



# 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 Housing Credit College 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 Housing Credit College, 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 Housing Credit College. (*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 Housing Credit College 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 the Housing Credit College 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 \$99 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)

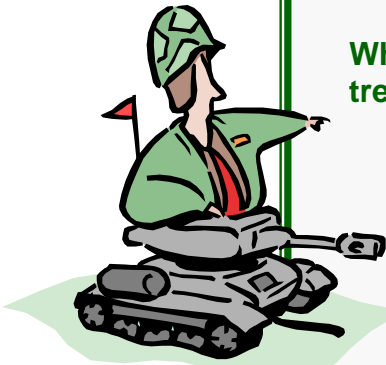
1. Pass the *National Compliance Exam*; or
2. Pass either *Spectrum Seminar's C3P* or the *National Association of Home Builder's HCCP* test; or
3. Successfully complete enough *Housing Credit College* courses to earn 22 credits which also earns you the industry's ONLY Compliance Diploma.

*(Credits are earned by completing Housing Credit Online Training Center courses and/or Housing Credit College 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 \$1,400 Worth of Tools...*

### GOLD MEMBERSHIP

- ★ Receive your *National Compliance Professional* designation and membership into the *NCP Membership Group* until December 31, 2010
- ★ Receive *The Compliance Monitor*, the industry's best AND longest running compliance/management newsletter through December 31, 2010
  - *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 2010, you can use that as fulfillment of your continuing education requirement for 2011.

★ Receive access to the *Online Newsletter Article Archive* until December 31, 2010

- 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!!

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

★ Receive an Annual Subscription to the *NCP Professional Development Center* until December 31, 2010

- The *NCP Professional Development Center* is an advanced learning center contained within

**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.



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 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'm still not done!***

### **HOW DOES FREE EDUCATION FOR 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 attending *2010 Practical Solutions Subscription* or a *Course Package Plan for 1 person at the Housing Credit Online Training Center!*

- ✂ **Choice #1: 2010 Practical Solutions Subscription:** The *2010 Practical Solutions Subscription* is a fantastic way to receive my completely updated reference guide “*Practical Solutions for Managing Tax Credit Developments*”! I am re-writing... actually completely overhauling... this fantastic resource to include all of the crazy compliance changes our industry has undergone in the last couple of years so they are all contained in one handy reference tool and explained in plain-English for ease of implementation and integration into your compliance operations! As I began this process I realized the changes our industry has gone through of late were so numerous and so major, that for people to really benefit and understand the information, it would have to be taken in bite sized chunks. So rather than publishing the entire update all at once, I am publishing it in installments; turning the entire process into a monthly subscription known as the *2010 Practical Solutions Subscription*.

#### **In fact here are the details of what you will receive...**

- ✂ **First, after your renewal is processed...** *You will receive our custom designed 3 ring binder for housing each month's installment and our Thank-You-for-Subscribing-Gift of a \$100 Housing Credit College coupon good on any product, live event or online training purchased in the next year!*
- ✂ **Second, we will include the installments mailed to date...** *Along with your Practical Solutions binder, we will include the installments we have already mailed out to date so you will immediately be caught up!*
- ✂ **Then each month thereafter...** *You will receive the newly updated section of the book on pre-punched paper ready to be slotted into your binder! Sometimes the monthly section will include several updated chapters, other months I will tackle only one chapter if there were a significant number of changes to it.*
- ✂ **AND, AS AN ADDED BONUS...** *You will receive access to the 2010 Online Practical Solutions Subscription located at our Housing Credit Online Training Center through December 31, 2010. As I complete each monthly installment, not only will I mail you the paper version to slot into your reference binder, I will also post a mini-training taught by me explaining and illustrating the written material! This will help you learn the material faster and more completely as I will thoroughly explain the installments' concepts and changes!! A perfect way to learn the information, refresh your knowledge on all the rules and earn those all important continuing education credits!!*

*Normally the 2010 Practical Solutions Subscription price is \$695, but if you choose this option... IT IS FREE!*

- ✂ **Choice #2: Course Package Plan:** The *Course Package Plan* includes the following courses which are taken at the *Housing Credit Online 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 205: Income Limits, Rents and Utility Allowances** – A detailed look at the rules surrounding these important Program components and steps you must perform to calculate these all-important numbers.
- ✦ **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 the Course Package Plan is \$699 per person, but if you join at the Gold level... IT IS FREE!*

**So how much is this entire Gold Membership going to cost you, you ask?**

You will receive everything...

