

MAHAMS

MAINTENANCE CERTIFICATION PROGRAM

**MASSACHUSETTS MAINTENANCE SUPERVISOR
MMS Certification**

**MASSACHUSETTS MAINTENANCE TECHNICIAN
MMT Certification**

For more information visit us on the web at www.MAHAMS.org

MAHAMS MMS/MMT

The Massachusetts Association of Housing Authority Maintenance Supervisors Massachusetts Maintenance Supervisor and Massachusetts Maintenance Technician Certification Program

The Massachusetts Association of Housing Authority Maintenance Supervisors (MAHAMS), Massachusetts Maintenance Technician (MMT) and Massachusetts Maintenance Supervisor (MMS) credentials were conceived and designed to recognize those public housing maintenance professionals, who, through their completion of strict MMT and MMS requirements, have met the highest possible industry standards. The successful MMT and MMS professionals have demonstrated comprehensive apartment maintenance skills along with a proven knowledge of fair housing regulations. Most importantly, MMT and MMS professionals, through their commitment to the MMT/MMS Code of Ethics, are dedicated to providing safe and decent housing to all eligible residents.

The Credential Program

What will a MMT or MMS credential do for you?

The MMT or MMS credential will open doors for you. Your commitment and extensive professional development will be immediately evident to your peers. Your efforts in continuing education will further your opportunities for recognition and advancement in the public housing industry. You will be recognized for your professionalism by your current and future employers, you will have the power and support of a state organization working for you, as well as networking opportunities with other maintenance professionals in the specialized field of public housing maintenance.

MAHAMS'S credential programs are designed specifically for the management of maintenance in public housing. The housing management industry, including DHCD and HUD, recognizes MAHAMS with a high degree of expertise and professionalism.

The certified MMT or MMS professional will be entitled to use the MMT or MMS designation on business cards and letterhead. In addition, each MMT or MMS will be listed in our website www.MAHAMS.org.

Experience Requirement for MMT:

There is no experience requirement for MMT. New housing authority maintenance hires are encouraged to become certified.

Experience Requirement for MMS:

All Candidates must accumulate a minimum of three (3) years of experience in housing authority maintenance, or previous experience with public or private maintenance.

All work experience must be documented in the Application for Credential. (Résumés will not be accepted in lieu of this documentation).

MAHAMS

(Massachusetts Association of Housing Authority Maintenance Supervisors)

Certified Professionals Program

Levels of Certification

Massachusetts Maintenance Technician (MMT)

Massachusetts Maintenance Supervisor (MMS)

Certification Requirements

MMT	MMS
Prerequisite: NONE	Prerequisite: All candidates must have a minimum of 3 years of working experience in facility maintenance (public or private)
1. Three hours of training related to procurement and modernization	1. Three hours of training related to procurement and modernization
2. Three hours of training related to ethics, lease requirements and privacy	2. Three hours of training related to ethics, lease requirements and privacy
3. OSHA 10 Certificate	3. OSHA 10 Certificate
4. Proven knowledge of the Massachusetts State Sanitary Code by passing the MAHAMS online test	4. Proven knowledge of the Massachusetts State Sanitary Code by passing the MAHAMS online test
	5. EPA Lead Renovator Initial Certification (prior to 7/9/10) or Mass Lead Safe Renovator Supervisor Certification (after 7/9/10) (both are good for 5 years and require renewal) – Housing Authority must have a Lead-safe Renovation Contractor’s License if any employee is performing renovation tasks (if licensed prior to 7/9/10 by the EPA, must apply for a contractor’s waiver and it shall expire on the expiration date of the corresponding Certified Firm certificate issued by EPA)
	6. Three hours of training related to financial management and personnel management
Continuing Education Requirements: Eight continuing education units of training (1 hour = 1 C.E.U.) in a three year period	Continuing Education Requirements: Eight continuing education units of training (1 hour = 1 C.E.U.) in a three year period

Continuing Education

Continuing education is required to maintain the MAHAMS Professionals Certification. Changes in technology and new innovations in construction, pest control, energy savings, and many facility maintenance related topics create the need for MAHAMS Certified Professionals to keep current with the industry. In a three year period, documentation must be provided to the MAHAMS organization that indicates the MAHAMS Certified Professional has attended eight hours of instruction/training at a MAHAMS or other professional organization's workshops or technical sessions. Instruction can be, also, acquired at a trade show or convention where educational seminars are available. Mere attendance to the trade show or convention does not qualify for continuing education. Attendance to all non-MAHAMS seminars/workshops/sessions must be documented and provided to MAHAMS to keep the certification current. If there is a question regarding the subject matter, contact the MAHAMS organization by e-mailing info@mahams.org before attending the session to make sure it will be accepted as a C.E.U.

