



# HCCP Continuing Education Tracking Form



## *Housing Credit Certified Professional (4 hours annually)*

Housing Credit Certified Professionals (HCCP) must demonstrate their continued attention to developments in the profession by meeting continuing education requirements annually. This requirement may be satisfied by participating in a training class, seminar or technical conference. Four hours of continuing education is required to maintain active status. Eligible events may be offered by a state housing agency, private compliance trainer, seminar company or trade association such as NAHMA and NAHB. *This form is to be used to accumulate CEU credits beginning January 1, 2005 – December 31, 2005 and submitted along with your 2006 HCCP renewal payment.*

Events eligible for continuing education credit must be selected from LIHTC *industry-related* offerings. One continuing education unit (CEU) is equal to one hour of instruction/training. In order for an event to be used as an eligible CEU, it must possess a published agenda and/or a specific topic area. Workshops, seminars and technical sessions can be used for continuing education only if the event meets the above criteria.

Please complete the reverse side of this form *or* submit **one** of the following for **each** event attended:

- Certificate of Attendance
- Certificate of Completion
- Attendance letter, or other event literature, with official sponsor verification

*All of the above must contain: topic, date and number of hours in duration*

- If you are an Instructor/Speaker/Presenter, you must submit a copy of the information that was presented. You must include the length and date of presentation. *For material that is presented on an on-going basis, credit will be awarded one time only.*

**Please complete the information requested below and sign the Statement of Accuracy (include additional sheets if necessary). Retain a copy for your files. Mail to: NAHMA, 400 N. Columbus St., Suite 203, Alexandria, VA 22314 Attn: HCCP/CEU Program or enclose with your 2004 HCCP renewal payment.**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Over

***Housing Credit Certified Professionals must document  
4 (four) hours of continuing education annually.***

1) **Course/Event:** \_\_\_\_\_

Sponsor: \_\_\_\_\_

Location (City/State): \_\_\_\_\_

Dates: \_\_\_\_\_ Hours of Attendance: \_\_\_\_\_

Printed Name of Instructor/Speaker: \_\_\_\_\_

Signature of Instructor/Speaker **or** Stamp/Seal of Sponsor: \_\_\_\_\_

2) **Course/Event:** \_\_\_\_\_

Sponsor: \_\_\_\_\_

Location (City/State): \_\_\_\_\_

Dates: \_\_\_\_\_ Hours of Attendance: \_\_\_\_\_

Printed Name of Instructor/Speaker: \_\_\_\_\_

Signature of Instructor/Speaker **or** Stamp/Seal of Sponsor: \_\_\_\_\_

3) **Course/Event:** \_\_\_\_\_

Sponsor: \_\_\_\_\_

Location (City/State): \_\_\_\_\_

Dates: \_\_\_\_\_ Hours of Attendance: \_\_\_\_\_

Printed Name of Instructor/Speaker: \_\_\_\_\_

Signature of Instructor/Speaker **or** Stamp/Seal of Sponsor: \_\_\_\_\_

**Statement of Accuracy**

By my signature below, I hereby affirm that all information provided herein is correct to the best of my knowledge. I further pledge to abide by the HCCP Code of Ethics. I authorize the Housing Credit Certification Board, or its designees, to verify all information for accuracy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date