**

WHO SHOULD ATTEND:

This seminar covers fundamentals and advanced material 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 HCCP Credential. Participants attending all 3 days will receive a Certificate of Completion for 12 LIHTC education hours.

WHAT:

PAHMA is pleased to welcome Karen Graham, CPM, HCCP, SHCM, President & CEO and Stacy Day, HCCP, Vice President, Karen A Graham Consulting LLC as our instructors. Karen A Graham Consulting has specialized in Section 42 Compliance and asset management since 2003 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. This 3-Day hybrid seminar will complete the 10-hour education requirement to sit for the Housing Credit Certified Professional (HCCP) Exam, which is being offered the afternoon of the third day.

TEST-TAKERS WILL NEED A NONPROGRAMMABLE CALCULATOR & #2 PENCIL (cell phones are not permitted).

THIS WILL BE A PAPER EXAM. SEE NEXT PAGE FOR IMPORTANT DETAILS OF HCCP TRAINING AND CERTIFICATION REQUIREMENTS

COST FOR FULL 3-DAY EVENT

Member of PAHMA \$475 / Nonmember \$575

SEE REGISTRATION PAGE FOR ADDITIONAL PRICING OPTIONS

Please complete the Registration Form and return with your check. Fees must be paid prior to the training. Be sure your membership is current to receive your \$100 discount! visit www.pahma.org/membership/ for information.

AGENDA: This seminar will cover fundamentals with two 4-hour webinars on Tuesday and Wednesday from noon to 4:00pm; Thursday is in-person and covers advanced instruction & test preparation, followed by the HCCP Exam. Check-in begins at 8:30am. Beverages will be available; lunch is on your own. The day will end by 4:00pm.

FOR OVERNIGHT RESERVATIONS: Please use the following link for PAHMA LIHTC (must be copied completely)

<https://www.hilton.com/en/book/reservation/deeplink/?&ctyhocn=PITMADT&groupCode=CDTPAH&arrival=20210428&departure=20210429&cid=OM,WW,HILTONLINK,en,DirectLink&fromId=HILTONLINKDIRECT>

or contact the DoubleTree by Hilton Pittsburgh-Cranberry directly at 724-776-6900 / 800-222-8733.

Reservations must be confirmed by Wednesday, April 7th to guarantee the group rate of \$99.00.

Be Sure to Register Early to Guarantee Your Spot.

For additional information, please contact PAHMA at info@pahma.org or leave a message at (412) 445-8357.

IN ACCORDANCE WITH CDC AND WHO GUIDELINES, WE ARE REQUIRING FACE COVERINGS DURING THE IN-PERSON TRAINING AND IN ALL INDOOR PUBLIC AREAS OF THE HOTEL. WE WILL ALSO PRACTICE RECOMMENDED SAFE SOCIAL DISTANCING DURING THE EVENT. HAND SANITIZING STATIONS WILL BE AVAILABLE. ATTENDEES WILL BE REQUIRED TO VERIFY INFORMATION UPON ARRIVAL.

****TEST-TAKERS Remember Your Nonprogrammable Calculator (no cell phones)****

EXAM WILL BE CONDUCTED ON PAPER, NOT ONLINE

The **Housing Credit Certified Professional (HCCP)** designation is offered through the National Association of Home Builders (NAHB). It is a specialized designation for developers, property managers, asset managers and others working in the affordable housing industry through the Low-Income Housing Tax Credit (LIHTC) program. Karen Graham sits on the HCCP Board of Governors' Technical Advisory Group, and is an approved distributor for the HCCP Exam. Passing the exam is the first step in obtaining this designation.

