



PIH.RHIIP.TA Message # 2011-49 Distributed on August 30, 2011

Update on EIV Training Certificate of Completion – September 23-24, 2010, PIH EIV Webcasts

As of **August 30, 2011**, the Department has completed the mailing of certificates for the September 23rd and September 24, 2010, PIH EIV webcasts.

In order to minimize mailing costs, single certificate requests with the same mailing address may have been consolidated with other requests from your agency. 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. Please be reminded that HUD will not issue duplicate certificates or corrected certificates as a result of your error. What was typed on the submitted request form is what is printed on the certificate.

If you submitted a certificate request form 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 **September 15, 2011**. If you do not receive your certificate(s) by the aforementioned date, please forward the original email message sent to HUD containing your submitted request form and indicate that you did not receive your certificate to PIH.RHIIP.TA@HUD.GOV, by **no later than September 23, 2011**. In the event of a HUD error which resulted in non-issuance of a certificate, HUD will correct the error and mail you a certificate. HUD will assume that you have received your certificate(s) if you do not send the aforementioned message to PIH.RHIIP.TA@HUD.GOV.

EIV Training Certificate of Completion – May 2, 2011, PIH EIV Webcast

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 submit your request for a Certificate of Completion by completing and submitting the May 2, 2011, Certificate Request form posted online at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/training#3.

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**.

Note: 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.

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