



# Not An NCP Yet!?

## Why Not???

It's Time To Join Over 500 Of Your Industry Peers And  
Receive The Same Fantastic Benefits... Same Industry Respect...  
Same Networking Opportunities... And Same Career Opportunities!!

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## The Housing Credit Program is tough on its professionals!

Probably don't need to tell you that. Even if you just started in the industry today, you have probably picked that one up on your own. What you may not understand, though, is why.

### Why is it so tough?

Partly because it is still such a new housing program and partly because there are so many gray areas that result in numerous interpretations. But truthfully, the main reason it is so tough is the Program can get downright complicated!! The pressure on Housing Credit professionals, especially property managers, on-site personnel and compliance specialists, is enormous. Most properties today are combined with multiple funding sources that make managing and monitoring compliance very difficult. Plus, everyone is scrutinizing your work! The chances for noncompliance lurk at every corner!! And the ramifications for noncompliance are expensive ... really, really expensive.

I don't mean to frighten you ... especially if this is your first exposure to the Housing Credit Program. The Program is great ... REALLY! But it can have a dark side too! Especially for those who enter it for the first time blind or without resources. If you have just attended your first Elizabeth Moreland Consulting, Inc. workshop, you know the enormous amount of work that lies ahead of you as a Housing Credit Professional. If you are going to succeed in the world of Housing Credit compliance, you need to have the best possible resources for information and a continuing funnel of news and ideas coming to you. You will also need to have a group of peers and industry experts you can rely on to be a voice of reason when difficult situations arise, and that truly understand the constraints and difficulties of managing a Housing Credit property!

## That is the very reason the National Compliance Professional™ designation and its NCP Membership Group™ were started!

Find out what hundreds of Housing Credit Professionals already know... *"It Pays To Be NCP™!"* It's true! It really does pay to be NCP! And currently, over 500 Housing Credit professionals have already discovered this for themselves receiving a continuous stream of information, news and insights to substantial discounts on trainings and products to incredible networking opportunities.

*"I think this designation is very important to all people involved in the Housing Credit Program. I recommend it to all my managers; it shows that someone is certified to administer the program and has a constant stream of reliable information at their fingertips."*  
**Richard Kropa, NCP-E, NDC Real Estate Management, Inc. Scranton, PA**

*"I am very glad that you have chosen to do this. I and my managers need the "hands-on" practical day-to-day information, training and experience that you provide. Our obligation is to keep the projects in*



compliance... the NCP Membership Group makes that easier to do!" **Theresa Feely, NCP, Coburn & Feely Property Management, Inc., Burlington, VT**

"Thank you! Thank you! Thank you!" **Kris Vodraska, NCP-E, Community Housing Initiatives, Inc., Spencer, IA**

Besides reaping these benefits daily, many directly attest their affiliation with *National Compliance Professional* designation and membership group **resulted in promotions and improved job opportunities!!**

"First I would like to thank Elizabeth for sharing her extensive knowledge of the LIHC Program with all of us. It was hard work, but having the NCP designation has opened many doors for me. Not only do I have those letters after my name, I have the knowledge that goes with them. I guarantee it is worth the work to earn the designation and join the group. I now have a position with a company, doing exactly what I want to be doing at this point in my career. I owe a great portion of credit to Elizabeth and her NCP. Many Thanks!" **Denise M. Smith, NCP-E, National Equity Fund, Los Angeles, CA**

"Since I attended the week-long Elizabeth Moreland Consulting, Inc., achieved my Diploma and the NCP-Executive designation, I now have a new position. I will be the Director of Compliance for Real Property Services based in Las Vegas. Thanks to all of your great training and NCP designation!!" **Roberta Barragan, NCP-E, Real Property Services, Las Vegas, NV**

"I wanted to share with you that I was promoted to Vice President a few months ago. I consider the training and NCP designation I have received with you to be invaluable to my career and I wanted to thank you. With this new position I am able to have more of an impact on our Housing Credit Program and the direction it is taking. Thanks again for your efforts in the world of Housing Credit - you're the best!" **Cindy Latu, NCP, California Real Estate Management, San Jose, CA**



## The NCP Membership Group is the fastest growing Housing Credit compliance group for 4 simple reasons:

### 1) It Delivers!

It delivers what is needed to be successful on-site as well at the corporate or regional level! It delivers readily-available and easily-accessible information!! And it delivers it to you where and when you need it! See for yourself...

