

Name: _____

Candidate Identification Number: _____

**PROFESSIONAL PROFILE
AND
APPLICATION FOR CERTIFICATION**



Application Checklist:

- ☒ HCC Profile/Application Completed & Signed
- ☒ Application Fee – \$175 check or money order made out to *Housing Credit Certification*
- ☒ Retain a copy of the Application for your files
- ☒ Mail To: **Housing Credit Certification
National Association of Home Builders
1201 15th Street, NW
Washington, DC 20005-2800
(800) 368-5242 Ext. 214**

HCCP CODE OF ETHICS (must be signed)

Code of Ethics For Housing Credit Certified Professionals

The Code of Ethics for Housing Credit Certified Professionals promotes the highest standards of professional conduct for professionals credentialed under the Housing Credit Certification program. Continuing adherence to this Code of Ethics is required for initial certification and thereafter for maintaining one's certification in force. *As a Housing Credit Certified Professional, I pledge to:*

1. Maintain loyalty to the ownership of the properties I represent and pursue their goals and objectives, accepting no management assignments that would pose a conflict of interest on my part with established regulations and statutes.
2. Obtain and maintain in force all licenses and training required by state or local governments having jurisdiction over my activities, including state monitoring and allocating agencies. Work with state monitoring and allocating agencies and Internal Revenue Service in response to inquiries.
3. Hold inviolate the confidential and fiduciary relationship with my employer and the confidential information entrusted to me by employees and residents.
4. Serve all employees and residents impartially and neither provide nor accept any special compensation, commissions, or payments without the prior knowledge and consent to such payments by my employer and the property owner.
5. Allow no exploitation of my position, industry, or profession.
6. Uphold all laws and regulations providing for fair access to housing opportunities, housing rental, and accommodations. This includes but is not limited to all federal, state, and local fair housing laws, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, and related regulations.
7. Exercise sound business principles in managing properties.
8. Use only legal and ethical means to influence legislation or regulation.
9. Issue no false or misleading statements to the public. Refrain from disseminating any malicious information concerning any property or person.
10. Utilize every opportunity to improve public understanding of the low-income housing tax credit and Housing Credit Certification.

I hereby affirm that the information supplied in this Experience Profile & Application is correct to the best of my knowledge and pledge myself to abide by the Code of Ethics for Housing Credit Certified Professionals, as it may be amended from time to time.

Signature

Date

*The National Credential
Certifying the Knowledge and Experience of
Low Income Housing Tax Credit Professionals*



In order to become a Housing Credit Certified Professional this application must be completed and forwarded with proper fees and documentation.

MINIMUM REQUIREMENTS FOR CERTIFICATION:

- A minimum of **two years of work experience** *in the housing credit industry* demonstrating at least 50% of your time devoted to Housing Credit activity.
- A minimum of **10 hours of LIHTC training**
- Commitment to professional standards by **signing the HCCP Code of Ethics**

Your Profile Application will be reviewed within 2 to 3 weeks of receipt. If your Application evidences you have met the three requirements listed above, you will be issued your Certification credential, including your certificate, shortly thereafter. Those Passing Candidates who do not meet the minimum requirements will be notified by letter how they may become fully certified once all minimum requirements have been satisfied.



EXPERIENCE PROFILE AND CERTIFICATION APPLICATION

Instructions for completion:

1. Print or type the information requested.
2. Please use additional sheets if necessary.
3. Make a copy of your completed Profile for your files.
4. Include your \$175 application fee (payable to "Housing Credit Certification")
5. Mail completed Application and fee to: *Housing Credit Certification Board of Governors, NAHB, 1201 15th Street, NW, Washington, DC 20005-2800*

CONFIDENTIAL (Complete all blanks)

Name: _____

Title of Present Position: _____

Company: _____

Company Address: _____

City/State/Zip: _____

Phone: () _____ Fax: () _____

E-mail: _____

* Home Address: _____

City/State/Zip: _____

Home Phone: () _____

- Are you a member of a Local NAHB Home Builders Association? Yes No
- Do you hold a RAM designation? Yes No
- Are you a member of NAHMA? Yes No
- Do you hold a NAHP® designation? Yes No

* All HCCP correspondence will be sent to your home address. However, your business address will be released for general information purposes and for publication in the annual HCCP Directory.

Housing Credit Training (Minimum of 10 hours required)

List training programs directly related to the Low Income Housing Credit program that you have attended in the past 2 years. Housing credit training programs include: training courses offered by private trainers and trade associations, state housing agency classes and in-house housing credit training programs. Specify whether focus of housing credit training program was on housing credit property management compliance or housing credit development-related issues. *A certificate or letter of completion for each course must be included.* Attach additional sheets where necessary.

(Conference sessions are not eligible under this Housing Credit Training requirement).

Sponsored by: _____

Program Title: _____

Program Focus: _____

Dates: _____ Number of Class Hours: _____

Sponsor Contact and Phone: _____

Certificate or Letter of Completion attached: Yes

Sponsored by: _____

Program Title: _____

Program Focus: _____

Dates: _____ Number of Class Hours: _____

Sponsor Contact and Phone: _____

Certificate or Letter of Completion attached: Yes

Sponsored by: _____

Program Title: _____

Program Focus: _____

Dates: _____ Number of Class Hours: _____

Sponsor Contact and Phone: _____

Certificate or Letter of Completion attached: Yes

CONTINUING EDUCATION REQUIREMENT

Once certified all Housing Credit Certified Professionals must demonstrate their continued attention to developments in the profession by meeting continuing education requirements beginning with the year following the year they receive their certification. The continuing education requirement may be satisfied by documenting the following;

Attendance at education sessions for a minimum of four (4) hours annually

Sessions should address current developments in the housing credit program, such as but not limited to;

- New Treasury Regulations affecting housing credit compliance
- Recent statutory changes to IRS Section 42
- New State Law, regulations, guidelines or QAP

Classes or sessions may be offered by a private training or seminar company, trade association or state housing agency.

ANNUAL CERTIFICATION RENEWAL REQUIREMENTS

In the Fall of each year after certification, Certified Professionals will receive a notice to renew. To maintain active certified status, Certified Professional must:

- Submit evidence of having satisfied the continuing education requirements.
- Pay the annual renewal fee (currently \$175.00)
- The Renewals, Continuing Education and printing of the annual directory are handled by:
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The National Affordable Housing Management Association (NAHMA)

526 King Street, Suite 511

Alexandria, VA 22314

703-683-8630 Fax: 703-683-8634 www.nahma.org