

**AFFORDABLE HOUSING PROFESSIONAL (AHP)  
Certificate Renewal**

***Note:** This form is for use by those that hold their Affordable Housing Professional Certification and wish to renew it after completing all requirements.*

Name (as it is to appear on certificate) \_\_\_\_\_

Preferred e-mail address \_\_\_\_\_ Preferred phone number \_\_\_\_\_

Home Address \_\_\_\_\_

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Business Address \_\_\_\_\_

Work phone \_\_\_\_\_

AHP initial certificate dated \_\_\_\_\_

The certification renewal period is every three years.

Twenty (20) continuing education contact hours must be earned over this three-year period.

The individual is responsible for retaining all records of attendance, organization membership or program participation.

Send the completed application, attachments, and \$25 fee to:

Rutgers University  
Center for Government Services  
Affordable Housing Professionals  
3 Rutgers Plaza, 3<sup>rd</sup> Floor  
New Brunswick, NJ 08901

For additional information call 848/932-4736.

## **CERTIFICATION RENEWALS**

The certification renewal period is every three years. Twenty (20) continuing education (CE) credit hours must be earned over this three-year period. 20% of the required CE credits (four (4) CE credits) are allowed in topic areas outside of the affordable housing field (i.e. professional development). The applicant is responsible for retaining all records of attendance, organization membership or program participation.

### **Continuing Education Credit**

Continuing education credit can be earned by attendance at seminars, workshops, classes or conferences and through numerous methods of professional development.

Attendance at seminars, workshops, classes and conferences.

- Credit is given based on hour-for-hour participation.

### **Professional Development Credit Assignment**

**\*Please note that only four (4) CE credits can be earned by the following professional development credit opportunities.**

Acceptable records for submission include certificates of attendance, record of payment of dues, copies of articles published, copies of instructional material prepared, proof of speaking engagements and teaching assignments.

- 1 contact hour per membership per year in affordable housing professional organizations (AHPNJ, etc.);
- 2 contact hours per publication of a signed article relating to affordable housing;
- 1 contact hour per preparation of a chapter of instructional material (20+pages) on affordable housing topics;
- 1 contact hour, up to 4 contact hours, for instructing affordable housing related courses;
- Hour per hour, up to 4 hours, for participation as a speaker, moderator, or panel member in a conference, seminar or workshop in the affordable housing field.

Questions about recertification should be directed to :

Lakea Nicholson  
Senior Program Coordinator  
lakea.nicholson@rutgers.edu

## AHP CEU RENEWAL RECORD

### I. Attendance at seminars, classes, conferences, etc. (attach proof)

Title (seminar, class, conference)\_\_\_\_\_

Sponsor \_\_\_\_\_ Date,\_\_\_\_\_, CE contact hours \_\_\_\_\_

Title (seminar, class, conference)\_\_\_\_\_

Sponsor \_\_\_\_\_ Date,\_\_\_\_\_, CE contact hours \_\_\_\_\_

Title (seminar, class, conference)\_\_\_\_\_

Sponsor \_\_\_\_\_ Date,\_\_\_\_\_, CE contact hours \_\_\_\_\_

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Title (seminar, class, conference)\_\_\_\_\_

Sponsor \_\_\_\_\_ Date,\_\_\_\_\_, CE contact hours \_\_\_\_\_

Title (seminar, class, conference)\_\_\_\_\_

Sponsor \_\_\_\_\_ Date,\_\_\_\_\_, CE contact hours \_\_\_\_\_

### II. Professional Development (attach proof)

Activities and credit earned: organization membership, article and instructional material authorship, speaking engagements, etc.

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## **Expired Certificates**

Certificates 90 days or more past the expiration date are no longer considered valid. The holder of an invalid or lapsed certificate who is unable to accumulate the appropriate credit must take a written exam in order to renew the certification. To confirm the applicant's knowledge of recent developments in the affordable housing field, the exam stresses these changes. The exam will be given twice a year or as deemed necessary. Renewal will date from the month the applicant passes the exam. Certification renewal through examination is 50%.

If an individual's certification has lapsed and the exam option is not taken, the individual must wait a period of three years from the expiration date before being able to once again apply for the AHP certification. The applicant must have completed the required courses not more than 10 years earlier. If the courses were taken more than 10 years earlier, they must be retaken and successfully completed.