NAHMA
NATIONAL AFFORDABLE HOUSING MANAGEMENT ASSOCIATION

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

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

SHCM Re-Test Application Form

Please complete the following information and return with check or money order to the address above. If you are using a credit card, you may fax or email the form. To avoid delays in the processing of your application, please fill out completely. **The re-test form process takes 10-14 days to process. You will be emailed an exam voucher.   Send Payment Form to: Scan:** pwashington@nahma.org **Fax:** (703) 683-8634 **Mail:** NAHMA, 400 N. Columbus Street, Suite 203, Alexandria, VA 22314

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

Specialist in Housing Credit Management (SHCM) Online Exam ☐ $95.00

 - In person Proctoring

Specialist in Housing Credit Management (SHCM) ☐ $140.00

-Online Live Proctoring - Examity

***Note: Re-test fee covers the cost of exam and voucher number

Personal Information: Name: _____

Phone:_____

Company:_____

Business Address: _____

Fax: _____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 or money order enclosed in the amount of $_____Check #_____

Credit card payment: Visa ☐   MasterCard ☐   AMEX ☐

CardNumber:_____Exp.Date:_____

Signature:_____Date:_____

Proctor Information (Required for the SHCM online in person exam only):

Name of Proctor:_____ Proctor's Phone:_____

SHCM

INSTUCTIONS

SHCM Exam In Person Proctoring

The student will find a SHCM, NAHP, or NAHP-e certified person from within their company or even a manager or supervisor which can act as a proctor or the online credential directory at http://www.nahma.org/directory. As an alternative, you may also contact your local AHMA for assistance in locating a proctor for your retake exam. To find your local AHMA visit http://www.nahma.org/content/map1.html.

Include the proctors' contact information on the retest form and refer the proctor to Leslie O'Donnell at NAHMA (703-683-8630 ext 117) for steps to administer the exam. Also, email a request for a (voucher) to lodonnell@nahma.org which is needed to access the online exam at least five days after your retest form is submitted. The student coordinates with the proctor the test date/time and location. The exam can be taken on a computer at the home office or even property. Desktop computer, laptop or even a tablet.

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SHCM Exam Online Proctoring

NAHMA has elected to use web-cam proctoring services and have partnered with Examity to offer those services. Web-cam proctoring offers the ability for you to test from home or any location of your choice. The date and time that you can take the examination is subject to availability of the virtual proctor. Exam appointments must be booked in advance. When scheduling your exam appointment please allow a minimum of 14 working days to ensure testing availability.

<u>To take the SHCM exam your computer should meet the following criteria.</u>

- 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.
- A camera, microphone and speakers connected to the computer (consider a webcam with a built-in microphone).
- Online Live Proctoring will be done through the GoToMeeting platform.*Please be sure your system will support this platform.*

The proctor will need to obtain keyboard and mouse controls in order to input proctor information. *Please make sure that your system that you will be using to test will allow you to grant these permissions to the proctor.*

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