

**Rutgers University, Division of Continuing Studies**  
**Center for Government Services**  
**Affordable Housing for Professional Certification**

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**COURSE TRACKER**

Use this form to track your courses. Once 36 hours have been completed, download the application on our website to apply for your certificate.

<b><u>Required Course (27 hours)</u></b>	<b><u>Date</u></b>	<b><u>Credit</u></b>
Introduction to Affordable Housing (15 hours)	_____	_____
Determining Eligibility for Affordable Housing (6 hours)	_____	_____
Fair Housing (3 hours)	_____	_____
Ethics for Affordable Housing Professionals (3 hours)	_____	_____
<b><u>Elective Course (9 hours)</u></b>	<b><u>Date</u></b>	<b><u>Credit</u></b>
Qualifying Households for Affordable Housing (6 hours)	_____	_____
Planning and Development of Affordable Housing (6 hours)	_____	_____
Records Management for Affordable Housing (3 hours)	_____	_____
Municipal Process for Residential Development (6 hours)	_____	_____
Practicum on Setting Sales Prices and Rental UHAC (6 hours)	_____	_____
Best Practices for Affordable Housing Professional (4 hours)	_____	_____

To qualify for the Rutgers/AHPNJ Certificate, participants must successfully complete 36 hours of classroom training. The four required courses total 27 hours. The remaining nine hours are accrued from electives approved by CGS and AHPNJ. Successful Completion is defined as 80% attendance of the class hours and a passing grade of 70% or higher on the final exam.

Please contact Lakea Nicholson, Senior Program Coordinator at [lakea.nicholson@rutgers.edu](mailto:lakea.nicholson@rutgers.edu).