

CENTER FOR
GOVERNMENT SERVICES

Affordable Housing Professional Certification Program

CO-SPONSORED BY AFFORDABLE
HOUSING PROFESSIONALS OF NJ

CORE TRAINING & CONTINUING
EDUCATION COURSES FOR NJ LOCAL
GOVERNMENT ||
SPRING 2017 SCHEDULE



RUTGERS
Continuing Studies



THE AFFORDABLE HOUSING PROFESSIONAL CERTIFICATION PROGRAM

The Affordable Housing Professional Certification Program is a cooperative endeavor between the Center for Government Services (CGS) at Rutgers, the State University of New Jersey and the Affordable Housing Professionals of New Jersey (AHPNJ). It is a professional development course of study for individuals who work toward the support and provision of affordable housing, covering federally-funded programs as well as the state regulatory program.

The mission of AHPNJ is:

- to promote and enhance professionalism and knowledge in the field by supporting affordable housing through dialogue, ethical standards, education, advocacy and policy guidance;
- to establish “best practices” for housing procedures and protocols in the interrelated fields of administrative agents, architects, developers, property managers, state and municipal employees, non-profit and for-profit corporations, human/social service providers, financial institutions, planners and attorneys;
- to establish resources for professional assistance;
- to promote competency and expertise in the affordable housing industry that is desirable to employers, peers, advocates and clients;
- and to promote compassion in the agencies and individuals that support the provision of affordable housing.

PROGRAM SPONSORS

The curriculum was developed by the AHPNJ Education Committee in consultation with CGS. The certification encourages an understanding of professional and organizational skills covering a diverse range of housing areas. Upon completion of the program each participant receives the Rutgers/AHPNJ certificate.

CERTIFICATE REQUIREMENTS

To qualify for the Rutgers/AHPNJ certificate, participants must successfully complete 33 hours of classroom training. Successful completion is defined as 80% attendance of the class hours and a passing grade of 70% or higher on the

final examination. Final Exams are administered in open-book format. The four required courses total 24 hours. The remaining nine hours are accrued from electives approved by CGS and AHPNJ.

Required Courses

- Introduction to Affordable Housing for NJ Municipalities
- Determining Eligibility for Affordable Housing Programs
- Ethics for Affordable Housing Professionals
- Fair Housing

Approved Elective Courses

- Municipal Process for Residential Development (*formerly Community Placement of Affordable Housing Units*)
- Planning & Development of Affordable Housing
- Qualifying Households for Affordable Housing
- Records Management for Affordable Housing

RECERTIFICATION REQUIREMENTS

To renew the Rutgers/AHPNJ certificate, participants must successfully complete 20 hours of continuing education training within three years of the date in which they were awarded their certification. Certificate holders are responsible for tracking their own continuing education hours and must submit a renewal form to Rutgers CGS prior to the expiration of their certificate.

CONTINUING EDUCATION

The New Jersey Department of Community Affairs has approved the following courses for continuing education credit:

Municipal Process: RMC, 6 credits, Prof Dev

Ethics: CMFO/CCFO/CPWM/CTC/RMC/QPA, 3 credits, Ethics

Determining Eligibility: RMC, 6 credits, Prof Dev

Fair Housing: RMC, 3 credits, Prof Dev

Intro to Affordable Housing: RMC, 6 credits, Prof Dev

Planning & Development: RMC, 6 credits, Prof Dev

Qualifying Households: RMC, 6 credits, Prof Dev

Records Mgt: CMFO/CCFO/CPWM/CTC/RMC/QPA, 3 credits, Off Mgt -Anc Sub/Mgt/Gen-Sec/Prof Dev/Off Admin-Gen Dut

The NJ State Board of Accountancy has approved the four required program courses for Continuing Professional Education (CPE) credit in the subject of Business Law, under Rutgers University sponsor #703.

REQUIRED COURSES

Introduction to Affordable Housing for NJ Municipalities 12 Hours

This two-day foundation course defines affordable housing programs, covering topics such as the history of housing policy, laws, regulations and court cases relative to affordable housing, and their impact on housing availability. Students are familiarized with programs, funding sources, regulatory entities, rules and regulations related to the evolution of affordable housing.

Determining Eligibility for Affordable Housing Programs 6 Hours

This one-day course provides a basic overview of the required steps necessary for determining “eligibility” to buy or rent an affordable housing unit. It reviews common components including determining household size, calculating income and assets, verifying information, comparing to posted limits, etc. It includes information on various program types with different funding mechanisms.