- **NCP LAPEL PIN & CERTIFICATE** (NCPs and NCP-Executives Only)
- **AUTOMATIC** addition into the *NCP Membership Group*
- **FREE** inclusion into our *Industry Information Network* which delivers regular email blasts updating you on the latest industry news, opinions and events at the Elizabeth Moreland Consulting, Inc. (This is *FREE* to you, however, you must sign up for it at our website – [www.taxcredit.com](http://www.taxcredit.com) – as due to the FCC laws we are not allowed to sign you up even if you give us permission.)
- **SPECIAL and DISCOUNTED** invitation to our *Annual National Compliance Professional Conference!* This is an event you won't want to miss as it is a Housing Conference with a difference! Not hours and hours of panel sessions, but rather dedicated short track trainings that

give ample time to learn about an issue, discuss the issue and hear from others in the industry on how they are handling the issue! Plus loads of networking opportunities.

- **10% DISCOUNT** off all Elizabeth Moreland Consulting, Inc. workshops and most products.
- **SUBSTANTIAL DISCOUNTS** on great compliance & management tools offered only to NCP Members.

## 2) It is Easy to Join!

All you have to do is complete a **simple 1-page Membership Application** indicating how you meet the 2 membership requirements - Knowledge and an Experience.

## 3) Membership is Open to Anyone!

We understand that some industry professionals have a great deal of experience and others are new to the industry and just learning. We all – novices and veterans alike – need a strong support group in this tough, responsibility-laden field. **So even if you haven't met the Knowledge and Experience Requirement you can join!** Just select the proper level that indicates your experience & expertise level...

- **NCP-Candidate** is the level for *new professionals*... those of you that have not yet met the Educational and/or the Experience Requirement.
- **NCP** is the level for those of you who have met the Education and Experience Requirement.
- **NCP-Executive** is the level for those of you career professionals that have achieved multiple Educational Requirements, specifically earning 22 CEUs through Elizabeth Moreland Consulting's live or online workshops and passing **one** of the major compliance exams (*either the National Compliance Exam, C3P or HCCP test*). This is the hallmark industry designation and the one serious, career-minded, dedicated industry professionals strive to become.

## 4) Best of All ... It's Affordable!

The *National Compliance Professional* and its *NCP Membership Group* are the most affordable designation & membership group in the industry! **Only \$199 per year!** In fact, if you add up all the time it would take you to reproduce the incredible amounts of information, networking opportunities and discounts you get as an *NCP*, you will have paid for the Membership a 100 times over!!

**Hundreds of industry professionals have already joined. But the real question is...**

**WHY SHOULD YOU?**

### Meeting the Knowledge & Experience Requirement

To become an NCP you must meet a Knowledge and Experience Requirement

#### • Knowledge Requirement

There are 3 ways to meet the Knowledge Requirement: (you only have to meet ONE)

1. Pass the *National Compliance Exam*; or
2. Pass either *Spectrum Seminar's C3P* or the *National Association of Home Builder's HCCP* test; or
3. Successfully complete enough *Elizabeth Moreland Consulting, Inc. courses* to earn 22 credits which also earns you the industry's ONLY Compliance Diploma. (Credits are earned by completing *Housing Credit Online Training Center courses* and/or *Elizabeth Moreland Consulting, Inc. public or private workshops*.)

#### • Experience Requirement

To meet the Experience Requirement you must demonstrate you have 6 months or more experience working directly with the Housing Credit Program. To accomplish this task, all you have to do is summarize your experience on the easy-to-complete Membership Application!

**Quite simply... because it is in your best interest! And I mean that wholeheartedly!**

Earlier I told you to succeed in this industry you need to have the best possible resources for information and a continuing funnel of news and ideas coming to you. I know this because I worked in the trenches and understand first hand what it takes. Sure, it is nice to earn a designation. It is great to get a shiny, bright pin and a nice plaque or certificate to hang on your wall. But they will only take you so far.

