



MEMO

FHC/CPO/SHCM Exam Re-take Instructions

In order to re-take the FHC/CPO/SHCM examination, you will need to find a NAHP or NAHP-e (National Affordable Housing Professional) in your area to proctor the exam. To find a NAHP or NAHP-e in your area, please visit NAHMA's online credential directory at:

http://www.nahma.org/search/NAHMA_search.cfm

Search for a NAHP or NAHP-e (by clicking on the circle next to NAHP or NAHP-e on the webpage) and then enter the city and/or state in which you wish to re-take the exam. You will find names and contact information for those who are a NAHP or NAHP-e. Next, you should contact the person whom you wish to proctor the exam to coordinate a day and time that is mutually convenient for you to re-take the exam. Your proctor must be present during the entire allotted time of the re-take.

As an alternative, you may also contact your local AHMA for assistance in locating a proctor for your retake exam.

Please return your re-take application form **after** you have determined the day that you will be re-taking the exam, and be sure to include your proctor's name, address, and phone number, so that I may mail the appropriate exam to your proctor before the re-take date. When you re-take the exam, be sure to have your CPO or Fair Housing course manual and writing implements. Manuals may not be used on the SHCM retake. A calculator may be used for any of the exams, but a laptop or other type of computer may not be used.

If you have any questions regarding your CPO exam re-take, please contact Brenda Moser at (703) 683-8630 or brenda.moser@nahma.org.