



PIH.RHIIP.TA Message # 2011-63 Distributed on December 19, 2011

EIV Training Certificate of Completion – May 2, 2011 Webcast

As of December 19, 2011, the Department has **completed** the mailing of requested certificates for the May 2, 2011, Office of Public and Indian Housing (PIH) Updated EIV training session.

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 January 14, 2012. If you do not receive your certificate(s) by January 14, 2012, please forward your initial submitted request form and indicate that you did not receive your certificate in an email message to PIH.RHIIP.TA@HUD.GOV, by **no later than January 18, 2012**. If HUD has made an error, you will receive your certificate within two weeks of your email message. If HUD does not receive an email message from you by January 18, 2012, we will assume that you have received your certificate(s). HUD will **not** process claims of no receipt of certificate(s) after January 18, 2012.

EIV Training Certificate of Completion – October 27-28, 2011 Webcasts

HUD staff, PHA staff, and PHA-Hired Management Agents and/or PHA-hired Consultants that desire to receive a certificate of completion for the Updated and Initial PIH EIV training sessions that aired on October 27-28, 2011, must submit the certificate request form for the applicable training session by no later than **December 31, 2011**. If you have submitted a complete and accurate form in accordance with HUD instructions, you can expect to receive your certificate(s) by no later than **March 16, 2012**.

For individuals that will complete these training sessions after December 31, 2011, there will be an opportunity to request a certificate during calendar year 2012.

Instructions for completing the certificate request form is posted online at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/training#certificate.

Please be reminded that HUD will not process incomplete, non-PDF-filled, handwritten, faxed, mailed-in or scanned forms!