

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 2020 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 for each class. 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
- 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 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. **Students may receive credit for taking elective courses in the program that were not taken for their initial certification.**

### CONTINUING EDUCATION

The New Jersey Division of Local Government Services 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 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 areas 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.

## NOTE CHANGE OF ADDRESS

Mail registration form and payment to:  
**AFFORDABLE HOUSING PROFESSIONAL PROGRAM**  
**RUTGERS CENTER FOR GOVERNMENT SERVICES**  
Rutgers Lifelong Learning Center  
3 Rutgers Plaza, 3rd Floor  
New Brunswick, NJ 08901  
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 \_\_\_\_\_

ONLINE REGISTRATION AVAILABLE AT [CGS.RUTGERS.EDU](http://CGS.RUTGERS.EDU)

## COURSE INFORMATION

I wish to register for:

Title \_\_\_\_\_

Code \_\_\_\_\_ Fee \_\_\_\_\_

Location \_\_\_\_\_

Title \_\_\_\_\_

Code \_\_\_\_\_ Fee \_\_\_\_\_

Location \_\_\_\_\_

Title \_\_\_\_\_

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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 2020 SCHEDULE OF COURSES

### **Introduction to Affordable Housing for NJ Municipalities 12 Hours (2 Sessions) – \$468**

#### **HP-6001-SP20-1 New Brunswick**

Rutgers Lifelong Learning Center  
3 Rutgers Plaza, Room 148  
Friday, March 20 & Thursday, March 26, 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) – \$243**

#### **HP-6002-SP20-1 Lawrenceville**

Mercer County Fire Academy  
350 Lawrence Station Road, Classroom TBD  
Tuesday, April 21, 9 a.m - 4 p.m.  
Instructor: Marc E. Leckington, Leckington Advisors, LLC

#### **HP-6002-SP20-2 New Brunswick**

Rutgers Lifelong Learning Center  
3 Rutgers Plaza, Room 148  
Thursday, May 7, 9 a.m - 4 p.m.  
Instructor: Marc E. Leckington, Leckington Advisors, LLC

### **Ethics for Affordable Housing Professionals 3 Hours (1 Session) – \$149**

#### **HP-6004-SP20-1 New Brunswick**

Rutgers Lifelong Learning Center  
3 Rutgers Plaza, Room 124  
Friday, April 17, 9 a.m. – 12 p.m.  
Instructor: Ricardo Fernandez, PP/AICP  
Business Administrator, Passaic City

### **Fair Housing – 3 Hours (1 Session) – \$137**

#### **HP-6003-SP20-1 New Brunswick**

Rutgers Lifelong Learning Center  
3 Rutgers Plaza, Room 124  
Friday, April 17, 1 p.m. – 4 p.m.  
Instructor: Ricardo Fernandez, PP/AICP  
Business Administrator, Passaic City

### **Planning & Development of Affordable Housing 6 Hours (1 Session) – \$238**

#### **HA-3013-SP20-1 New Brunswick**

Rutgers Lifelong Learning Center  
3 Rutgers Plaza, Room 124  
Saturday, April 4, 9:00 a.m. – 4:00 p.m.  
Instructor: Philip Abramson, Principal, Topology NJ, Newark

### **Records Management for Affordable Housing 3 Hours (1 Session) – \$158**

#### **HP-6005-SP20-1 New Brunswick**

Rutgers Lifelong Learning Center  
3 Rutgers Plaza, Room 148  
Tuesday, May 19, 9 a.m. – 12:30 p.m.  
Instructor: Ilene Cutroneo, LUA/Assistant to the Planner,  
Princeton  
Frank Piazza, Jr., President, Piazza & Associates

### **Municipal Process for Residential Development 6 Hours (1 Session) – \$258**

#### **HP-6006-SP20-1 New Brunswick**

Rutgers Lifelong Learning Center  
3 Rutgers Plaza, Room 150  
Friday, June 5, 9 a.m. – 4 p.m.  
Instructor: Ricardo Fernandez, PP/AICP  
Business Administrator, Passaic City

### **Qualifying Households for Affordable Housing 6 Hours (1 Session) – \$302**

#### **HP-6010-SP20-1 New Brunswick**

Rutgers Lifelong Learning Center  
3 Rutgers Plaza, Room 124  
Wednesday, June 10, 9 a.m. – 4 p.m.  
Instructor: Frank Piazza, Jr., President and Kathy Schulte,  
Vice President, Client Services, Piazza & Associates

***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: [d://cgs.rutgers.edu](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.](http://cgs.rutgers.edu)

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.

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

### CONTACT INFORMATION

[prisc@docs.rutgers.edu](mailto:prisc@docs.rutgers.edu)  
848-932-4746, fax: 732-932-3586  
[www.cgs.rutgers.edu](http://www.cgs.rutgers.edu)

# RUTGERS

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Rutgers Lifelong Learning Center  
3 Rutgers Plaza, 3rd Floor  
New Brunswick, NJ 08901

**NOTE CHANGE OF ADDRESS,  
TELEPHONE NUMBER, AND  
CONTACT INFORMATION**