



Council for Affordable and Rural Housing (CARH)

Serving the Affordable Housing Needs of Rural America

Rural and Affordable Housing Professional (RAHP)

APPLICATION

Name _____

Position _____

Property _____

Management Company _____

Business Address _____

Business Phone () _____ Fax () _____

Email _____

Residential Address _____

Residential Phone () _____ Years in Industry _____

Correspondence Should Be Sent To: _____ Business *OR* _____ Residence

CARH Affiliated State Association? _____

Signature _____ Date _____

Council for Affordable and Rural Housing
116 S. Fayette Street
Alexandria, VA 22314
703-837-9001 Phone 703-837-8467 Fax
www.carh.org carh@carh.org

Please submit this application with all supporting materials, and mail your RAHP Application Packet to CARH by June 8, 2018. Your non-refundable \$50 RAHP Application Fee must also be included. Checks should be payable to CARH. If paying by credit card, contact CARH at 703-837-9001.



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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.)*
 - Sixteen (16) hours of 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 (1) 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

E&A Services

HD Supply

The TheoPro Group

Grace Hill

Spectrum Seminars

Elizabeth Moreland Consulting

Ross Business Development

Zeffert & Associates

A.J. Johnson

CARH State Affiliated Associations

National Apartment Associations

State Apartment Associations