Rutgers University, Division of Continuing Studies

Center for Government Services

NJ Local Housing Authority and Redevelopment Agency Training Certificate

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COURSE TRACKER

Use this form to track your courses. Once you have completed your required courses. Click on the following link to apply for your certificate online. Certificates will be processed in January and July.

Housing Authority Executive Directors

Required	**Date**	**Credit**
Ethics	_____	_____
Executive Housing Management	_____	_____
Financial Management	_____	_____
Maintenance Management	_____	_____
Procurement and Contract Management	____	_____
Strategic Planning	_____	_____
PHM Certification* (this course is not offered by Rutgers)	_____	_____
Elective Course (Participants choose three)	**Date**	**Credit**
Asset Management	_____	_____
Design Principles for Redevelopment Projects	_____	_____
Legal issues	_____	_____
Planning and Development of Affordable Housing	_____	_____
Principles of Redevelopment	_____	_____
Public Housing Assessment System and Section 8	_____	_____
Management Assessment Program (PHAS and SEMAP)	_____	_____
Public Relations/Communications	_____	_____
Tenant-Based Assistance Programs	_____	_____

- PHM Certification is not offered by Rutgers. Credit will be awarded for completion of Public Housing Manager training programs offered by the Institute of Real Estate Management (IREM), Nan McKay and Associates, Inc., National Association of Housing Management, or another nationally recognized provider approved by NJDCA. The PHM Program may be completed in a classroom or online. To receive credit, a copy of the certificate of completion from the sponsoring organization must be submitted.

- 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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Housing Authority Commissioners

Required	**Date**	**Credit**
Ethics	_____	_____
Financial Issues and Procedures	_____	_____
PHAS and SEMAP	_____	_____
Skills for Commissioners	_____	_____
Elective Course (Participants choose one)	**Date**	**Credit**
Asset Management	_____	_____
Design Principles for Redevelopment Projects	_____	_____
Legal issues	_____	_____
Planning and Development of Affordable Housing	_____	_____
Principles of Redevelopment	_____	_____
Procurement for Commissioners	_____	_____
Public Relations/ Commissioners	_____	_____
Strategic Planning	_____	_____
Tenant-Based Assistance Programs	_____	_____

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Redevelopment Agency Executive Director

Required	**Date**	**Credit**
Ethics	12/11/2024	
Planning and Development of Affordable Housing	09/26/2024	
Principles of Redevelopment	09/27/2024	
Elective Course (Participants choose one)	**Date**	**Credit**
Design Principles for Redevelopment Projects	10/04/2024	
Negotiating Redeveloper Agreements		

- 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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Redevelopment Agency Executive Director

Required	**Date**	**Credit**
Ethics	_____	_____
Principles of Redevelopment	_____	_____
Elective Course (None)	**Date**	**Credit**

- 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.