



National American Indian Housing Council
122 C Street NW – Suite 350
Washington, DC 20001
Phone (800) 284-9165
www.naihc.net

LEADERSHIP INSTITUTE GUIDELINES

NAIHC’s Leadership Institute (LI) was established in 1999. Since its inception, the LI has served thousands of housing professionals with timely, informative, and relevant courses customized specifically for the Indian housing industry. These courses are taught by knowledgeable instructors who all have experience working directly for tribes or Indian housing authorities.

Specialist Certification: Students may earn certification in a specialized area of management by completing each of the three courses within the tracks:

General Management Track	Financial Management Track
Indian Housing Management	Basic Accounting
Supervisory Management	Financial Management
Property Maintenance Management	Acquisition Basics
Or	Or
Financing Affordable Housing Development	Financing Affordable Housing Development
Occupancy Management Track	Development Management Track
Admissions & Occupancy	Project Management
Pathways Home	Environmental Compliance
Resident Services	Acquisition Basics
Or	
NAHASDA-LIHTC Compliance for Professional Certification	

Students must successfully complete three (3) courses to receive certification within a specific track.

Note: Because some Leadership Institute courses have been renamed, the following rules will apply to Leadership Institute credits earned in prior years:

- Students who have successfully completed the **Introduction to Indian Housing Management** course have satisfied the **Indian Housing Management** requirement.
- Students who have successfully completed the **Maintenance Management** course have satisfied the **Property Maintenance Management** requirement.
- Students who have successfully completed the **Development and Modernization** course have satisfied the **Project Management** requirement.

Professional Indian Housing Manager (PIHM) Certification: Students will earn PIHM Certification upon successful completion of the following eight (8) courses offered under the NAIHC Leadership Institute:

1. Indian Housing Management
2. Financing Affordable Housing Development *or* NAHASDA LIHTC Compliance for Professional Certification
3. Financial Management *or* Basic Accounting
4. Project Management *or* Acquisition Basics
5. Supervisory Management
6. Admissions & Occupancy *or* Pathways Home
7. Property Maintenance Management
8. Environmental Compliance

FEES & REGISTRATION

FEES FOR ALL COURSES:

\$700 for Tribal or Housing Authority Employees
\$725 for NAIHC Associate or Individual Members
\$800 for All Other Students

REGISTRATION:

To register for all LI course go to www.naihc.net and visit the Leadership Institute page to register online. Payments can be made online with a credit card or a check can be mailed to:

NAIHC Leadership Institute
122 C Street NW, Suite 350
Washington, DC 20001

Please Note: Registrations are not confirmed until payment has been received.

COURSE TIMES and EXAMINATION REQUIREMENTS:

- All Leadership Institute courses are conducted from Tuesday to Thursday, unless specified otherwise. Training begins at 8:00 a.m. and ends at 5:00 p.m. each day. A course examination will be administered beginning at 3:00 p.m. on Thursday and can take up to 2 hours to complete.
- Students must complete and pass the examination with a score of 80% or more to receive Leadership Institute credit for the course.
- Examinations will not be administered early. All students will take the exam at the same time on Thursday afternoon.
- All exams will be open book.
- **Students should make their travel plans based on the class schedule and examination times.**

CLASS SIZE LIMITATIONS:

Each Leadership Institute course may be limited to a certain number of students based on available space at the training site. Therefore, students are encouraged to register and submit payments as early as possible.

CANCELLATION / REFUNDS / CREDITS:

To cancel your registration, email Shane Begay at sbegay@naihc.net or Brian Mann at bmann@naihc.net.

Students requesting a refund of the original registration fee paid by check or credit card are subject to the following cancellation fees based upon the date that the cancellation notice is received:

- 28 or more calendar days prior to a class, cancelled registrations are eligible for a full refund (100%), less a \$75 cancellation fee.
- 27 days to 15 calendar days before the first day of the course, cancelled registrations are eligible for a refund of 50% of the original registration fee, less a \$75 cancellation fee.
- Registrations cancelled 14 calendar days or less before the course begins ARE NOT ELIGIBLE FOR A REFUND.
- No refunds will be provided once on-site registration for a training course has commenced. This includes no-shows.

All cancellation/refund requests must be submitted in writing by email to Shane Begay at sbegay@naihc.net or Brian Mann at bmann@naihc.net.

Requests must be received by dates noted above in order to receive refund.

CREDITS:

NO CREDITS will be given toward future courses. Students must re-register.

HOTEL ROOMS:

Hotel reservations are the responsibility of the student. NAIHC will reserve a block of guest rooms at a group rate. The deadline to reserve a room will be published on the NAIHC website – www.naihc.net – along with other relevant course information. When making a hotel reservation, be sure to mention that you are attending the NAIHC Leadership Institute to receive the group rate.

TESTING:

Each Leadership Institute course includes an examination that is administered on the last day of class. Students must complete the examination with a passing score of 80% (or higher) to receive credit toward certification.

Other Testing Options:

Re-Testing - Students who have previously attended a Leadership Institute course but did not pass the examination may request to re-test at a cost of \$50.

Testing Out - Students with experiential knowledge in a particular area may request to test out of an individual course without attending the class – for a reduced rate of \$299. Six (6) is the maximum number of courses that a student may use for the “test out” option and receive

credit for his/her PIHM Certification. This can be up to three (3) per track or six (6) spread out over all tracks based on what the student feels best suits his/her needs.

Re-testing and testing out will be available at each of NAIHC's training sessions, the AMERIND Risk – NAIHC Annual Convention & Trade Fair, or at other times and locations as approved by NAIHC's Program Director. To apply for re-testing or testing out, contact Shane Begay at sbegay@naihc.net or Brian Mann at bmann@naihc.net. You may also contact the NAIHC Headquarters office directly at 1-800-284-9165.

GRADUATION CEREMONY:

Students successfully completing the PIHM requirements will receive their plaque on stage at AMERIND Risk – NAIHC Annual Convention & Trade Fair. The conference registration fee will be waived for graduates.

Graduates not in attendance at the Conference will receive their plaque by mail.

CLASS SCHEDULES:

NAIHC reserves the right to modify class schedules or cancel events as determined necessary.

LIABILITY:

NAIHC is not liable for any travel, lodging, or other related fees incurred by students as a result of class cancellations; however, NAIHC will provide students with one or more options regarding paid tuition fees in the event a class is cancelled by NAIHC.

QUESTIONS?

Please contact Shane Begay at sbegay@naihc.net or Brian Mann at bmann@naihc.net. You may also contact the NAIHC Headquarters office directly at 1-800-284-9165. For further information, you may also contact LindaLee Retka at lretka@naihc.net or (218) 343-7662.