Ethics for Affordable Housing Professionals – 3 Hours

This half-day session focuses on the nature of the public trust and the “rules” for ethical behavior. New Jersey law and HUD regulations are examined and applied to ethical issues using a case study approach.

Fair Housing – 3 Hours

This half-day session centers on discrimination in housing, including state and federal legislation. It discusses who can be penalized, how disabilities are defined, what are reasonable accommodations, and what policies and procedures should be established and followed. The Fair Housing complaint process is also reviewed.

APPROVED ELECTIVE COURSES

Municipal Process for Residential Development - 6 Hrs *Prerequisite: Introduction to Affordable Housing for NJ Municipalities*

This course provides students with an understanding of how residential units are decided and placed in the community. Students understand how sites are determined, current

AFFORDABLE HOUSING PROFESSIONAL CERTIFICATION

guidelines determining affordable housing obligations, the roles of the Planning Board and Governing Body, how to work with developers and Affordable Housing Commissions, and how to read site plans to identify affordable housing components.

Planning & Development of Affordable Housing – 6 Hours

Nontraditional development opportunities for housing authorities and redevelopment agencies are explored in this one-day course, including housing provided under the state's Mount Laurel requirements. Strategies for developing housing within a wide range of are discussed, and the household income levels established by various federal and state programs are described. Specific attention is given to "how-to" tips for establishing and working with nonprofit corporations.

Qualifying Households for Affordable Housing – 6 Hours

This course is highly recommended as an elective for Administrative Agents.

This full-day course provides guidance for Administrative Agents when qualifying applicants for affordable housing. It provides an overview of the regulations and the procedures for the qualification process, including what to look for when starting a new project and requirements for qualification in the Uniform Housing Affordability Controls. Students benefit from hands-on experience and thoughtful advice from seasoned Administrative Agents.

Records Management for Affordable Housing – 3 Hours

This half-day course examines the requirements for the use, retention and release of records kept by municipalities and their outsourced agencies providing affordable housing services in the course of the administration of affordable units. The course also reviews the Open Public Records Act requirements and compliance.

CONTINUING EDUCATION COURSE

Managing Data in Microsoft Excel - 3 Hours

This half-day session will orient students to basic concepts in the Excel spreadsheet. The course will focus on data management skills and will also review formula creation. No prior knowledge of Excel is required.

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS

Mail registration form and payment to:

**AFFORDABLEHOUSINGPROFESSIONALCERTPROGRAM
RUTGERS CENTER FOR GOVERNMENT SERVICES**

303 George Street, Suite 604
New Brunswick, NJ 08901-2020

Or fax to: 732-932-3586

GENERAL INFORMATION

If home or employer information has changed since your last registration, check here.

Last Name _____

First Name _____ Middle Initial _____

Gender Female Male

Employer _____

Title _____

Business Address

Street _____

City _____

State _____ ZIP _____

Home Address

Street _____

City _____

State _____ ZIP _____

Phone Numbers (required – check box for preferred)

Mobile _____ Home _____

Business _____ Ext. _____

E-mail Addresses (required – check box for preferred)

Business _____

Home _____

REGISTRATION FORM

NS • ONLINE REGISTRATION AVAILABLE AT CGS.RUTGERS.EDU

COURSE INFORMATION

I wish to register for:

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Prerequisite(s) (if applicable) _____

Completion Date _____ Location _____

PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

There is a \$25 fee for course withdrawals and/or returned checks.

SPRING 2017 SCHEDULE OF COURSES

Introduction to Affordable Housing for NJ Municipalities

12 Hours (2 Sessions) – \$441

HP-6001-SP17-1 New Brunswick

Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom A
Friday, March 24 & 31, 9 a.m. – 4 p.m.
Instructors: Ricardo Fernandez, PP/AICP,
Business Administrator, Passaic City and
Frank Piazza, Jr., President, Piazza & Associates

Determining Eligibility for Affordable Housing Programs

6 Hours (1 Session) – \$233

HP-6002-SP17-1 New Brunswick

Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom B
Thursday, May 11, 9 a.m - 4 p.m.
Instructor: Marc E. Leckington
Chief of Housing Production, Trenton City

Fair Housing – 3 Hours (1 Session) – \$131

HP-6003-SP17-1 New Brunswick

Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom A
Friday, April 21, 9 a.m. – 12 p.m.
Instructor: Ricardo Fernandez, PP/AICP
Business Administrator, Passaic City

