

**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 the 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, 3rd 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. **All courses taken outside of Rutgers and AHPNJ will need to be approved before credit is given.**

Continuing Education Credit

A 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.
- To receive credit for courses taken online, an email confirming your attendance and a certificate will be needed.
- 16 hours related to Affordable housing topics.
- 4 can be professional development (topics outside of affordable housing).

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, records 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

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 _____

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 _____

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.



Expired Certificates

Certificates 90 days or more past the expiration date are no longer considered valid. The holder of lapsed/invalid certificates who did not accumulate the appropriate credit must take a written exam in order to renew the certification within 90 days of their certification becoming invalid. 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 within 90 days of becoming invalid, 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.