

HCCP (Housing Credit Certified Professional)

Program Description

The Housing Credit Certified Professional is a designation program that sets professional standards for persons involved in developing, investing in, allocating, and managing low-income housing tax credit (LIHTC) properties. The credential is awarded by the Board of Governors of the Housing Credit Certification Board under the auspices of the National Association of Home Builders – Multifamily (NAHB) and the National Affordable Housing Management Association (NAHMA).

The HCCP provides a benchmark for industry professionalism. This designation says to peers, employers, and allocating agencies that you are a qualified individual who is committed to a high level of knowledge and professionalism in the field of low-income housing tax credits.

The HCCP professional designation is for **everyone** involved in the housing credit industry.

Certification Requirements

To earn your HCCP credential, you must meet the high standards of education, experience, and ethics established by the HCCP Board of Governors. Requirements include:

- A passing score on the HCCP exam
- Minimum of two years of experience working with the Housing Credit Program
- 10 hours of Housing Credit education
- Commitment to professional ethics

Steps to Obtaining Your HCCP Credential

- Contact HCCP Program Administrator or an organization offering the exam.
- Register for training that offers the exam.

After you pass the Exam

- Submit your completed HCCP Professional Profile and the application fee of \$175 to the HCCP Program Administrator.

- Passing Candidates have up to two years to meet the necessary experience and training requirements and to submit the application.
- Receive your HCCP Certificate and lapel pin, and start using your professional designation for all your professional activities.
- Each year following your certification, take four hours of continuing education and submit your CE verification forms and annual renewal fee (currently \$175) to maintain your HCCP credential in good standing.

Exam Preparation

The exam is designed for current practitioners. It covers development, compliance, and management issues and is quite comprehensive. The exam is an SAT-style multiple-choice exam with a “best answer” format. You must score at least 70% to pass.

Training taken prior to the exam is an excellent way to prepare, though it is not necessarily sufficient, to guarantee a passing grade on the exam. Experience, coupled with review that is inherent in a training course should help you prepare. For a list of testable subject areas, contact the HCCP Program Administrator at 1-800-368-5242, ext. 8154.

Housing Credit Experience

To become certified, you must pass the exam and have a minimum of two years housing credit experience. At least 50% of your time must be devoted to working with, or supervising those who are directly involved with LIHTC rules and regulations for developing or operating tax credit properties. Your present employer/supervisor, if any, must sign your current work description submission as part of the HCCP application.

Management of conventional or other subsidized properties is not a substitute for the two-year housing credit experience requirement. If work history does not fit one of the categories cited, candidates may submit other examples of housing credit program work experience for consideration by the HCCP Board. Candidates who have not yet achieved two years of work experience with the housing credit program, but have passed the Exam, are considered "Passing Candidates." Once the experience is fulfilled, a Passing Candidate may request designation as a HCCP without retaking the exam.

Code of Professional Ethics

Each candidate for the HCCP designation must sign and agree to the HCCP Code of Ethics, as part of the Application. The Code of Ethics sets a high standard of conduct for the industry.

Continuing Education and Maintaining Your HCCP Credential

To maintain a credential, each Housing Credit Certified Professional is required to attend and report to the Board at least four hours of industry-related education each year. This requirement may be met by attendance at programs offered by any professional trainer, trade association, or state housing agency.

In the Fall of each year (including the year you are certified), you will receive a notice to renew your Certification prior to the end of the calendar year. In order to maintain your HCCP status and be listed in

the Directory (and on the web) for the coming year, you must:

- Provide evidence that you have satisfied the Continuing Education requirement; and
- Pay an annual renewal fee of \$175

Exam Administration

The Exam is offered in one of three ways:

Pre-Scheduled Exam Only – For the latest schedule of dates and locations, please consult the Exam Schedule on www.nahb.org, or call the HCCP staff at 1-800-368-5242, ext. 8154 for details.

Exam Only Upon Request – You have the option of requesting that the exam be administered for you at a date and time of your choice in your state. We will arrange a location and proctor for you for an exam fee of \$175. We can provide a list of training materials for you if you choose. We highly recommend a training or review package that offers the HCCP examination, as 10 hours of training are required for certification. Contact the HCCP Program Administrator for more information at 1-800-368-5242, ext. 8194.

Training and Exam Package – Training packages are offered by several commercial trainers under the contract with the HCCP. The cost of the training package and exam varies depending on the company offering the package. Dates and locations of open registration training/exam packages are listed in the Exam Schedule. For additional public training locations or to arrange for a private training/exam package for your group of 10 or more, you may contact one of the organizations below:

Neither NAHB or NAHMA endorses, warrants or otherwise guarantees any of the training programs below nor will completion of any of these training programs necessarily guarantee passage of the HCCP exam.

Affiliated Compliance and Consulting, Inc.

(Training and Exam Administration Packages: Public and Private)

Contact: Ruth Theobald

Phone: 1-877-783-1133, ext. 222

Fax: (262) 783-1134

Web: www.icomply42.com

A.J. Johnson Consulting Services, Inc.

(Training and Exam Administration Packages: Private contract basis only)

Contact: A.J. or Betty Johnson

Phone: (757) 599-3964

Fax: (757) 599-3963

Email: ajjcs@visi.net

National Affordable Housing Management Association

(Exam Administration by Arrangement)

Contact: Education and Training Division

Phone: (703) 683-8630

Fax: (703) 683-8634

E-mail: carolyn.Kirby@nahma.org

National Association of Home Builders

(Exam Administration by Arrangement)

Contact: Suzette Gardner

Phone: (800) 368-5242,
ext. 8154; (202) 266-8154

E-mail: sgardner@nahb.com

For more information about Housing Credit Certification, contact NAHMA at (703) 683-8630 or Greg Brown at NAHB at (800) 368-5242.



Housing Credit Certified Professional (HCCP)



Sponsoring Group: NAHB Multifamily and the National Affordable Housing Management Association (NAHMA)

Oversight Board: HCCP Board of Governors

Audience: Property managers, leasing agents and compliance managers of affordable multifamily rentals financed using low-income housing tax credits (LIHTCs).

Curriculum and other Requirements:

- Two years experience in the housing tax credit industry
- Ten (10) hours of low income housing tax credit training
- Adherence to the HCCP Code of Ethics
- Pass the HCCP Examination

Training and Review courses for the examination are available through non-NAHB training providers.

Associated Fees: Course Fees: are established by the service provider

Examination Fee: \$175

Application Fee: \$175

Renewal Fees: Annual renewal fee of \$175

Continuing Education Requirements:

Complete a minimum of four (4) hours of industry related education annually.

What are the benefits of having this designation?

- Nationally endorsed credential for tax credit professionals
- Professional Recognition
- Annual HCCP directory listing
- HCCP Challenge
- The Credential
- Increased Marketability in the Industry

Where do I obtain more information?

Suzette Gardner

sgardner@nahb.com

800-368-5242, ext. 8650

www.nahb.org

Hillary Smith

Hillary.smith@nahma.org

703-683-8634

www.nahma.org