



PIH.RHIIP.TA Message # 2011-42 Distributed on June 30, 2011

As a subscriber of the PIH.RHIIP.TA mailing list, you are receiving the latest and greatest first! Encourage your colleagues to subscribe to the PIH.RHIIP.TA mailing list today so that they too may receive the latest and greatest first! This information is **NOT** yet posted on the HUD website.

For those PHAs, PHA-hired Management Agents, and HUD staff who have completed the Updated PIH EIV System training (via webcast), which originally aired on **May 2, 2011**, and desire to receive a Certificate of Completion, you may now submit your request using the attached PDF-fillable form. You will receive an email confirmation that your submitted form has been received. HUD will notify you if your submitted request form cannot be processed.

Instructions and guidance to assist you with the successful submission of your completed certificate request to PIH.RHIIP.TA@HUD.GOV, is attached to this message. Please note certificates are available to only those individuals that administer either the Public Housing or Housing Choice Voucher program.

The deadline to request certificates for the May 2011 PIH EIV training sessions is **December 31, 2011**. HUD will not process requests received after this date. HUD will begin mailing certificates in **December 2011**.

In order to minimize mailing costs, single certificate requests with the same mailing address may have been consolidated. For example, if we received a separate certificate request form from Mary, Bob, Sally, and Donna with a mailing address of 123 Main Street, Same City, State, 20410, the four certificates may be in the same envelope addressed to Mary. Please be sure to give each certificate to the respective individual. HUD will not issue duplicate certificates or corrected certificates as a result of PHA error.

A Certificate of Completion is not required in order for an individual to be granted access to the EIV system or be certified for continued EIV system access. Users of the EIV system certify on form HUD-52676 and when logging onto EIV that s/he has or will complete the required training by the deadline.

Other Information:

EIV Training Certificate of Completion – September 2010

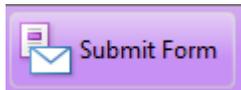
The Department will begin mailing requested certificates on July 1, 2011. HUD will not process requests received after June 30, 2011.

If you submitted a request in accordance with the certificate request form instructions and your form contained complete and accurate information, you can expect to receive your certificate(s) by August 1, 2011. If you do not receive your certificate(s) by August 1, 2011, please send an email to PIH.RHIIP.TA@HUD.GOV, by **no later than August 5, 2011**. Otherwise, we will assume that you have received your certificate(s).

Send inquiries regarding the content of this message to PIH.RHIIP.TA@HUD.GOV.

Instructions for Completing & Submitting the PIH EIV Training Certificate of Completion Request Form

1. Complete the request form. Red highlighted data fields are required fields which must be completed or you will not be able to transmit your request form to HUD.
2. Click on **Submit Form** at the top of the form or click on **Submit Form to HUD** at the bottom of the form.



(Top of form)

Rev. 12/23/2010

Reset Form

PIH RHIP/EIV Training Sessions
www.hud.gov eipano@hud.gov

Trainer: Nicole Faison, PIH-HHQ

Submit Form to HUD

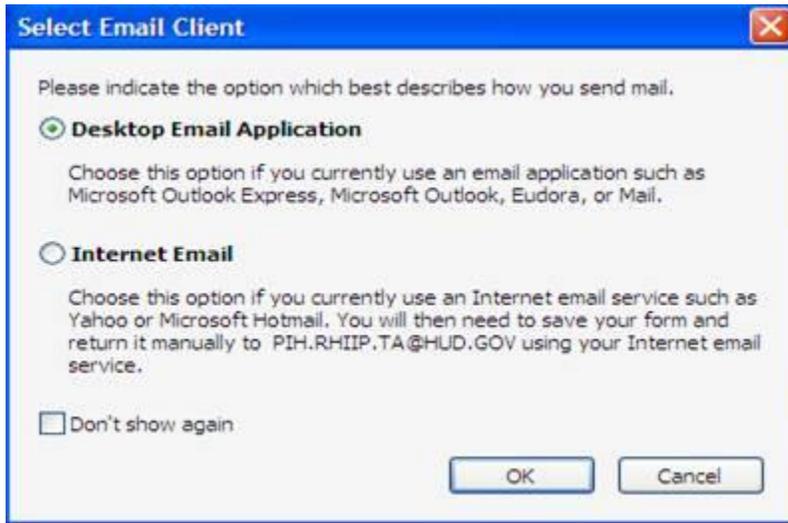
(Bottom of form)

