



**National Fair Housing Training Academy (NFHTA)
Professional Fair Housing Investigator Certification
Process**

INTRODUCTION

The NATIONAL FAIR HOUSING TRAINING ACADEMY was established to provide the highest level of professional training for practitioners in the field of civil rights and equal housing opportunity. In addition to establishing your credentials as a civil rights fair housing professional, certification through the Academy may offer benefits that include:

- A practical means of assessing your skills and experience.
- The satisfaction of measuring yourself against the highest industry standards.
- Membership in a distinctive peer group made up of your fellow professionals.
- Recognition for your specialized knowledge in varied civil rights specialty areas.
- The opportunity to test your knowledge in a specific area of the profession by earning a proficiency certificate.
- Help in career advancement and compensation.
- For people new to the civil rights field, a starting point for building their professional careers.

NFHTA has established and tested a five week curriculum for housing investigators working in the Fair Housing arena. It is important that the training be recognized by Fair Housing professionals as having both professional and personal value.

The Professional Fair Housing Investigator Certification is a competency-based Fair Housing investigator credential developed to recognize fair housing industry professionals who meet the investigator competency standards established by the National Fair Housing Training Academy. The Professional Fair Housing Investigator Certification credential is part of the fair Housing industry and government-wide initiative to drive and improve enforcement and compliance in accordance with the Fair Housing Act.

PURPOSE

To provide a professional Fair Investigator credential for investigators who successfully complete the NFHTA five week certification training program.

FAIR HOUSING INVESTIGATOR STANDARDS

Participants will be evaluated on having met the following six standards based on successfully completing all requirements of the five week Fair Housing Investigator training program.

1. Knowledge of fair housing law and regulations
2. Excellence in report writing
3. Mastery of investigative procedures and techniques
4. Knowledge of hearing rules and procedures
5. Federal, State, County and Municipal fair housing-related laws and ordinances, and relevant court decisions
6. General understanding of federal fair housing programs

REQUIREMENTS FOR CERTIFICATION

1. Completion of the five-week investigator training program
2. Participants must attend all five weeks in their entirety to be eligible for certification
3. Participants must pass each of the weeks of the five week training program.
4. Participants must apply to NFHTA for certification.
5. Participants must take and pass a Comprehensive Certification Examination.

APPLICATION PROCESS

1. Apply to NFHTA for the Fair Housing Investigator Certification.
2. NFHTA will screen your application and notify participants of their eligibility to sit for the exam.
3. NFHTA will send approved participants a Comprehensive Exam Self-study Guide.
4. NFHTA will notify participants of the date of the exam.

AWARD INVESTIGATOR CERTIFICATION

1. A letter indicating pass or fail on the Comprehensive
2. Examination
3. Participants will receive a notification of certification,
4. A transcript indicating courses completed
5. A medallion and a credential indicating status as a Professional Fair Housing Investigator Certification

EXAMINATIONS

Examinations will be administered in the fall and spring of each year.

RECERTIFICATION

Once the Professional Fair Housing Investigator Certification is conferred, recertification requirements must be met every three years to maintain a valid credential. The Professional Fair Housing Investigator Certification designation becomes invalid if there is failure to meet recertification requirements.

The purpose of the Professional Fair Housing Investigator Certification Continuing Certification Requirements Program is to:

- Assure credentialed individual has maintained skills in investigations, leadership, professionalism, innovation, quality and continuous improvement
- Assure that the individual has maintained knowledge of current industry practices, laws and government regulations.

Each Professional Fair Housing Investigator Certification must satisfy the Professional Fair Housing Investigator Certification recertification requirements in order to maintain the Professional Fair Housing Investigator Certification credential. The Professional Fair Housing Investigator Certifications are required to attain no less than 60 Continuing Education Units (CEUs) or Life Long Learning Units (LLLUs) during the three year credential validity period.

CERTIFIED INVESTIGATOR ESSENTIAL FUNCTIONS

Listed below are the essential functions a certified investigator is capable of performing.

- a. Receives complaints in person, over the phone, and in writing
- b. Evaluates complaints of suspected civil rights violations and determines appropriate course of action
- c. Develops relationships with parties and witnesses to facilitate information gathering and discrimination investigations
- d. Receives and reviews relevant documents and other evidence
- e. Coordinates and conducts investigative interviews, document collection, and assess evidence in accordance with federal regulations
- f. Interprets, explains, and applies fair housing jurisdictional principles, substantive regulations, relevant case law and operational rules to parties and witnesses
- g. Conducts effective and efficient investigations
- h. Makes referrals to other appropriate agencies

- i. Keeps records, completes federal forms, maintains files, and writes investigative summaries
- j. Documents investigative steps
- k. Conducts and documents effective conciliation efforts consistent with applicable authority
- l. Analyzes evidence and prepares written conclusions consistent with fair housing law
- m. Testifies and presents evidence in administrative hearings and court proceedings
- n. Demonstrates objectivity, impartiality, and ethical behavior in the conduct of fair housing enforcement activities
- o. Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in on-the-job training setting
- p. Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- q. Enter data or information correctly into TEAPOTS