



National American Indian Housing Council
 900 2nd St. NE, Suite 107
 Washington, DC 20002
 Phone (800) 284-9165

LEADERSHIP INSTITUTE

The 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 designed to improve the management skills of Indian housing professionals.

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

General Management Certification Track
Introduction to Indian Housing Management
Supervisory Management
Maintenance Program Management

Financial Management Certification Track
Basic Accounting for Tribal Housing
Financial Management
Acquisition Basics for Goods and Services

Occupancy Management Certification Track
Admissions & Occupancy Program Management
Housing Services
Pathways Home or NAHASDA-LIHTC Compliance for Professional Certification

Development Management Certification Track
Development, Modernization, and Force Account Construction
Environmental Compliance**
Acquisition Basics for Goods and Services

** NAIHC will not offer this course in 2012. However, students attending the Environmental Review conducted by the U.S. Department of Housing and Urban Development's (HUD) Office of Native American Programs (ONAP) can earn Leadership Institute credit by passing the Environmental Compliance course examination on Friday following the ONAP training. Please see information on testing out and receiving LI credit on page 5.

Note: Students must now complete three (3) courses to receive certification within a specific track. Because some Leadership Institute courses have been combined or renamed, the following rules will apply to Leadership Institute credits earned in prior years:

- **Financial Management I & II** have been combined into a single course renamed *Financial Management*. Students who have attended and successfully completed the Financial Management I, or Financial Management II, courses have satisfied the Financial Management requirement under the Financial Management Certification Track.
- **Admissions & Occupancy I & II** have been combined into a single course renamed *Admissions & Occupancy Program Management*. Students who have attended and successfully completed either Admissions and Occupancy I, or Admissions and Occupancy II, have satisfied the Admissions and Occupancy requirement under the Occupancy Management Certification Track.
- **Resident Services** has been renamed *Housing Services*. Students who have previously completed the Resident Services course do not need to attend the Housing Services course. Therefore, only two (2) additional courses will be required to complete the Occupancy Management Certification Track.
- **Force Account Construction Management** is no longer offered as an individual course; however, the subject matter is covered in the new course called *Development, Modernization, and Force Account Construction*. Students who have successfully completed the Force Account Construction Management course, or the Development and Modernization course, have satisfied the Development and Modernization requirement under the Development Management Certification Track.
- **Procurement & Contract Administration** has been renamed *Acquisition Basics for Goods and Services*. If you have successfully completed the Procurement and Contract Administration, you do not need to attend the Acquisition Basics for Goods and Services.

Professional Indian Housing Manager (PIHM) Certification: Students will earn PIHM Certification upon successful completion of the following (11) courses offered under the NAIHC Leadership Institute:

1. Acquisition Basics for Goods and Services
(Formally called Procurement & Contract Administration)
2. Admissions & Occupancy Program Management
(Combines former A&O I & II courses)
3. Basic Accounting for Tribal Housing
(New LI course for 2012)
4. Development, Modernization, and Force Account Construction
(Combines former Development and Modernization and Force Account Construction Management Courses)
5. Environmental Compliance
(as offered by HUD-ONAP-NAIHC)
6. Financial Management
(Combines former Financial Management I and Financial Management II Courses)

7. Introduction to Indian Housing Management
8. Maintenance Program Management
9. Housing Services
(Formally called Resident Services Programs)
10. Supervisory Management
11. Pathways Home or NAHASDA-LIHTC Compliance for Professional Certification
(These two classes are "tuition free")

FEES & REGISTRATION

FEES FOR ALL COURSES (except tuition-free courses, Pathways Home, and LIHTC Compliance):

\$550 for Tribal or Housing Authority Employees

\$575 for NAIHC Associate or Individual Members

\$650 for All Other Students

REGISTRATION:

To register for any LI course go to www.naihc.net (see calendar feature or Training and Technical Assistance tab at the top of the home page) and register on-line, or call 1-888-625-7667 to register by phone. Payments can be made online with a credit card, or a check can be mailed to:

NAIHC Leadership Institute
c/o Executive Events
4665 Nautilus Court, Suite 502
Boulder, CO 80301

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 Friday. Training begins at 8:30 a.m. and ends at 4:30 p.m., Tuesday through Thursday. On Friday, a course examination will be administered beginning at 8:30 a.m., ending no later than noon. Students must complete and pass the examination to receive Leadership Institute credit for the course.
- Examinations will not be administered before Friday morning.
- 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 OF REGISTRATION

- You can cancel your registration by sending an email to Gigi Andrew at gandrew@executiveevents.com, or calling the toll-free number 888-625-7667.
- All requests for refunds must be submitted in writing to NAIHC's Washington, D.C. Office, either by mail or by fax, as soon as possible after the student makes a decision regarding cancellation, but no later than thirty (30) calendar days after the course conclusion date.
- The amount of refund to be paid for registration fees, following a cancellation, will be based on the date the cancellation notice is received by NAIHC:
 - 28 or more days prior to a class, cancelled registrations are eligible for a full refund (100%).
 - 27 days to 15 days before the first day of the course, cancelled registrations are eligible for a refund of 75% of the original registration fee.
 - 14 days prior to the first day of the course, cancelled registrations are eligible for a refund of 50% of the original registration fee.
 - Registrations cancelled less than 14 days before the course begins are not eligible for a refund.

HOTEL ROOMS:

Hotel reservations are the responsibility of the student. NAIHC will reserve a block of guest rooms for each course at a group rate. The deadline to reserve a room will be published on the NAIHC website – www.naihc.net (see *course details under the calendar feature or click on the Training and Technical Assistance tab at the top of the home page*) along with other relevant course information. When making a hotel reservation, be sure to mention that you are attending the NAIHC training session to receive the group rate.

SCHOLARSHIPS:

A limited number of scholarships are available for each LI course. To apply, download the Scholarship Application Form from the website and submit it to Carrie Cuch at ccuch@naihc.net, or you may fax the form to (202) 789-1758. Additional information on the Scholarship Program and eligibility criteria is available at www.naihc.net (see *the Training and Technical Assistance tab at the top of the home page*).

Students are responsible for arranging their own transportation, lodging, and meals. Those receiving a scholarship will be reimbursed in accordance with NAIHC's current scholarship program guidelines.

TESTING:

Each Leadership Institute course includes a mandatory examination that is administered on the last day of the course. Students must complete the examination with a passing score of 70% (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 NAIHC’s Annual Convention, or at other times and locations as approved by NAIHC’s Training & Technical Assistance Program Director. To apply for re-testing or testing out, contact Shane Begay at sbegay@naihc.net, or 1-800-284-9165.

Environmental Review Training Test Option

NAIHC, in cooperation with the Office of Native American Programs (ONAP), will offer students the option to take an examination for LI credit after completing the ONAP sponsored Environmental Review training courses in 2012. Students who receive a passing score will earn credit under NAIHC’s Leadership Institute Development Management Certification Track.

- The first ONAP course is January 15-17, 2012, in Anchorage, AK. The LI examination will be offered between 9:00 a.m. and noon on Friday, January 18, 2012.
- The second ONAP course is February 7-9, 2012, in Rapid City, SD. The LI examination will be offered between 9:00 a.m. and noon on Friday, February 10, 2012.

Please contact Shane Begay at sbegay@naihc.net, or 1-800-284-9165 to arrange to take the examination and make the payment of \$299.

GRADUATION CEREMONY:

Students successfully completing the PIHM requirements will receive their plaque on stage and in-person at NAIHC’s Annual Convention. The convention registration fee will be waived for graduates, and they will receive an extra banquet ticket for a guest to attend with them.

Graduates not in attendance at the banquet 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 1-800-284-9165. You may also contact Erna Reeves at ereeves@naihc.net or (918) 718-9058.