Requirements for achieving the HCCP designation

- Successful completion of the HCCP Exam (\$175 fee; \$100 for retakes)
- Minimum of two years' experience in the LIHTC industry by graduation (Those who fail to meet this requirement may consider themselves an HCCP-Candidate until reaching two years of experience.)
- A total of 10 hours of LIHTC training
- Adherence to the [HCCP Code of Ethics](#)

Benefits of Achieving the HCCP Designation

NAHB staff and the HCCP Board of Governors are committed to maintaining and expanding the professional benefits of obtaining the HCCP designation, which include:

- A congratulatory welcome kit, including a plaque, HCCP lapel pin, HCCP ribbon and sample press release for your company to use internally or for local media recognition
- Your name listed in the online HCCP Directory
- A subscription to *The Credential*, a quarterly e-newsletter developed by the HCCP Board of Governors to bring HCCPs the latest tax credit industry information
- Discounted registration to one-hour educational webinars offered quarterly. HCCPs that attend each webinar fulfill their annual continuing education requirement.
- Opportunity to attend the annual reception and networking event honoring the HCCP of the Year
- Access to the professional LinkedIn group exclusively for active HCCPs
- Access to LIHTC technical assistance through NAHB staff and the HCCP Board of Governors

Preparing for the HCCP Exam

The HCCP exam is designed for current LIHTC practitioners. It covers development, compliance and management issues and is a comprehensive, multiple-choice exam with a “best answer” format. The exam is proctored over 2.5 hours. Industry experience, coupled with a review of the content found in a training course, should help you prepare. View [Sample Exam Questions](#) and [the HCCP Candidate Information Guide](#) for the list of testable subject areas and other tips for helping you pass the exam.

Obtaining the HCCP Designation

Once you have passed the HCCP exam, you must submit your completed [HCCP Profile and Application](#) and the additional application fee of \$175 for NAHB members or \$200 for non-members to the HCCP program administrator. If you do not complete this process within the three-year period, you will be required to retake the exam. [Complete the online HCCP application.](#)

NOTE: Due to the COVID-19 pandemic, HCCP exam results from in-person exam sessions will take longer than the usual 4-6 weeks. This situation is fluid. Thanks for your patience.

2021 PAHMA Low Income Housing Tax Credit (LIHTC) Training and HCCP Exam

Tuesday-Wednesday, April 27-28, VIRTUAL (Noon – 4:00pm)

Thursday, April 29, IN-PERSON (9:00am – 4:00pm)

DoubleTree by Hilton, Pittsburgh-Cranberry

910 Sheraton Drive, Mars, PA 16046

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.

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

IN ACCORDANCE WITH CDC AND WHO GUIDELINES, WE ARE REQUIRING FACE COVERINGS DURING THE IN-PERSON TRAINING AND IN ALL INDOOR PUBLIC AREAS OF THE HOTEL. WE WILL ALSO PRACTICE RECOMMENDED SAFE SOCIAL DISTANCING DURING THE EVENT. HAND SANITIZING STATIONS WILL BE AVAILABLE. ATTENDEES WILL BE REQUIRED TO VERIFY INFORMATION UPON ARRIVAL.

Company/Management Agent Name _____

Property Name _____

Street Address _____

City, State & ZIP Code _____

Business Telephone _____ E-Mail _____

REQUIRED

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

E-MAIL ADDRESS REQUIRED FOR NOTIFICATION OF WEBINAR ACCESS INFORMATION

CHECK THE BLOCK IF TAKING THE EXAM. Please list the name of each Participant. (use the back of the form if needed)

DAY 3 Check-in at 8:30am / Training begins promptly at 9:00am / Exam will be conducted on paper

3 Days & Exam: PAHMA Members _____ x \$475 \$ _____

Non-Members _____ x \$575 \$ _____

Days 1&2, No Exam: PAHMA Members _____ x \$300 \$ _____

(Fundamentals) Non-Members _____ x \$400 \$ _____

Day 3 Only & Exam: PAHMA Members _____ x \$300 \$ _____

(Advanced) Non-Members _____ x \$400 \$ _____

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

Payment is Due Prior to the Seminar

****Nonprogrammable Calculator Needed for Exam (no cell phones)****

MAIL YOUR REGISTRATION FORM and PAYMENT EARLY TO RESERVE YOUR SPOT

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

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