**What is really, truly important for success to those of us in the trenches is....**

- Information and constant communication with other individuals who understand what we do!
- The ability to network with our peers to learn new techniques, hear new ideas and share our successes and failures!!
- And the opportunity to get the things we need like training for both us and our staff as well as tools that will help us get the job done quickly and easily at a price that our properties can afford!!!

**and that is exactly what you get as a member of the NCP Membership Group!**

**So, what's stopping you? Why aren't you NCP?**

IN FACT, to encourage you to join, I'm going to sweeten the pot considerably giving you the opportunity to join at the **Gold** level where you can pick up valuable tools that will immediately help you in your job at prices ONLY AVAILABLE to those elite few who join at this level!

*Option #1: A Seriously Insane Offer Giving You over \$1,700 Worth of Tools...*

**GOLD MEMBERSHIP**

★ **Receive your *National Compliance Professional* designation and membership into the NCP Membership Group until December 31, 2017**

★ **Receive *The Compliance Monitor*, the industry's best AND longest running compliance/management newsletter through December 31, 2017**

- *The Compliance Monitor* is fantastic newsletter that reports the latest news & opinions in the industry, contains useful articles on specific compliance and property management related subjects, and contains lots and lots of tips and techniques for working within the confines of the rules and regulations of this and other affordable housing programs so you can run your properties successfully!!
- *The Compliance Monitor* is also an avenue for meeting your NCP continuing education requirement next year. If you subscribe to our newsletter (*subscription must be in your name*) and receive at least 6 issues in 2017, you can use that as fulfillment of your continuing education requirement for 2018.

★ **Receive access to the *Online Newsletter Article Archive* until December 31, 2017**

- You are going to LOVE this! In 2005, we started making *The Compliance Monitor* available online AND have since built an archive of past newsletters that will be accessible to you ABSOLUTELY FREE if you take advantage of this Membership Level.

- This *Online Archive* is not only an excellent resource of information but is also an excellent training tool for both you and your staff as each issue is like a mini-workshop in itself! An absolute wealth of information!!

★ **Receive an Annual Subscription to the *NCP Professional Development Center* until December 31, 2017**

- The *NCP Professional Development Center* is an advanced learning center contained within the *Housing Credit Online Training Center* and was designed specifically for hard working, hungry-for-information; Housing Credit certified professionals who want to discuss hot issues or advanced Housing Credit topics in an interactive and incredibly convenient way!
- The *NCP Professional Development Center* is comprised of regularly posted “lessons” that discuss a hot topic, new releases of information from the IRS or State Agencies, or a difficult compliance topic such as Acquisition/Rehabs, mixed income developments, and properties combined with other programs such as HOME or Bonds. These lessons will be open to all subscribers of this *Development Center* and will remain posted for the entire subscription period so you can review the information when you have time and when you need it the most! Sometimes the lessons will be comprised of articles I think are important for you to read... other times it may be a short course on an important topic. And of course, if the lesson is focused on a newly published Revenue Ruling, Procedure or Regulation, it will include the actual published document and a discussion of its impact on

OVER.  
PLEASE →

## The NCP Information Highway

- **As a member of the NCP Membership Group you will be kept abreast of all the changes happening whether on the Hill, at the IRS, in your State or with the NCP Membership Group itself.** *We will keep you in the know of the latest opinions, rule-changes and important industry events. We do this through our Industry Update emails sent directly to you anytime any industry news occurs, special industry events are announced, and membership updates occur.*
- *Without a constant influx of information, you can't successfully run your properties and ensure compliance. However, we won't bog you down with useless information... **we will weed through the piles of information and pare it down to the items of real importance to you! And when we communicate to you, it will be in short, concise writing as we know you don't have time to read pages and pages.** You need to get right to the heart of the matter! Also, if the news item we are reporting is about a new regulation, we will read it for you and translate it so you don't have to read through miles of gobbly-gook! (Now of course, if that is what you like to do, we do also give you the actual regulations so you have them for yourself.)*
- **As a member you will have numerous networking opportunities and abilities to connect with your peers.** *We understand that it is important not to operate like an island in this industry especially when there is a wealth of information and experience contained right within our burgeoning NCP Membership Group. So we help you connect through...*
  - **Our annual National Compliance Professional Conference:** *An incredible industry event that not only gathers NCPs from across the country for fantastic networking opportunities but is an incredible education booster as well!*
  - **Our Information Database:** *This database allows you to verify the designations and workshops attended by any employment candidate you are thinking of hiring. Also great if you are looking to hire a fee management company. We will share the information we have about that person's or company's designation and workshop attendance in order to assist you in assessing their qualifications.*



your business!