☆ A 2010 NCP Membership good until December 31, 2010	Normally \$99
☆ A subscription The Compliance Monitor and its Online Article Archive until December 31, 2010;	Normally \$239
☆ Access to the NCP Professional Development Center until December 31, 2010; and	Normally \$398
☆ <b>YOUR CHOICE BETWEEN:</b>	
▪ Attendance to the 2010 Practical Solutions Subscription	
OR	
▪ 1 Course Package Plan	Normally \$699
<b>TOTAL VALUE</b>	<b>\$1,435</b>

If you take advantage of the Gold Membership you can have \$1,435 worth of tools for...

**Only \$799!**

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.

## OTHER MEMBERSHIP LEVEL OPTIONS

### Option #2: Membership PLUS automatic 2009 continuing education... SILVER MEMBERSHIP

If you decide not to take advantage of the Gold level membership, you should seriously consider the Silver level as it allows you to automatically meet your 2010 continuing education requirement by receiving a subscription to *The Compliance Monitor* until December 31, 2009. Remember, if you receive 6 issues in your name during 2009, you can use this subscription to meet your NCP continuing education requirement for 2010.

The Silver level membership also includes access to the NCP Professional Development Center until December 31, 2009, so you too can access the advanced lessons and information available to only Gold and Silver level members.

The Silver Membership includes...

• Your 2010 NCP Membership	Normally \$99
• A subscription to <i>The Compliance Monitor</i> and its <i>Online Article Archive</i>	Normally \$239
• Access to the NCP Professional Development Center	Normally \$398
<b>TOTAL VALUE:</b>	<b>\$736</b>

**Your Price: Only \$398**

### Option #3: Most economical... REGULAR MEMBERSHIP

If you join as a regular NCP, your membership is only \$99 for the year!! This gives you both your *National Compliance Professional* designation and your membership into the *NCP Membership Group* until December 31, 2009. Simple and economical!



So, pick up that pen and 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

Founder and Director of the *National Compliance Professional Membership Group*

Joining is easy...  
simple 1 page  
application 





# National Compliance Professional Membership Application

## 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 Housing Credit College public workshops and/or *Online Training Center* courses earning the industry's ONLY Compliance Diploma. (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 \$699 for products and training valued at over \$1,400:
  - \* My 2010 NCP Membership;
  - \* A subscription to *The Compliance Monitor* and access to its *Online Article Archive* until December 31, 2010;
  - \* Access to the advanced learning center known as the *NCP Professional Development Center* until December 31, 2010;
  - \* My FREE GIFT OF TRAINING... either: (please check one)
    - Choice #1:** Subscription to the *2010 Practical Solutions Subscription* OR
    - Choice #2:** The *Online Training Center's Course Package Plan* for 1 person.
- NCP Silver Membership:** I want to take advantage of this level by paying only \$398 for products and training valued at over \$736 for my 2010 *NCP Membership*; a subscription to *The Compliance Monitor* and access to its *Online Article Archive* until December 31, 2010; and access to the advanced learning center known as the *NCP Professional Development Center* until December 31, 2010.
- NCP Regular Membership:** My 2010 membership fee is only \$99, which entitles me membership through December 31, 2010.

NCPA10 *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 Credit Card #: \_\_\_\_\_  
 Card Holder's Name: \_\_\_\_\_ Card Holder's Email: \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ 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 \_\_\_\_\_

**Fax to: (800) 466-5689      Mail to: Housing Credit College, 6907 University Avenue, Suite 196, Middleton, WI 53562**

# 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 Housing Credit College 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 Housing Credit College. If you have not already received your Diploma** but know you are eligible, please attach the Housing Credit College *Online Training Center Certificates of Completion* or Housing Credit College 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 \$35 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 Housing Credit College 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.