

Rutgers University, Division of Continuing Studies

Center for Government Services

Affordable Housing for Professional Certification

COURSE TRACKER for Administrative Agents

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

Required Courses (40 Hours)	Date	Credit
Introduction to Affordable Housing for NJ Municipalities (15 hours)		
Pricing, Unit and Bedroom Distribution (formerly Practicum on Setting Sales Prices and Rental Rates under UHAC) (4 hours)		
Marketing, Applications, Randomization and Matching Households (3 hours)		
Income Certification (formerly Det. Eligibility for AH and Qualifying Household for AH) (6 hours)		
Control Docs - The Appendices (3 hours)		
Fair Housing (3 hours)		
Ethics for Affordable Housing Professionals (3 hours)		
Records Management and Best Practices for Case Files (3 hours)		

Approved Elective Courses (must complete 9 hours at minimum)	Date	Credits
Municipal Process for Residential Development (6 hours)		
Planning and Development of Affordable Housing (6 hours)		
Extension of Controls (3 hours)		

To qualify for the Rutgers/AHPNJ Certificate, participants wishing to be certified as an Administrative Agent must complete 49 hours of classroom training. For an Administrative Agent (AA) certification, the eight required courses total 40 hours and the remaining nine hours are accrued from electives approved by the Program. 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.

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COURSE TRACKER for Municipal Housing Liaison and Non-Administrative Agents

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

Required Courses (27 Hours)	Date	Credit
Introduction to Affordable Housing for NJ Municipalities (15 hours)		
Marketing, Applications, Randomization and Matching Households (3 hours)		
Fair Housing (3 hours)		
Ethics for Affordable Housing Professionals (3 hours)		
Records Management and Best Practices for Case Files (3 hours)		

Approved Elective Courses (must complete 9 hours at minimum)	Date	Credit
Municipal Process for Residential Development (6 hours)		
Planning and Development of Affordable Housing (6 hours)		
Extension of Controls (3 hours)		
Special Populations – Veterans, Group Homes, Transitional Housing, LIHTC (3 hours)		

To qualify for the Affordable Housing Professionals certificate, participants must successfully complete at least 36 hours of classroom training. For a Municipal Housing Liaison (MHL) certification, the five required courses total 27 hours. The remaining nine hours are accrued from electives approved by the Program. Successful Completion is defined as 80% attendance of the class hours and a passing grade of 70% or higher on the final exam.

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