



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

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

SHCM Retest 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 retest form process takes 10-14 days to process. You will be emailed an exam voucher.**

Send Payment Form to: Scan/Email: 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 - In Person Proctoring \$125.00

Specialist in Housing Credit Management (SHCM) Online Exam - Online Live Proctoring \$150.00

*****Note: Retest fee covers the cost of exam and voucher number*****

Name: _____

Company: _____

Address: _____

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

Card Number: _____ Exp.Date: _____

Signature: _____ Date: _____

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

Proctor: _____ Proctor's Email: _____

SHCM Exam In Person Proctoring

The student can use a SHCM certified person from within their company that can act as an in person proctor. To set this up you must coordinate with the NAHMA Educational Department. (lodonnell@nahma.org)

Include the proctors contact information on the retest form and refer the proctor to Leslie O'Donnell at NAHMA for steps to administer the exam. (lodonnell@nahma.org) The student coordinates with the proctor the test date/time and location. You will be emailed your retest voucher number and student guidelines. Follow all information to schedule and take your retest exam.

SHCM Exam Online Proctoring

NAHMA has elected to use a web-cam proctoring service and has partnered with Prometric Testing to offer those services. Web-cam proctoring offers the ability for you to test from 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. You will be emailed your retest voucher number and student guidelines. Follow all information to schedule and take your retest exam. If you miss your online proctored time you will need to buy another voucher.