- Plus the *NCP Professional Development Center* contains a *Bulletin Board* so you may comment and post questions/problems/concerns to me as well as your fellow NCPs who are members! A great opportunity to get feedback from the industry and to share your own thoughts.

### ***But, I am not stopping there...***

**HOW DOES FREE EDUCATION FOR YOU OR YOUR STAFF SOUND??** *Yeah... thought that might get your attention. If you join at the **Gold** level, I will give you... **ABSOLUTELY FREE...** your choice between our advanced compliance online training course – **Housing Credits 445: National Compliance Professional** – and our site level **Course Package Plan** – for 1 person!*

- ★ **Training for Your Staff:** Your choice between Housing Credits 445: National Compliance Professional and our site level Course Package Plan – for 1 person

✂ **Choice #1: Housing Credits 445: National Compliance Professional...** This comprehensive course is my newest offering designed to help you gain an extensive understanding of the Tax Credit Program from allocation to site management! Perfect for those wanting to take their Tax Credit knowledge to the next level and attain **expert** status. A must for supervisors, troubleshooters, compliance directors, asset managers or anyone looking to move into such positions. It is also perfect for those looking to earn one of the industry's upper level Tax Credit designations including our NCP, the Home Builder's HCCP or Spectrum's C3P. This is not one of our typical *Housing Credit Online Training Center* course offerings though! Rather this course is comprised of 17 total chapters separated into 7 lessons and 2 bonus tools providing you the opportunity to learn the higher level Program rules in stages and, if desired, prepare for the industry designation exam of your choice. HC445 is comprised of the following lessons...



- \* **Lesson #1: History, Allocation & Development and Important Program Terms** – Designed to help you understand how and why the Tax Credit Program was created, the way allocation and development works including the affect these processes have on operations, and a comprehensive explanation of the Programs terms to get you on the right foot.
- \* **Lesson #2: Construction, Rent Up and Changes to Qualified Basis** – Designed to teach you the important milestones each Tax Credit property must meet once allocated credits and the timelines under which they must be completed as well as what occurs when changes occur after the timelines have ended.
- \* **Lesson #3: Eligibility Rules** – Discussion of the various Program eligibility rules including unit and income eligibility as well as the treatment of full-time student rule, Section 8 Voucher Holders and minors.
- \* **Lesson #4: Certifications/Recertifications** – Thorough discussion on the ins and outs of initial and adjusted certifications as well as annual recertifications.
- \* **Lesson #5: Special Rules** – A detailed look at the unique Program rules including unit transfers, the Available Unit Rule and the Unit Vacancy Rule.
- \* **Lesson #6: Compliance Monitoring** – Designed to assist you in understanding the State Monitoring Agencies role and responsibilities they have monitoring Tax Credit properties for compliance including an explanation of how these responsibilities affect your compliance and management operations.
- \* **Lesson #7: Noncompliance** – An all-encompassing look at noncompliance, credit loss and recapture including how it is calculated and corrected.
- \* **Bonus #1: What's Next... How to Earn Your NCP Designation** –A quick 5 minute course explaining all the benefits you are entitled to after completing the *Housing Credits 445: National Compliance Professional* including how to register and take one of the 3 top industry exams including the *National Compliance Exam* and earn your industry designation.
- \* **Bonus #2: National Compliance Practice Exam** – An opportunity to practice and determine if you are ready to take the actual *National Compliance Exam* which, when passed, will put you well on the way to earning your *National Compliance Professional* or (*NCP*) designation! Also a great practice exam if taking one of the other industry exams (i.e., HCCP or C3P).

This course is a fantastic way to learn the higher level rules... due to their immediate availability, their incredible in-depth and interactive nature, the staged lessons, and, most

importantly, because they include a quiz after each lesson designed to ensure you learn that lesson's important information before continuing to the next lesson. The easiest and best way to become a Tax Credit expert and prepare yourself to earn one of the industry's top Program designations!! **Normally \$799 but if you pick this option ITS FREE!**

✧ **Choice #2: Course Package Plan...** The *Course Package Plan* includes the following courses which are taken at the *Housing Credit Training Center* and are available 24 hours a day... 7 days a week!!

