



400 N. Columbus Street, Suite 203, Alexandria, VA 22314

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

Re-test Application Form

Please complete the following information. To avoid delays in the processing of your application, please fill out completely. **The re-test form process takes 7-10 days to complete prior to requesting the exam voucher.**

I am applying to re-take the following examination: (Check One)

- Certified Professional of Occupancy (CPO) \$75.00
- Blended Compliance Designation (BCD) \$75.00
- Fair Housing 504 Compliance (FHC) \$75.00

Re-test Fee Covers The Cost Of Exam And Voucher Number

(Please Type or Print Clearly)

Name: _____ Phone: _____

Company: _____

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Please check one of the following:

This is my first re-test: Date of original exam: _____ Date of re-test exam: _____

This is my second re-test: Date of 1st retest exam: _____ Date of re-test exam: _____

Billing Information:

Check in the amount of \$ _____ Check Number _____

Credit card payment: ___ Visa ___ MasterCard ___ AMEX Card

Number: _____ Exp. Date: _____

Signature: _____ Today's Date: _____

Payments Options: Fax Payment: (703) 683-8634

Scan Payment: pwashington@nahma.org

Mail Check: NAHMA, 400 N. Columbus Street, Suite 203, Alexandria, VA 22314

FHC/CPO/BCD Exam Re-test Instructions

The FHC/CPO/BCD is a non-proctored online examination.

Please return the completed re-test application and write in the date you plan to take the exam. The re-test application process takes 5 days to complete prior to receiving the exam voucher.

You will receive a voucher number to the email address provided to NAHMA. When you re-take the exam be sure to have your CPO, BCD or FHC course manual and writing implements (a calculator may be used for all of the exams) Prior to taking the exam log into your TesTrac account then go to history/outcome for breakdown of your previous exam results. to focus on areas to strengthen. This analysis can help prepare you for your retest exam by providing a strength and weakness evaluation.

We strongly suggest that you the student clear out the cache, and make any updates to your device prior to the beginning of the exam to prevent any delays, or interruptions with the testing site.

Exam Registration

You have 3 weeks to use the voucher and take the exam.

The exam is timed. The following times are allotted. (Student should select the specific exam). CPO Exam – 4 hours; FHC Exam – 2 hours; BCD Exam – 2 hours

The online exam can be accessed by going to <https://app.testrac.com/nahma-1/delivery>. Enter your log-on ID and password (If you do not have the log-in information enter your email address in the “forgot password” section to recover your password or contact Dave Bump of TesTrac directly at 952-953-6292.

The next step is to click publicly available then choose and confirm the exam from the drop down list (Each exam is timed and the length of the exam is displayed next to your selection. After you have chosen your exam, click the voucher only option and enter the voucher number in the payment detail section---**credit card payments is not accepted in the TesTrac Portal.**

To take the exam your computer should meet the following criteria.

- A well-working computer connected to a power source with 1 GB of RAM or higher.
- A wired high-speed internet connection (3 Mbps). A wireless internet connection is not recommended if an Ethernet connection is available.

Browser compatibility: IE, Firefox, Chrome, Safari, Edge