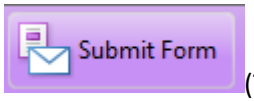
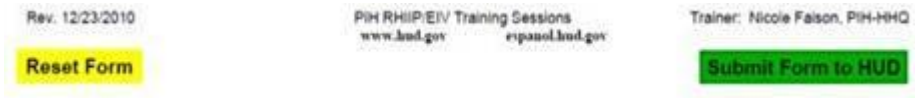
Instructions for Completing & Submitting the
PIH EIV Training Certificate of Completion Request Form

1. Complete the request form. Red highlighted data fields are required fields which must be completed or you will not be able to transmit your request form to HUD.

2. Click on **Submit Form** at the top of the form or click on **Submit Form to HUD** at the bottom of the form.

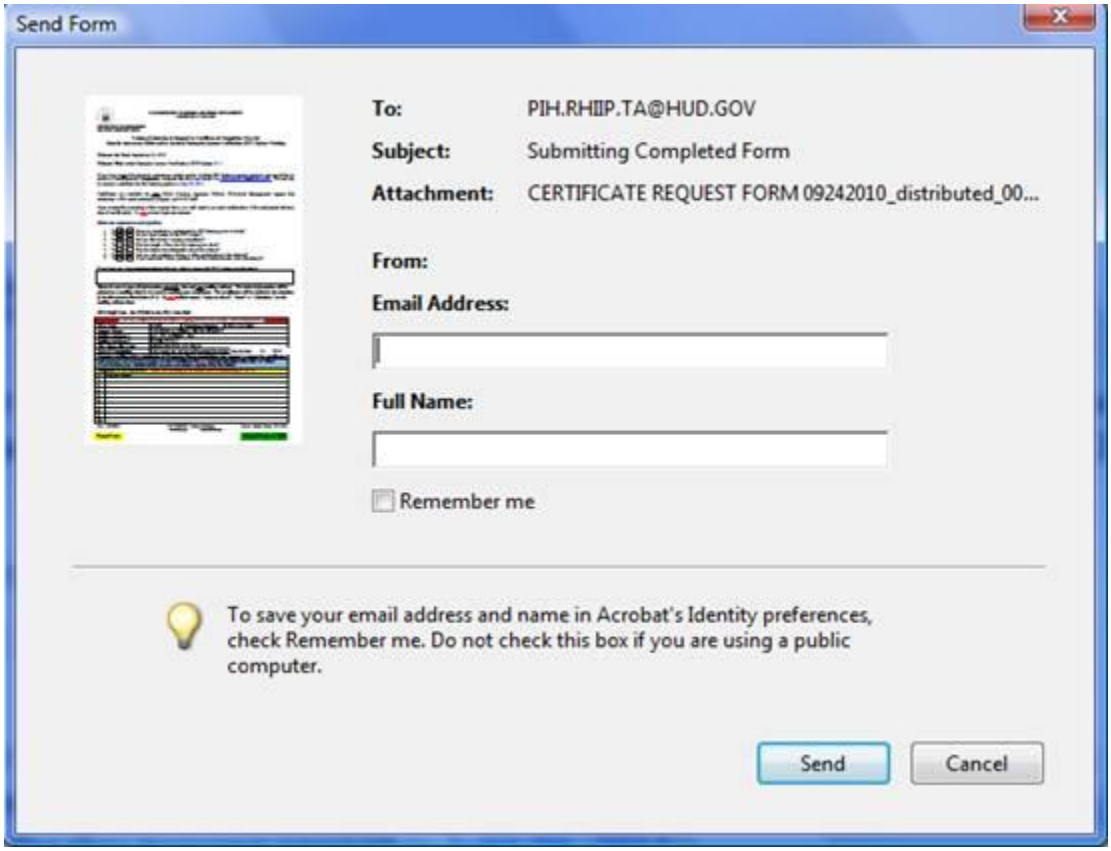


(Top of form)

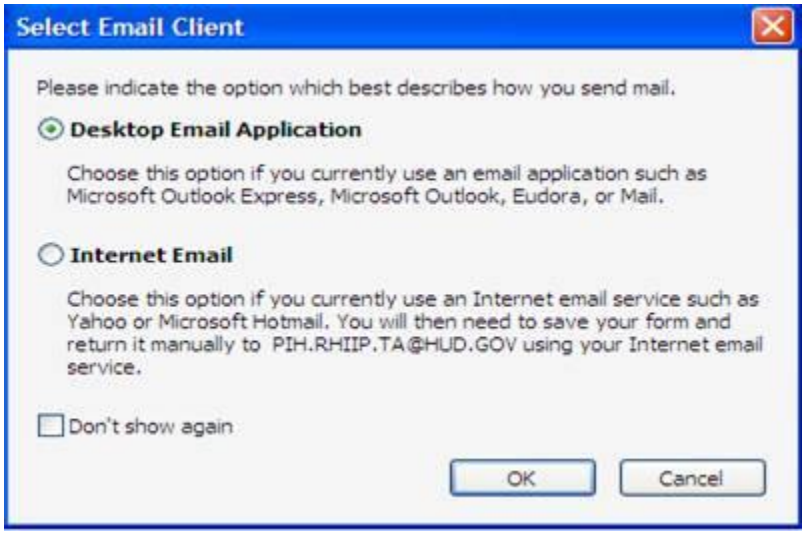


(Bottom of form)