- ✧ **The Compliance Assessment** – Designed to help you quickly and accurately assess your current Housing Credit Compliance knowledge.
- ✧ **Housing Credits 101: Compliance Basics** – A basic overview of the compliance requirements of the Program and a perfect way to get started!
- ✧ **Fair Housing 101: A Fair Housing Primer** – Learn the fair housing fundamentals, the common mistakes made that cause noncompliance with these laws, and techniques to avoid these mistakes.
- ✧ **Housing Credits 103: Income & Assets** – An entire class dedicated to determining income eligibility including what sources to count, how to verify and how to calculate them to determine eligibility.
- ✧ **Housing Credits 204: Unique Program Rules** – A thorough explanation of each of the unique Program rules including the full-time student, unit eligibility, recertification, unit transfers, and the Available Unit & Unit Vacancy rules.
- ✧ **Housing Credits 245: Site Compliance Specialist** – Learn everything you need to know to master the responsibilities of site compliance and prepare for the *Site Compliance Exam* which when passed will earn you your *Site Compliance Specialist (SCS)* designation!
- ✧ **What's Next... How to Get Tax Credit Certified** – A quick 5 minute course explaining all the benefits you are entitled to after completing the Course Package Plan including how to take the *Site Compliance Exam*!!
- ✧ **Site Compliance Practice Exam** – An opportunity to practice and determine if you are ready to take the actual *Site Compliance Exam* which when passed will earn you your *Site Compliance Specialist* or (SCS) designation!



These courses are a supervisor's dream... due to their immediate availability, their incredible in-depth and interactive nature, and most importantly because they are designed to ensure the student learns the information before continuing through the course. Plus, the courses are so easy to navigate even your 90 year old great grandmother could operate them! **Normally \$799 but if you pick this option ITS FREE!**

**But... I'm still not done!**

★ **FREE GIFT...** \$100 Coupon Towards Any Elizabeth Moreland Consulting, Inc. Product or Service: Simple... yet oh so sweet! In fact, you can even apply it to this very offer!!

**So how much is this going to cost you ask?**

First, let me recap...

2017 NCP <b>GOLD</b> Membership	
1. Your 2017 NCP Membership expiring 12/31/17;	Normally \$199
2. A 2017 subscription to The Compliance Monitor & its Online Archive expiring 12/31/17	Normally \$239
3. A 2017 subscription to the NCP Professional Development Center expiring 12/31/17	Normally \$398
4. Your <b>choice</b> between HC445 or the Site Course Package Plan for 1 student	Normally \$799
5. <b>FREE GIFT...</b> \$100 Coupon Good Towards Any EMC Product or Service	Normally \$100
<b>TOTAL VALUE</b>	<b>\$1,735</b>

**for only \$798**



**Yep... this means you are getting over \$1,700 worth of tools for only \$798 or \$698 if you apply the coupon to this offer!!**

Now, if I didn't convince you to take advantage of the **Gold** Membership, there are 2 other levels in which you can join... **Silver** and **Regular**.

So, pick up that pen, complete the Membership Application right now and begin receiving all the benefits of the NCP Membership Group immediately!

Sincerely,



Elizabeth L. Moreland, NCP-E, SCS, HCCP, SHCM, FHC



**Other Membership Opportunities**

**Silver Membership**  
*Membership PLUS 2  
fantastic tools!*

1. **2017 NCP Membership** (*Expires 12/31/17... Normally \$199*)
2. **2017 Newsletter Subscription to The Compliance Monitor and its Online Article Archive** (*Expires 12/31/17... Normally \$239*)
3. **2017 Subscription to the NCP Professional Development Center** (*Expires 12/31/17... Normally \$398*)

**Only \$498**

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**Regular Membership**  
*Simple... economical*

2017 NCP Membership

**Only \$199**

Joining is easy...  
simple 1 page application  
on next page!

# National Compliance Professional Membership Application

PLEASE PRINT LEGIBLY!