3. A **Send Form** window will open. Enter your email address and name in the data fields and click **Send**.

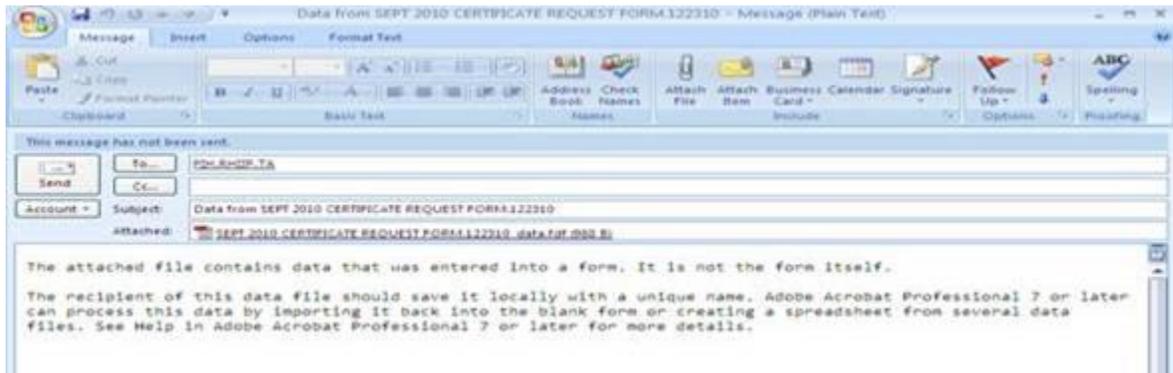
A screenshot of a "Send Form" dialog box. The dialog has a blue title bar and a close button in the top right. On the left, there is a thumbnail of the form being submitted. On the right, the following fields are visible: "To: PIH.RHIP.TA@HUD.GOV", "Subject: Submitting Completed Form", "Attachment: CERTIFICATE REQUEST FORM 09242010_distributed_00...", "From:" (with a sub-label "Email Address:" and an empty text box), and "Full Name:" (with an empty text box). Below these fields is a checkbox labeled "Remember me" which is currently unchecked. At the bottom, there is a lightbulb icon and a message: "To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer." At the bottom right, there are two buttons: "Send" and "Cancel".

Instructions for Completing & Submitting the PIH EIV Training Certificate of Completion Request Form

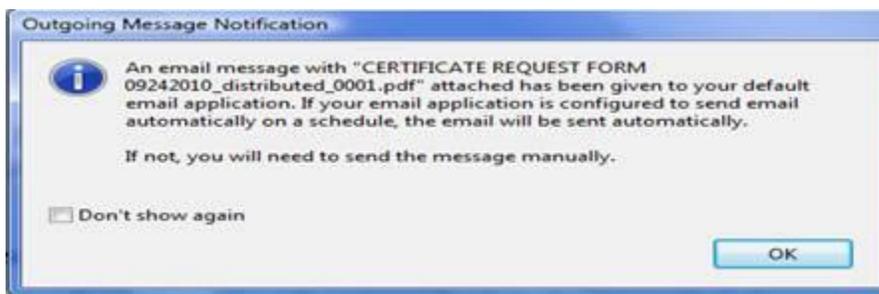
4. Select the applicable email client and follow prompted instructions.



If you select **Desktop Email Application**, a new window will open containing a new email message addressed to PIH.RHIIP.TA@HUD.GOV, with your completed request form attached to the email message. Click **Send**.

