

**ACCREDITED
COMMUNITY
MANAGER**

**ALL NEW
PROGRAM!**



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► *The purpose of the Accredited Community Manager (ACM®) Program is to expand the knowledge and skills of the professional community manager. Procedures, policies and responsibilities are continually changing in the manufactured housing industry.*

The ACM® Course 1 and 2 programs have been designed by the Manufactured Housing Educational Institute (MHEI®) to improve the community managers skill levels.

Course 1: Professional Community Management is a three and one half day overview of the varied responsibilities of the community manager.

Course 2: Advanced Community Management is a two and one half day program focusing on Community Operations and Financial Management

Important Student information

If you've never taken an ACM® course, you will start with Course 1, followed by Course 2. After you've successfully completed both courses and passed both tests, you may apply for the ACM® designation.

If you've previously taken an ACM® course(s), and want to receive the ACM® designation, then you will need to do the following:

- If you've successfully completed ACM® 101, you will need to take Course 1 test online. If you pass the exam, you can take Course 2 and complete the required test and in-class project. Contact Mary at mary@pmha.org or at 888-242-7642 for information on how to arrange to take the Course 1 test online at no cost.
- If you've successfully completed both ACM® 101 and 201, you'll need to take Course 2, pass the test and complete the in-class project.
- If you've successfully completed ACM® 101, 201 and 301, but have not completed your business plan, you'll need to take Course 2, pass the test and complete the in-class project.
- If you've completed ACM® 101, 201 and 301, but have not completed your business plan, you can still submit your business plan to MHEI and then apply for the ACM® designation, if you prefer not to take an additional class.

Discount overnight accommodations:

Comfort Inn	\$99/night
717-706-3400	Group name: PMHA
77 Shady Lane; Carlisle, PA 17013	

NOTE: Make reservations early, discounted price expires October 1, 2022 for ACM 1 and May 1, 2023 for ACM 2.

Other Hotels in the area:

Best Western Inn & Suites	717-243-6200
Holiday Inn Express & Suites	717-240-0080



Distinguish Yourself as a Professional

MHEI
► **A C M**

*Accredited
Community
Manager*

sponsored by:
**Pennsylvania Manufactured
Housing Association**

The ACM® certification was developed by the Manufactured Housing Educational Institute (MHEI®) to raise the standard of training for manufactured housing community managers. This program educates the land-lease community operators on issues unique to their career. The ACM® designation distinguishes community managers who have experience managing manufactured home communities, have successfully completed the ACM program of education and have committed to upholding the ACM code of ethics. The ACM designation provides the opportunity for community managers to identify themselves as committed professionals.

The ACM Program:

- Provides the opportunity for you to enhance your community management skills
- Deals with issues you face on the job every day
- Provides networking opportunities with other industry professionals
- Helps you advance your career in community management

ACM Program Requirements:

Experience

Anyone employed as a manager or assistant manager of a manufactured home community may participate in ACM® Course 1. Experience requirements for ACM® Course 2 requires a minimum of two years of experience managing a manufactured home land-lease community.

Course 1

October 18-21, 2022

**Registration begins 7:30am
Program 8am - 4:30pm**

**Pine Ridge Village/Pine Manor
Community Center; 100 Oriole Drive
Carlisle PA 17013**

Topics covered:

- Overview of Property Management
- Setting Community Management Policies
- Understanding Market Issues
- Leasing Homes/Home Sites
- Resident Relations and Resident Policies
- Communications
- Rents: Payments, Collections, Increases
- Maintenance
- Personnel Procedures and Policies
- Federal Law

Course 1 consists of three days of instruction and an exam on the morning of the fourth day.

Registration includes continental breakfast all days and lunch the first three days.

Once the ACM® designation is earned, you will receive a final certificate and ACM lapel pin. Participation in this course is limited to members of PMHA. Space is limited, so early registration is recommended. Registration for program includes class materials, lunch & breaks.

Course 2

May 17-19, 2023

**Registration begins 7:30am
Program 8am - 4:30pm**

**Pine Ridge Village/Pine Manor
Community Center; 100 Oriole Drive
Carlisle PA 17013**

Topics covered:

- The Budget Process
- Analyzing the Community Financially
- Insurance
- Taxes and Assessment
- Resident Relations
- The Physical Asset
- The Operations Manual
- From the Course to Real Life

Course 2 consists of two days of instruction and an exam on the morning of the third day.

Registration includes continental breakfast all days and lunch the first two days.

REGISTRATION

Please complete a separate form for each person.

Name _____

Company _____

Address _____

Phone _____ Fax _____

Email _____

ACM® Course 1

October 18-21, 2022

ACM® Course 2

May 17-19, 2023

Program Pricing:

One Course:

\$375 per member*

\$750 per non-member*

Both Courses - register for both Courses and save \$25

\$725 per member*

\$1,450 per non-member*

Total Due: \$ _____

*Member pricing is extended to non-PMHA members, that are members of their home State Associations.

Method of Payment

Visa

MasterCard

Check Enclosed

American Express

Discover

Credit Card # _____ Exp. date _____

Signature _____ CVV Code _____

**No refunds for cancellations after 2 wks prior to event.
All refunds will be less a \$25 handling fee.**

ACM Course

Pennsylvania Manufactured Housing Association
PO Box 248 ~ 315 Limekiln Road
New Cumberland, PA 17070

Phone: 888-242-7642 or 717-774-3440

Fax: 717-774-5596

Email: tracy@pmha.org