## STEP #1: Personal Information – Address You Want Membership Information Mailed

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

## STEP #2: Knowledge Requirement – Check ALL THAT APPLY

- I have passed the National Compliance Exam™.  
 I have earned 22 Credits through the Elizabeth Moreland Consulting, Inc. public workshops and/or Online Training Center courses. (See instructions on next page)  
 I have passed the Home Builder's HCCP test. (Please provide proof of passing this exam and submit with this Application.)  
 I have passed Spectrum's C3P test. (Please provide proof of passing this exam and submit with this Application.)  
 I cannot meet ANY of the Knowledge Requirements YET. I am applying as an NCP-Candidate.

## STEP #3: Experience Component – Check ONLY One Box

- I have 6 MONTHS OR MORE of Housing Credit Program experience. (Please complete the Work Experience Summary below.)  
 I have LESS than 6 months of Housing Credit Program experience. Date expect to achieve 6 months of Housing Credit experience: \_\_\_\_\_

### Work Experience Summary

Current Job: \_\_\_\_\_ to \_\_\_\_\_ Position Held: \_\_\_\_\_  
(Dates of Employment) Supervisor's Name: \_\_\_\_\_  
Supervisor's Phone: (\_\_\_\_) \_\_\_\_\_ Supervisor's Fax: (\_\_\_\_) \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_  
Housing Credit Responsibilities: (Please summarize your Housing Credit responsibilities.) \_\_\_\_\_  
If this job does not represent 6 months of Housing Credit experience, please list your previous Housing Credit job(s) on an additional sheet of paper & submit with your application. THIS ONLY NEEDS TO BE DONE UNTIL 6 MONTHS OF EXPERIENCE IS DEMONSTRATED.

## STEP #4: Membership Fee – Check ONLY One Box

- NCP Gold Membership:** I want to take advantage of your INSANE OFFER by paying only \$798 for products and training valued at over \$1,700: (1) My 2017 NCP Membership; (2) A subscription to The Compliance Monitor and access to its Online Article Archive until December 31, 2017; (3) Access to the advanced learning center known as the NCP Professional Development Center until December 31, 2017; (4) My choice between HC445 or the Site Course Package Plan for 1 student and (6) My FREE GIFT of a \$100 Coupon Good Towards any EMC product or service. (Make selections below)  
Training Choice: (pick one)  Housing Credits 445: National Compliance Professional for 1 person OR  Course Package Plan for 1 person.  
Student's Name: \_\_\_\_\_  
Student's Email: \_\_\_\_\_  
FREE Gift: \$100 Coupon: (pick one)  Apply to this Offer OR  Send me the coupon.
- NCP Silver Membership:** I want to take advantage of this level by paying only \$495 for (1) my 2017 NCP Membership; (2) a subscription to The Compliance Monitor and access to its Online Article Archive until December 31, 2017; and (3) access to the advanced learning center known as the NCP Professional Development Center until December 31, 2017.
- NCP Regular Membership:** My 2017 membership fee is only \$199, which entitles me membership through December 31, 2017.

NCPA15 If paying with check, please make payable to Elizabeth Moreland Consulting, Inc. ♦ If paying with credit card, please complete the information below.

Credit Card:  Visa  MasterCard  AmEx Amount: \$ \_\_\_\_\_  
Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Card Holder's Name: \_\_\_\_\_  
Card Holder's Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

## STEP #5: Designation Comments – Please note your comments may be used in our marketing materials.

## STEP #6: Code of Professional Conduct Agreement – Please sign below indicating your willingness to adhere.

I hereby agree to abide by the *National Compliance Professional Code of Conduct* which states that I will: exercise the highest level of professional conduct & integrity; exercise reasonable compliance with all Housing Credit Program requirements and all federal, state & local laws & regulations; maintain professional standards; provide equal employment & housing opportunity to any person in accordance with all federal, state and local laws; professionally manage properties, and use professional means if seeking to influence legislation, regulations, or public opinions.

Signature \_\_\_\_\_

Date \_\_\_\_\_

MAIL WITH CHECK TO:

SUBMIT WITH CREDIT CARD BY:

• 6907 University Ave #196, Middleton, WI 53562

• FAX: 1-800- 466-5689 or EMAIL: customersupport@housingcredits.com

# National Compliance Professional

## Application Instructions

**Step #1: Personal Information:** Complete the personal information section in full.

**Step #2: Knowledge Component:** You have 3 different ways to meet this requirement: (1) Pass the National Compliance Exam; (2) pass NAHB's HCCP test or Spectrum's C3P test; or (3) earn the Compliance Diploma. If you meet ANY ONE of these, you will meet the Knowledge Component. If you do not meet any of these requirements, you will be registering as an NCP-Candidate.

