



INFORMATION GUIDE FOR THE
First Nations Housing Professionals Association

THE CREDENTIAL THAT BUILDS ON CAPACITY

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First Nations Housing
Professionals Association

L'Association des professionnels de
l'habitation des Premières Nations



COMMITTED TO HELPING YOU GROW!

The First Nations Housing Professionals Association (FNHPA) is committed to excellence in expanding housing management capacity for First Nations organizations. FNHPA is a national, professional association exclusively serving the needs of individuals working for or aspiring to positions in housing with First Nations organizations, responsible for providing training, certification, and professional development opportunities in housing management.

FNHPA provides leadership in housing management activities by developing and promoting quality standards, practices, certification, and professional development to expand capacity for members and First Nations organizations. Members can assist organizations to maximize their use of resources, strengthen decision-making, and deliver quality programs. FNHPA and its members' successes contribute to strengthening the housing management capabilities of First Nations organizations in Canada.

FNHPA promotes and contributes to the advancement of housing management and provides opportunities to share knowledge. Housing managers, and those aspiring to be housing managers, can take advantage of the professional program leading to certification and the First Nations Housing Professional designation. They can increase their knowledge of housing management and achieve their peak professional growth.

FNHPA prepares individuals to work with new knowledge and skills, and assists its members and their organizations to set strategic goals, successfully implement business plans, and deliver quality housing service programs.

Members of FNHPA will benefit from various programs and services in place and in development:

- First Nations Housing Professional (FNHP) Certification
- Standards of Ethical Conduct
- Standards for Professional Competencies and Professional Development Programs
- Annual Conference and Trade Show
- First Nations Housing Management News (focusing on practices and issues)
- Provincial/Regional Networks
- Knowledge Centre for Best Practices and Tools
- Research, Information and Networking
- Career Support Services
- Members' Directory for Potential Benchmarking Partners



FIRST NATIONS HOUSING PROFESSIONAL

A First Nations Housing Professional (FNHP) is a highly-skilled professional, committed to personal career development, standards of ethical conduct and housing management. FNHPs gain insight into the most advanced and up-to-date housing management practices and housing services issues facing First Nations organizations. As valued members of the community and housing decision-making teams, they work in a variety of pivotal positions. They are valued for their understanding of housing management and services; both as a source and interpreter on housing issues and housing management matters. FNHPs improve the decision-making process.

FNHPs are key players in developing strategy and delivering housing business plans and services. They appreciate the impact of technology and are multi-skilled and flexible. Their broad-based understanding and access to information, along with their experience and caring attitude, is invaluable in building a successful career in housing management. When it comes to housing management for First Nations organizations, FNHPs are experts.

The need for FNHPs has never been greater as First Nations organizations are assuming more housing responsibilities and pursuing new opportunities. FNHPs provide organizations with a focused and balanced approach in maximizing the use of resources. As an FNHP, an individual can have a wide range of career opportunities and challenges.

Holders of the FNHP designation will be identified as a highly qualified housing management professional in tune with today's challenges, with clearly defined and well-developed competencies that First Nations organizations want and need. This designation can support your goal to have a challenging and successful career.

THE DISCIPLINE OF FIRST NATIONS HOUSING MANAGEMENT

As the professional organization in Canada responsible for certification in this discipline, FNHPA is setting high standards for First Nations housing management. Competency standards for First Nations housing management have been established. These standards are the basis for development of curriculum used in granting credits towards the First Nations Housing Professionals Program, and the professional designation. They are also used in the application of a Prior Learning and Assessment Recognition Program (PLAR); assessment of practical experience; and the setting of the FNHP Professional Examination.

Key stakeholders in First Nations housing management were involved in establishing the competencies for the discipline of First Nations housing management. Better practices were considered in setting standards and developing policies for a new professional association. FNHP certification is based on these standards and policies. Each candidate for the professional designation is evaluated on the competency standards.

The First Nations Housing Professionals Program will enhance your competencies to help you lead your organization's efforts in housing management. Throughout their careers, all FNHPs are required to participate in ongoing professional development opportunities as a requirement of certification maintenance.



PROFESSIONAL COMPETENCIES

The FNHPA focuses on competencies that are essential for professionals who are active in First Nations housing management. Competencies have been grouped into eight core domains of knowledge and skills with a listing of competency indicators which:

- Serve as a base for development of curriculum for the First Nations Housing Professionals Program;
- Assist in preparation for the First Nations Housing Professionals, Professional Examination;
- Identify and measure practical work experience requirements;
- Assist to develop continuing professional development services;
- Serve as a tool to conduct a self-assessment to identify areas requiring professional development and as an evaluation tool in the Prior Learning and Assessment Recognition program; and
- Support in recruitment and selection and in performance management and evaluation.