3. A **Send Form** window will open. Enter your email address and name in the data fields and click **Send**.

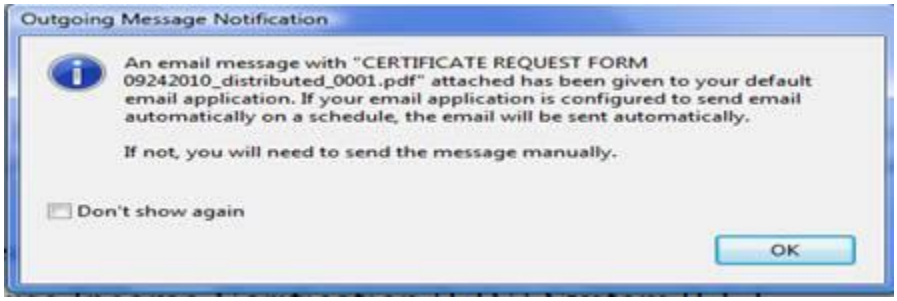


4. Select the applicable email client and follow prompted instructions.

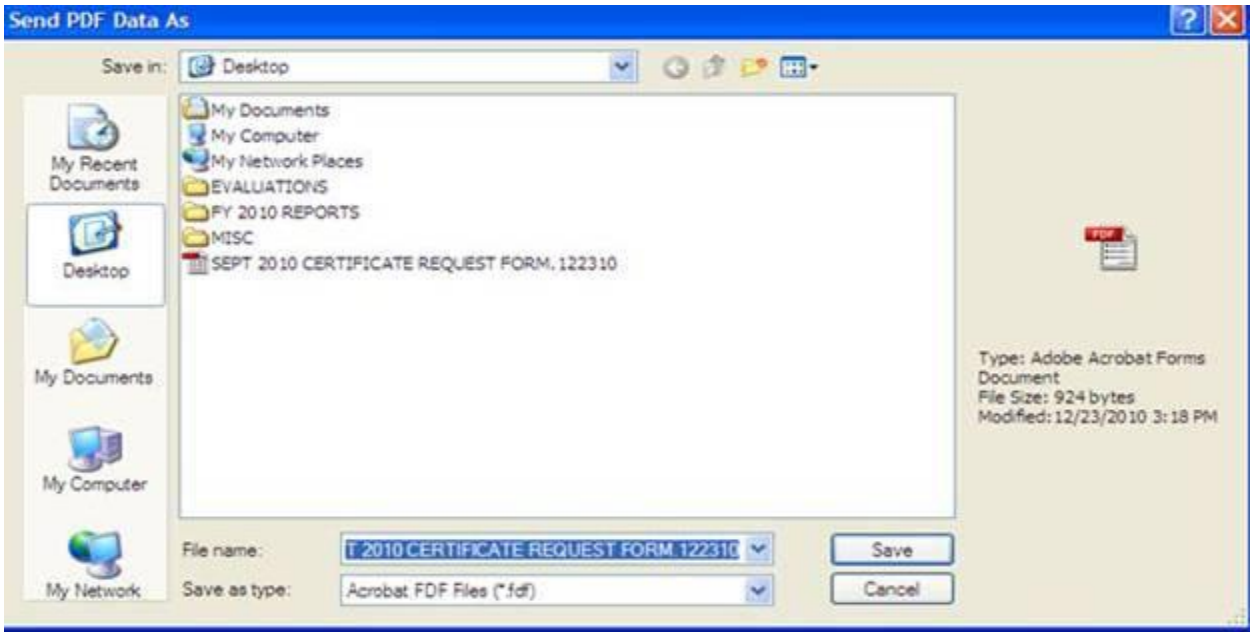


If you select **Desktop Email Application**, a new window will open containing a new email message addressed to PIH.RHIIP.TA@HUD.GOV, with your completed request form attached to the email message. Click **Send**.

OR an **Ongoing Message Notification** window will open. Click **OK**. Your completed form will be sent to PIH.RHIIP.TA@HUD.GOV, if your email application is configured to send email automatically on a schedule.



If you select **Internet Email**, a **Send PDF Data As** window will open and prompt you to save your completed form. Save the form to your desktop or hard drive and then email the saved and completed request form to PIH.RHIIP.TA@HUD.GOV. **[This is the best way to send your request!]**



Tips:

- Only PDF-filled forms will be processed. HUD cannot process scanned, faxed, mailed, or handwritten request forms.
- Be sure to complete all required fields (highlighted in **red**) and type information correctly **before** submitting your request form to HUD. HUD will **not** issue corrected certificates.
- Do **not** submit duplicate requests.
- Consolidate your agency's requests by submitting ten (10) names per request form.
- Leave the 2nd mailing address line blank if there is no additional mailing address. Do **not** type "none" or "same as above" or "N/A". What you type will appear on the mailing label.
- Do **not** type "none" or "N/A" in any data field.
- Do **not** include multiple mailing addresses or "Attention: Name" on the mailing address. Certificates will be mailed to the first name listed on the Name 1 line and to only one mailing address.
- Be sure that certificates are distributed to staff upon receipt. HUD will **not** issue duplicate certificates.