



# Council for Affordable and Rural Housing (CARH)

*Serving the Affordable Housing Needs of Rural America*

## Rural and Affordable Housing Professional (RAHP)

### REQUIREMENTS

*Candidates who meet the following requirements are eligible for CARH's Rural and Affordable Housing Professional (RAHP) designation. RAHP designations are valid for two years after initial issuance.*

#### ❖ **Qualifications**

- **Education** – All of the following training must have been completed within the last three (3) years (successful completion of final examinations, where applicable, is also required). Dates and documents showing completion must accompany the application. *(Possible educational/training sources are attached to this document.)*
  - CARH's Basic Apartment Management (BAM) course (and final examination) or sixteen (16) hours of equivalent training in areas of resident relations, tenant/landlord law, rent collection procedures, time management, apartment maintenance, dealing with difficult people, emergency procedures, property maintenance for managers, financial management or asset management.
  - Minimum of two (2) hours of Section 504 training.
  - Minimum of two (2) hours of Fair Housing training (must obtain two hours of training each year to maintain designation).
  - Minimum of four (4) hours of training on apartment marketing.
  - Minimum of two (2) hours of sexual harassment training.
- **Experience**
  - Minimum of two (2) years experience in the rural housing field. Candidate must have served in the capacity of site manager, assistant manager, occupancy specialist, RHS or Housing Finance Commission occupancy personnel, the equivalent, or any combination of the above.
- **CARH Participation**
  - Candidate must have participated in CARH events (national or state affiliated) or have alternative, pre-approved participation in circumstances where distance makes participation in CARH activities difficult.

❖ **Ethics**

- Demonstrates a record of high standards, ethics and integrity in all business and housing matters.

❖ **CARH Membership**

- Candidate's company/organization must be a member in good standing of the national CARH.

❖ **Letters of Recommendation**

- One letter of recommendation from the owner or a principal of the employing company.

❖ **Fee**

- A non-refundable application fee of \$50 must accompany the application

❖ **Evaluation by CARH Certification Board of Review**

- The CARH Certification Board of Review will evaluate the candidate's application.
  - If the board determines the candidate meets the requirement, it will award the designation.
  - If the board determines the candidate does not meet the requirements, a letter will be sent to the candidate either denying certification or instructing the candidates what further requirements must be met to successfully qualify for the RAHP designation.

## **POSSIBLE TRAINING SOURCES**

Spectrum Seminars

E&A Services

HD Supply

The TheoPro Group

Grace Hill

Basic Apartment Management (BAM)

Elizabeth Moreland Consulting

Ross Business Development

Zeffert & Associates

A.J. Johnson

CARH State Affiliated Associations

State Apartment Associations

National Apartment Associations