The competencies are general and pertinent to all types of First Nations organizations.

The certification program measures the following core competency domains:

1. First Nations Housing History, Culture and Issues
2. First Nations Housing Construction and Infrastructure Elements
3. Housing Leadership, Plans, Policy and Accountability
4. Management of Housing Programs
5. Client Relations
6. Housing Management Functional Supports
7. Professionalism and Ethics
8. Critical Skills

Within the eight domains there are over thirty core competencies.



BECOMING A FIRST NATIONS HOUSING PROFESSIONAL

Membership Requirements:

To be admitted as a candidate member of FNHPA you must be working in First Nations housing management or have an interest in working in First Nations housing management, and you must pay the required membership dues. Information on annual membership dues is provided at FNHPA.ca.

Certification Process:

In order to become an FNHP, the following is required:

1. Completion of the First Nations Housing Professionals Program requirements
2. Completion of the Professional Examination
3. Completion of two years of verified practical work experience
4. Agreement to abide by the Code of Ethics and Standards of Ethical Conduct

To determine your possible status towards either the Prior Learning Assessment and Recognition (PLAR) path or the regular path to certification, you are encouraged to complete the competency self-evaluation tool. The PLAR path requires submission of a Portfolio. The PLAR path fee is \$650.00.

The First Nations Housing Professionals Program consists of five courses. Courses are delivered online and, as intensive courses where numbers permit. Exemptions for courses may be granted for equivalent courses that meet competency standards and are recognized by FNHPA. FNHPA will post eligible courses on the website, along with procedures for application.

As evidence of commitment to the principle of lifelong learning, all FNHPs are expected to meet a Maintenance of Certification (MOC) requirement. All FNHPs are required to engage in 20 hours of continuing professional development annually. The only requirement for the 20 hours is that education must be relevant to housing management. Reporting of activity occurs at the time of annual membership renewal. The certification process, and MOC, ensure that FNHPs are up-to-date on the most current First Nations housing management issues and practices.

The certification process will enhance your knowledge and identify your strengths and improvement areas in First Nations housing management. It will also open doors to career opportunities and earn the respect of your colleagues.

Note: The PLAR path to certification is available to housing managers that have more than seven years of extensive experience in First Nations housing management. If you meet this qualification you are eligible to make a PLAR Portfolio submission and may be granted certification. There is no guarantee that your portfolio will be approved. Effective December 31, 2022, candidate members taking the PLAR path will be required to write the Professional Examination.



KEY STEPS TO CERTIFICATION

①

Become a Candidate Member

②

Do you have more than seven years of First Nations Housing Management experience?

YES

.....
Complete a Competency Self-Assessment. If eligible, complete the PLAR Portfolio

.....
Obtain approval of your PLAR Portfolio

.....
Obtain two sponsors and agree to Ethical Requirements

NO

.....
Complete the FNHP Program (Five Courses)

.....
Complete the Professional Examination

.....
Meet the two year Practical Work Experience Requirements

.....
Obtain two sponsors and agree to Ethical Requirements

③

Become an FNHP



FIRST NATIONS HOUSING PROFESSIONAL PROGRAM

Courses:

Courses in the FNHP program will be delivered online and will be offered in a fall and winter session. Where interest and numbers exist, a course may be delivered in a one week intensive program with pre and post activities.

Some post-secondary institutions or professional organizations in Canada may deliver courses that will be recognized as equivalent and will be granted an exemption. Information on these arrangements will be posted on the FNHPA website. Exemptions will require a 60% pass mark, supported with a transcript. A processing fee of \$20.00 per course will be required to process requests.

Individuals selected to deliver courses in the FNHP program will be experts in their discipline and will be selected based on criteria to ensure a high level of learning excellence.

Each course is delivered over a 12 week period. If you want to know more about the courses and determine if you are ready to enroll, click this link [Preparing to Take the FNHP Program Guide](#)

First Nations Housing Professionals Program Courses:

- 100 First Nations Housing and Infrastructure: History and legislation; program and funding; cultural considerations; current developments and issues; key elements of housing construction; housing infrastructure; and housing governance.
- 200 First Nations Housing Strategy, Policy and Accountability: Role of the housing manager; problem-solving and decision-making; planning; accountability and performance management; and policies.
- 300 Management of Housing Programs: Development of programs and projects; funding and project proposals; program and project management; tenders and project management; housing maintenance; working with clients; and program evaluation, reporting, and communications.
- 400 Housing Management Functional Supports: Human resources, finance and management accounting; information and technology; housing and systems; legal; quality, benchmarking and risk; and strategic alliances and partnerships.
- 500 Professionalism, Ethics and Critical Skills: Professionalism; continuous learning and mentoring and self-care; ethical considerations; and enabling of critical skills such as working with people and change, leadership, facilitation, managing meetings, etc.

