



# Application to Renew NCHCEC Certification

Please type all responses



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo Day Year

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address \_\_\_\_\_  
(REQUIRED)

HUD-Approved Housing Counseling Agency ID # (If applicable) \_\_\_\_\_

Address to which you would like us to mail your certificate:  Same as above  
(Other) Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## I am applying to RENEW the following NCHCEC Certification(s)\*:

\*Certification is valid for 3 years from date of issuance. You should only submit this form if your certification has expired.

### Pre-Purchase Homeownership Education

- HO229 Homebuyer Education Methods: Training the Trainer **OR**
  - HO317 Homebuyer Education Methods: The Accelerated Version
- Location and Date of Training: \_\_\_\_\_  
(ex. Washington, DC NeighborWorks® Training Institute-2007)

### Post-Purchase Homeownership Education

- HO247 Post-purchase Education Methods
- Location and Date of Training: \_\_\_\_\_

### Homeownership Counseling

- HO250 Homeownership Counseling Certification: Principals, Practices and Techniques, Part I
- Location and Date of Training: \_\_\_\_\_
- HO109 Foreclosure Basics or Equivalent
- Location and Date of Training: \_\_\_\_\_

## To renew NCHCEC Certification, you must also submit the following items with this form:

### Adoption of the National Industry Standards for Homeownership Education and Counseling and Signed Code of Ethics and Conduct \*

\* Download a copy of the National Industry Standards for Homeownership Education and Counseling at [www.homeownershipstandards.com](http://www.homeownershipstandards.com). Practitioners must sign the Code of Ethics and Conduct and send in to NCHCEC prior to issuance of any of the above certifications.

### Continuing Education Credit Verification Form

**Visit [www.nw.org/nchec](http://www.nw.org/nchec) under Certification for complete requirements for each type of certification.**  
Note: Certification will not be issued unless all requirements are completed.

**Mail or fax form to:**  
**NCHCEC**  
**Attn: Teresa Gammon**  
**1325 G Street, NW, Suite 800**  
**Washington, DC 20005**  
**Fax: 202-376-7276**

**Questions?**  
**Call 1-866-785-4401**  
**or e-mail: [nchec@nw.org](mailto:nchec@nw.org)**

Visit [www.nw.org/nchec](http://www.nw.org/nchec) for more information

**Please allow 6 to 8 weeks for verification and processing.**

NCHCEC may post a list of certified counselors/educators on certain documents. Check the box to the left of this disclosure statement if you do not wish to have your name listed.

With this signature I affirm that all of the above statements are true to the best of my knowledge.

Signature \_\_\_\_\_