



# HOUSING CREDIT CERTIFIED PROFESSIONAL (HCCP) Professional Profile and Application

**Please complete the information below:**

Name:	Phone:
Company:	Fax:
Address:	Email:
City, State, Zip:	Education ID:

**To earn the HCCP designation you are required to:**

- Have a minimum of two years of Low-Income Housing Tax Credit (LIHTC) work experience
- Complete ten hours of LIHTC specific training
- Pass the HCCP Exam

**You are required to submit the following documentation with this application:**

- Submit a signed copy of the HCCP Code of Ethics Pledge
- Submit the completed, signed, and dated HCCP Professional Profile and Application

**Application Fee:**     \$195 Member         \$245 Non- NAHB Member

**Method of Payment:**

Check enclosed in the amount of \_\_\_\_\_ made payable to **NAHB**

Charge my credit card in the amount of \_\_\_\_\_ to my  Visa     MasterCard     American Express

Card Number: \_\_\_\_\_    Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_    Date: \_\_\_\_\_

**Billing information: (This is required for all credit card payments)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PLEASE RETURN TO:**  
 NAHB Education  
 Housing Credit Certified Professional  
 1201 15<sup>th</sup> Street, NW  
 Washington, DC 20005  
 Or fax to (202) 266-8191  
 Email: HCCPinfo@nahb.org

**Housing Credit Training (Minimum of 10 hours required):**

List training programs directly related to the Low Income Housing Credit (LIHTC) program that you have attended in the past two years. Housing credit training programs include: training courses offered by private trainers and trade associations, state housing agency classes and in-house LIHTC training programs. Conference sessions are not eligible under this Housing Credit Training requirement. Please specify whether the focus of the training program was on LIHTC property management compliance or development-related issues. A certificate or letter of completion for each course must be included. Attach additional sheets where necessary.

Sponsored by:	Program Title:
Program Focus:	
Dates:	Number of Class Hours:
Sponsor Contact and Phone:	
Certificate or Letter of Completion attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please explain:	

Sponsored by:	Program Title:
Program Focus:	
Dates:	Number of Class Hours:
Sponsor Contact and Phone:	
Certificate or Letter of Completion attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please explain:	

Sponsored by:	Program Title:
Program Focus:	
Dates:	Number of Class Hours:
Sponsor Contact and Phone:	
Certificate or Letter of Completion attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please explain:	

**Work Experience:**

Please begin with your current position and work backward. You must document at least two years, spending at least 50 percent of your time working specifically with the LIHTC Program. Detailed job descriptions are essential to getting full credit for your work experience. Is there partial credit? Attach a separate sheet with a detailed job description for your current position if you need more space and to document prior experience if you have been in your current position for less than two years. **Your current supervisor must sign this page.**

Current Position Title:	Date you began this position:
Name of Company or Project:	
Project Owner or Immediate Supervisor:	Phone:
Address:	
City, State, Zip:	
Number of Units Responsible for:	Number of Employees Supervised:
Percentage of work hours devoted to Housing Credit-related responsibilities:	%
Housing Credit-related responsibilities	

**Certification of Employer:**

I certify the information listed above or on the job description is true and correct.

By:	
Title:	Date:

**Work Experience Continued:**

Previous Position Title:	Date you held this position:
Name of Company or Project:	
Project Owner or Immediate Supervisor:	Phone:
Address:	
City, State, Zip:	
Number of Units Responsible for:	Number of Employees Supervised:
Percentage of work hours devoted to Housing Credit-related responsibilities:	%
Housing Credit-related responsibilities	

If you do not meet the requirement that 50 percent of your time is involved with the LIHTC program but feel that you still qualify for the HCCP designation, please elaborate by explaining your current responsibilities.

Explanation:

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**Continuing Education Requirements:**

All Housing Credit Certified Professionals must demonstrate their continued attention to developments in the profession by meeting continuing education requirements beginning with the year following the year they receive their credential. The continuing education requirement may be satisfied by documenting the following;

**Attendance at education sessions for a minimum of four (4) hours annually**

Sessions should address current developments in the housing credit program, including but not limited to;

- New Regulations from the US Department of Treasury affecting the LIHTC program,
- Recent statutory changes to IRS Section 42, or
- New state laws, regulations, guidelines or changes to the state Qualified Allocation Plan (QAP).

Classes or sessions may be offered by a private training or seminar company, trade association or state housing agency.

**Annual Renewal Requirements**

You will receive an annual notice to renew.

To maintain active status, you must:

- Complete the continuing education requirements.
- Pay the annual renewal fee of **\$195.00 members/\$245 non-members.**

**Code of Ethics**  
**Housing Credit Certified Professional Program**

This Code of Ethics promotes the highest standards of professional conduct for professionals credentialed under the Housing Credit Certified Professional program. Adherence to this Code of Ethics is required for initial certification and thereafter for maintaining one's certification.

*As a Housing Credit Certified Professional, I pledge to:*

1. Maintain loyalty to the ownership of the properties I represent and pursue their goals and objectives, accepting no management assignments that would pose a conflict of interest on my part with established regulations and statutes.
2. Obtain and maintain all licenses and training required by state or local governments having jurisdiction over my activities, including state monitoring and allocating agencies. Work with state monitoring and allocating agencies and the Internal Revenue Service in response to inquiries.
3. Hold inviolate the confidential and fiduciary relationship with my employer and the confidential information entrusted to me by employees and residents.
4. Serve all employees and residents impartially and neither provide nor accept any special compensation, commissions, or payments without the prior knowledge and consent to such payments by my employer and the property owner.
5. Allow no exploitation of my position, industry, or profession.
6. Uphold all laws and regulations providing for fair access to housing opportunities, housing rental, and accommodations. This includes but is not limited to all federal, state, and local fair housing laws, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, and related regulations.
7. Exercise sound business principles in managing properties.
8. Use only legal and ethical means to influence legislation or regulation.
9. Issue no false or misleading statements to the public. Refrain from disseminating any malicious information concerning any property or person.
10. Utilize every opportunity to improve public understanding of the low-income housing tax credit and Housing Credit Certification.

*I hereby affirm that the information supplied in this Professional Profile & Application is correct to the best of my knowledge and pledge myself to abide by the Code of Ethics for Housing Credit Certified Professionals, as it may be amended from time to time.*

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Signature

Date