Program Costs:

Many employers will encourage their employees to enrol in the FNHP program and assist with the cost of course tuition. Employers may also assist with annual membership dues to FNHPA. Inquiries in regard to educational assistance can be made with organizations involved in promoting and supporting educational activities. Course costs will start at \$850 for online delivery and the intensive delivery at \$2,200.



PROFESSIONAL EXAMINATION

Upon successful completion of the five courses in the First Nations Housing Professionals Program, a candidate member will be eligible to write the Professional Examination. The purpose of this exam is to ensure that all candidates who receive their professional designation have the necessary knowledge base required as a professional member. The exam is comprehensive and integrative and is based on the competency standards. It will be offered twice a year in January and August, starting in 2020. The Professional Examination fee is \$500 plus taxes.

PRACTICAL WORK EXPERIENCE REQUIREMENT

The purpose of the practical work experience requirement is to provide FNHPA with a basis for assuring that those admitted to professional membership have the required competencies to act as First Nations Housing Professionals. Measurement of the practical work experience helps FNHPA determine whether or not candidate members have adequate, practical work experience in the application of First Nations housing management knowledge and skills. The practical work experience requirement is two years of full time practical experience gained in a First Nations housing management environment. The experience can be obtained in the private or public sectors of First Nations organizations. Experience in at least 80% of the competency domains is required. Two sponsors are required to sign the Record of Practical Work Experience to verify experience reported. If possible, FNHP sponsors are preferred.

STEPS TO BECOMING AN FNHP

1. Become a candidate member of FNHPA.
2. If you think you have exemptions:
 - a. If you have more than seven years of practical work experience in a First Nations housing environment, complete the Competency Self-Evaluation and, if you have most of the competencies, you may be able to follow the Prior Learning Assessment and Recognition (PLAR) path to certification.
 - b. If you believe you are not eligible for PLAR, send in transcripts of courses that may be eligible for course exemptions in the First Nations Housing Professionals Program.
3. Enrol in and complete the required courses in the First Nations Housing Professionals Program.
4. Upon successful completion of the courses, you are eligible to write the Professional Examination.
5. Register and submit your fees for the exam.
6. Pass the Professional Examination.
7. Submit a report of practical work experience covering two or more years of eligible experience, verified by two sponsors.
8. Sign a commitment to comply with the FNHPA's Code of Ethics and Standards of Ethical Conduct.
9. Obtain FNHPA Board approval .
10. Attend convocation and receive your professional designation.
11. Maintain your certification.



OTHER

All new FNHPs will receive their professional certificate and be recognized at a convocation ceremony, held in conjunction with the Annual Conference and Trade Show. In order to maintain your FNHP designation, membership in good standing with the FNHPA is required, as well as meeting the Maintenance of Certification requirement.

Remember, the FNHP designation:

- Recognizes prior learning and experience;
- Ensures you are up-to-date on the latest First Nations housing management practices;
- Demonstrates your commitment to lifelong learning;
- Is a mark of professionalism;
- Provides a competitive edge; and
- Will become one of the preferred credentials for First Nations housing management positions.

MEMBERSHIP

The FNHPA membership categories are as follows:

- **Certified:** For those individuals that have successfully met the requirements to obtain and maintain the FNHP designation (\$300.00 Annual Dues) (Voting member)
- **Candidate:** For those working in a variety of First Nations housing management areas and looking to become certified. (\$150.00 Annual Dues) (Voting member)
- **Corporate - Individual Associate:** For individuals that have an interest in First Nations housing management and do not fit into other membership categories. (\$150.00 Annual Dues) (Non-voting)
- **Corporate - Associations:** For not-for-profit organizations that support the FNHPA and its mission and are interested in First Nations housing issues. (\$250.00 Annual Dues) (Non-voting)
- **Corporate - Business/Government:** For those organizations that support the FNHPA and its mission. (\$750.00 Annual Dues) (Non-voting)

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For more information about the FNHPA, please visit our website at www.fnhpa.ca.