Ethics for Affordable Housing Professionals

3 Hours (1 Session) – \$141

HP-6004-SP17-1 New Brunswick

Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom A
Tuesday, April 4, 1 p.m. – 4 p.m.
Instructor: Michael B. Kates, Esq.
Kates, Nussman, Rapone, Ellis & Farhi, LLP

Planning & Development of Affordable Housing

6 Hours (1 Session) – \$257

HA-3013-SP17-1 New Brunswick

Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom B
Saturday, May 20, 9:00 a.m. – 4:00 p.m.
Instructor: Philip Abramson, Principal, Topology NJ, Newark

Records Management for Affordable Housing

3 Hours (1 Session) – \$149

HP-6005-SP17-1 New Brunswick

Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom A

Tuesday, May 23, 9 a.m. – 12 p.m.

Instructor: Ilene Cutroneo, LUA/Assistant to the Planner,
Princeton

Frank Piazza, Jr., President, Piazza & Associates

Municipal Process for Residential Development

(formerly Community Placement of Affordable Housing Units)

6 Hours (1 Session) – \$239

HP-6006-SP17-1 New Brunswick

Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom A

Friday, June 9, 9 a.m. – 4 p.m.

Instructor: Ricardo Fernandez, PP/AICP
Business Administrator, Passaic City

Qualifying Households for Affordable Housing

6 Hours (1 Session) – \$289

AH-3103-SP17-1 New Brunswick

Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom B

Wednesday, May 10, 9 a.m. – 4 p.m.

Instructor: Frank Piazza, Jr., President
Kathy Schulte, Vice President, Client Services
Piazza & Associates

CONTINUING EDUCATION

Managing Data in Microsoft Excel - \$126

HP-6007-SP17-1 New Brunswick

Rutgers Public Safety Building
55 Commercial Avenue, 2nd Floor, Classroom 205A

Thursday, April 27, 9 a.m. - 12 p.m.

Instructor: Marcie Anszperger, Director of Computer Literacy
Training, Rutgers Center for Teaching Advancement &
Assessment Research

Food Service is included in the registration fee for all courses.

REGISTRATION INFORMATION

Courses are scheduled during the fall, spring and summer semesters throughout the state. Announcements containing specific course information are available each semester and may be found on the Center's website: <http://cgs.rutgers.edu>.

Enrollment: A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and online registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved. **Go to <http://cgs.rutgers.edu> and click on the "Register Now" button on the homepage.**

To ensure that course materials are available the first session of the course, it is strongly recommended you register at least one week prior to the course start date.

In-person registrations at the course location on the day of the first class are considered "walk-ins." Walk-ins are accepted but not encouraged and will be assessed a \$15 late registration fee. In addition, walk-in students must complete an "Agreement-to-Pay Form" and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins already on financial hold will not be permitted to complete their registration unless the delinquency is resolved.

Course Fees and Payment: Payment for a student's participation in a course can be obtained by using any of the following three methods:

1. Credit card payment (Visa, MasterCard, Discover or American Express) **AVAILABLE ONLY THROUGH ONLINE REGISTRATION (<http://cgs.rutgers.edu>)**
2. Check or money order payment by mail or in person
3. Authorized voucher/purchase order received via mail/fax

Actual course fees vary per course as courses have different hours of instructional time and the cost of study materials are dissimilar. Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

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Financing: If financing is needed, apply for the Sallie Mae Smart Option Student Loan as soon as possible at www.salliemae.com/00262990.

Late Fees: Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a \$15 late fee.

Returned Check Fee Policy: There is a \$25 fee for all checks that are returned to CGS. Failure to pay the fee prevents future course registrations and withholding the course certificate.

Withdrawals/Transfers: All requests to change registration status, either by withdrawal or transfer must be submitted in writing at least two (2) business days before the course start date and will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Course Cancellation Policy: The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for the course cancelled by CGS or enrolling in a course in this or the following semester. A student may not select a course that has a prerequisite if the prerequisite has not been met.

Education Credit: Selected courses qualify for continuing education credit toward renewal of certain professional licenses and academic credit. The CGS website lists the specific courses where continuing education credit is available.

Certificates: Certificates are mailed to students after the successful completion of the course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

Special Needs Students: Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made.

For More Information: Visit the program webpage at <http://cgs.rutgers.edu/ahp>.

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New Brunswick, NJ 08901-2020