Continuing Education topics:

Any of the prerequisites for MMT or MMS (refresher training)

Electrical	Plumbing	HVAC
Vacancy turnover	Custodial maintenance	Landscaping
Mold ID/remediation	Worker's safety	Fire safety
Appliance repairs	Recycling	Hoarding
Pest control/IPM	UPCS standards	HQS standards
Preventative maintenance	Snow removal	Equipment maintenance
Major Emergency Response	Hazardous Materials	

And all facility maintenance topics that MAHAMS deems appropriate.

Annual Renewal

There are no annual renewal fees, however the receipt holder of the MMT or MMS credential, will be required to complete eight (8) hours of continuing education in each three year period following certification. To maintain active status and to receive timely MAHAMS publications and updates, submission of documentation of eight (8) continuing education units must be submitted.

Instructions for Completion

Be sure to follow the instructions carefully.

1. Print or type the information requested.
2. Record all pertinent information on the form or attach sheets to the application (identify each page with your name). Attach a copy of the Certificate of Completion for each course/workshop/seminar you have completed.

3. When all required course/workshop/seminar work has been completed, the Candidate must submit the information to MAHAMS:
 - a. The completed Application for Credentials, including all appropriate documentation; and,
 - b. \$100 non-refundable application fee for MAHAMS members or \$150 for non-members (check made payable to MAHAMS).
- All applications must be sent to MAHAMS for approval and signature.
- A decision can be made only from the information you supply. Please provide complete and accurate information in order to avoid any delay in the processing of the application.
- All applications received by MAHAMS without an approval signature will be returned to the applicant.

Grandfathering Provision – (One Time Only Offering)

- MAHAMS is offering a one-time opportunity for members who are members in good standing for the past three years. Individual dues must be paid for 2010, 2011 and 2012.
- The applicant must complete and pass the OSHA 10 course and the Renovate, Repair and Paint certification and submit this along with their application and fee before December 31, 2012.
- The completed application and fee must be submitted to MAHAMS for review prior to December 31, 2012.

Application Deadlines

Applications for Credentials are considered at least two times each year at MAHAMS Annual Meetings in June and the Annual Conference in September. In order to be considered at the next MAHAMS meeting, applications must be submitted by the following deadlines:

- No later than April 15th for consideration at the Annual Meeting
- No Later than July 15th for consideration at the Annual Conference

MAHAMS Credential Application

Please complete this application and submit, with your application fee and appropriate documentation, to MAHAMS for review.

Name: _____

Present Title/Position _____

Number of Units _____ Number of Persons Supervised: _____

Housing Authority _____

Mailing Address _____

City/State/Zip _____

Work Phone: _____ Fax: _____

E-mail Address: _____

Years in Maintenance: _____

Residence Address: _____

City/State/Zip: _____

Home Phone: _____

Please check one box only:

I am applying for the **Massachusetts Maintenance Supervisor (MMS)** Certification

I am applying for the **Massachusetts Maintenance Technician (MMT)** Certification

Work Experience

Please provide your housing authority employment history beginning with your present position. A minimum of three (3) years of experience as a maintenance professional in the housing authority industry must be shown by MMS applicants, while there is no minimum requirement for years of experience for MMT applicants. Other maintenance experience will be considered.

Present Position Title

Housing Authority

Business Address/ City/State/Zip

Date you begin this position

Number of Staff Supervised

Number of Units

Total Months in this position

Previous Position Title

Housing Authority

Business Address/ City/State/Zip

Date you begin this position: From (Mo/Yr.) To (Mo/Yr)

Number of Staff Supervised

Number of Units

Total Months in this position

Previous Position Title

Housing Authority

Business Address/ City/State/Zip

Date you begin this position: From (Mo/Yr.) To (Mo/Yr)

Number of Staff Supervised

Number of Units

Total Months in this position

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Business Address/ City/State/Zip

Date you begin this position: From (Mo/Yr.)

To (Mo/Yr)

Number of Staff Supervised

Number of Units

Total Months in this position

Previous Position Title

Housing Authority

Business Address/ City/State/Zip

Date you begin this position: From (Mo/Yr.)

To (Mo/Yr)

Number of Staff Supervised

Number of Units

Total Months in this position

I, the above named applicant, attest that all the information contained in this Application for the MAHAMS Maintenance Credentials is true and accurate, and that I have read and understood all requirements listed herein.

Signature of Applicant

Date

MAHAMS USE ONLY

MAHAMS RECOMMENDATION

Local Housing Authority with which candidate is affiliated:

Authorized MAHAMS Credential Review Representative:

The Credential Review Representative of the above named MAHAMS has reviewed and considered this Application for Credential and all supporting documentation. It is the recommendation of MAHAMS that this Application for Credential be (circle one):

APPROVED

DISAPPROVED

MAHAMS recommends disapproval for the following reasons:

Date of Review

Signature of Authorized MAHAMS Representative

DISPOSITION OF APPLICATION

MAHAMS Credential Review Board has reviewed and considered this Application for Credential and all supporting documentation. This Application for Credential as a MMS or MMT is (circle one):

APPROVED

DISAPPROVED

The MAHAMS recommends disapproval for the following reasons:

Date of Review Signature of Authorized

MAHAMS Committee Representative