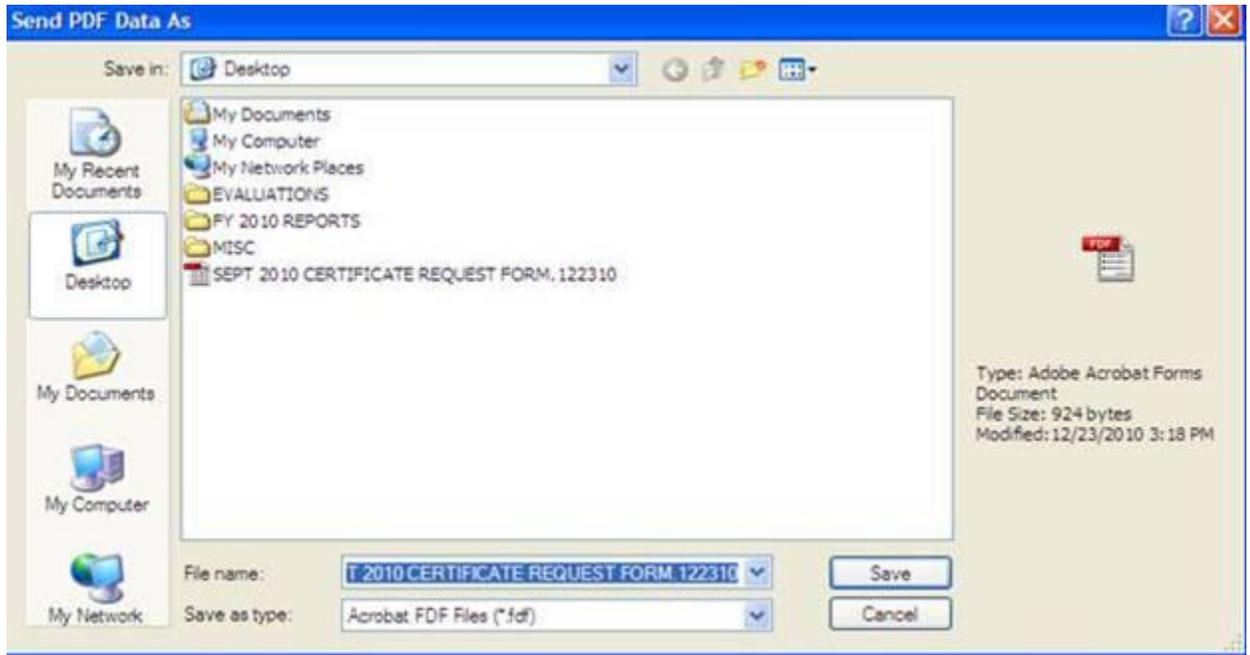


OR an **Ongoing Message Notification** window will open. Click **OK**. Your completed form will be sent to PIH.RHIIP.TA@HUD.GOV, if your email application is configured to send email automatically on a schedule.



Instructions for Completing & Submitting the PIH EIV Training Certificate of Completion Request Form

If you select **Internet Email**, a **Send PDF Data As** window will open and prompt you to save your completed form. Save the form to your desktop or hard drive and then email the saved and completed request form to PIH.RHIIP.TA@HUD.GOV. **[This is the best way to send your request!]**



Tips:

- The deadline to request certificates for the May 2011 PIH EIV training sessions is **December 31, 2011**. HUD will not process requests received after this date.
- Be sure to complete all required fields (highlighted in **red**) and type information correctly **before** submitting your request form to HUD. HUD will **not** issue corrected certificates.
- Do **not** submit duplicate requests.
- Consolidate your agency's requests by submitting ten (10) names per request form.
- Leave the 2nd mailing address line blank if there is no additional mailing address. Do **not** type "none" or "same as above" or "N/A". What you type will appear on the mailing label.
- Do **not** include multiple mailing addresses or "Attention: Name" on the mailing address. Certificates will be mailed to the first name listed on the Name 1 line and to only one mailing address.
- Be sure that certificates are distributed to staff upon receipt. HUD will **not** issue duplicate certificates.
- HUD will begin mailing certificates in **December 2011**.