
Becoming a Certified NAHMA/AHMA Trainer

Step One

Take the course you're planning to teach, pass the exam with 90%

Step Two

Present a chapter from the manual to a panel of Education/ Training/Certification experts at NAHMA in Washington DC

Step Three

Become certified; get reimbursed for expenses for the course and travel!

Step Four

Train two courses per year for AHMA-NCH



Become a Certified Trainer for Affordable Housing Management Association – Northern California, Hawaii

The Affordable Housing Management Association of Northern California and Hawaii (AHMA-NCH) is a non-profit, professional organization of property management companies and owners who specialize in the development and operation of multifamily affordable housing.

The mission of AHMA-NCH is to strengthen and enhance affordable housing management by providing professional development, education, resources, advocacy and industry representation.

In order to do this, the organization is seeking dynamic, knowledgeable presenters to become certified to train our member management company and property staff. If you or someone in your organization is interested in becoming a certified trainer there are steps to this process.

The certification classes that need trainers are:

- Certified Professional of Occupancy (CPO)
- Fair Housing Certification (FHC)
- Specialist in Housing Credit Management (SCHM)

The steps to becoming a certified trainer are:

- Take NAHMA course and exam- pass the exam.
- Request a proctor to proctor the written instructor exam- must score at least a 90% on this version of the exam (AHMA can assist with this).
- Request a practicum at the NAHMA October meeting in Washington DC and be prepared to present one chapter of the CPO/FHC/SCHM manual. The NAHMA Education and Training Committee and Certification Review Board will evaluate your instructor style and knowledge
- The potential instructor will receive written word from NAHMA that they passed the steps to become a trainer, and then NAHMA will add them to the national certified trainer list.

Once NAHMA certification has been approved, AHMA-NCH will reimburse for the CPO Course and Exam, airfare, one night hotel, round trip transfer and meals in Washington DC for the practicum.

In return, AHMA would ask you to train two classes per year for our membership at no charge.

Interested? Contact Debbie Hawkins, dhawkins@ahma-nch.org