- Check all boxes that apply to you. **You may check multiple boxes.**
  - If you have passed the National Compliance Exam, IT IS NOT NECESSARY to provide proof of this as these records are maintained.
  - If you have taken the National Compliance Exam AND HAVE NOT GOTTEN YOUR RESULTS, just indicate the date you took the Exam and we will process your Membership Application as we grade your Exam.
  - If you have passed the HCCP or C3P test, **you must attach the pertinent verification.** Appropriate verification includes **A COPY** of the letter announcing your passing the test or your actual certification.
  - If you have earned the Compliance Diploma it means you have you have completed enough Elizabeth Moreland Consulting, Inc. public workshops and/or Online Training Center courses to accrue 22 credits. **If you have already received your Compliance Diploma is not necessary to submit proof of meeting this requirement unless specifically requested by the Elizabeth Moreland Consulting, Inc. If you have not already received your Diploma** but know you are eligible, please attach the Elizabeth Moreland Consulting, Inc. Online Training Center Certificates of Completion or Elizabeth Moreland Consulting, Inc. public workshop Certificates of Attendance for the courses you have completed. If you MISPLACED your Diploma and/or Certificates, contact our office and we will review our records to determine if you are eligible. If you want replacement Certificates or Diplomas, they are \$50 each.)
  - If you have not yet met any of the requirements, you are signing up as an NCP-Candidate. Once you are able to meet one of the Knowledge Requirements, you should contact the Elizabeth Moreland Consulting, Inc. to determine if your NCP status may be upgraded to either NCP or NCP-Executive.
- If you have passed the National Compliance Exam OR the NAHB's HCCP test AND earned the Compliance Diploma, you may be eligible for the NCP-Executive status. You must also meet the Experience Component. We will review your membership application and if determined you have met the requirements for the NCP-Executive, your designation, pin and certificate will reflect this honor.
- If you are signing up as an NCP-Candidate, you will be included in the NCP Membership Group and will receive notification as such. No pin or certificate accompanies this designation level.

**Step #3: Experience Component:** The National Compliance Professional designation requires at least 6 months of Housing Credit working experience. Each application will be read and the information contained in this section evaluated for approval.

- Check only **ONE** box. **No matter which box is checked, you must complete the Job Information Table in full.**
- If you check the box indicating you have 6 months or more Housing Credit work experience you will need to complete the Job Information Table indicating the employer under which this requirement was met. **IF YOU HAVE MORE THAN 6 MONTHS EXPERIENCE, you only need to indicate enough experience to MEET this requirement. You DO NOT need to put your entire Housing Credit work history down.**
- If you check the box indicating you do NOT yet have 6 months of Housing Credit work experience, you will be considered an NCP-Candidate until you meet this requirement.
  - Indicate the date you expect to meet the Housing Credit work experience requirement on the line provided.
  - Complete the Job Information Table indicating your current employment information.
- If your work experience is indirectly related to the Housing Credit Program, be sure to describe your job responsibilities thoroughly so an evaluation can be made to determine if your responsibilities meet the requirements of this Step.

**Step #4: Membership Fee:** Choose the membership option that best fits your needs. All memberships are based on a calendar year with memberships expiring on December 31. If applying mid-year, your membership will expire on December 31 of that same year. If paying via check, make your check payable to Elizabeth Moreland Consulting, Inc. You may also pay via credit card (MasterCard, VISA, and American Express). Please complete the credit card information in full if using this payment method.

**Step #5: Membership Comments:** We want to hear from you! This is YOUR designation and we want to be sure to get your comments on how it should be run, tools that you need to assist you in earning and maintaining the designation and benefits this designation should offer to assist you in your job and your career.

**Step #6: Code of Professional Conduct Agreement:** To complete your application for the National Compliance Professional designation, please read our Code of Professional Conduct. All National Compliance Professionals must adhere to this conduct agreement. Please sign indicating your willingness to conduct yourself and your business as to this professional conduct agreement.