

# Application to *Renew* NCHCEC Certification

Please type all responses. All applicable fields are required.

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
HUD-Approved Housing Counseling Agency ID # (If applicable) \_\_\_\_\_

**Note:** If you've ever registered *online* for NCHCEC courses, you can log in to your online profile and view your transcript to see what NCHCEC courses you've taken since you received your certification.

## Instructions:

Certification is valid for three years from date of issuance (ie, from the date printed on your Certification). You should submit this form no later than 3 months after your certification has expired. To renew a certification, applicants must complete, within three years from when the certification was issued, a minimum of 30 hours of continuing education --at least 15 of which must be obtained through NCHCEC-- on topics related to pre- or post-purchase homeownership education, counseling, real estate or mortgage lending. See complete information on renewing certification and a list of acceptable courses for the continuing education credit hours requirement at [www.nw.org/nchec/certification](http://www.nw.org/nchec/certification).

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

- Pre-Purchase Homeownership Education
- Post-Purchase Homeownership Education
- Homeownership Counseling-Part I and Part II
- Foreclosure Intervention and Default Counseling-Part I and Part II
- Homeownership Counseling for Program Managers and Executive Directors

**Fax forms to:**  
866-372-6570

**Or mail to:**  
NCHCEC Certification  
1325 G St., NW, Suite 800  
Washington, DC 20005

### Questions?

Phone: 202-220-6331

E-mail: [certification@nw.org](mailto:certification@nw.org)

Web: [www.nw.org/nchec/Certification](http://www.nw.org/nchec/Certification)

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

To renew NCHCEC Certification, you must also submit the following:

- Code of Ethics and Conduct for the National Industry Standards for Homeownership Education and Counseling**

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** (attached) and send it in with this form to complete the application to renew any of the above certifications.

- Continuing Education Verification Form**

Individuals applying to renew NCHCEC certification(s) must also complete and submit the **NCHCEC Continuing Education Verification Form** (attached). For courses taken from a provider other than NeighborWorks, a course completion certificate (if offered), a copy of the course agenda, or other documentation that clearly indicates the topics covered in the training, including the number of training hours, must also be submitted.

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

\_\_\_\_\_  
Signature



Homeownership  
Done Right.™

# National Industry Standards for Homeownership Education and Counseling

## Code of Ethics and Conduct

By signing below, I acknowledge that I have received and read the National Industry Standards Code of Ethics and Conduct for Homeownership Professionals and agree to adopt and adhere to the guidelines as outlined.

Please fill out all of the fields below and return the completed form:

**By fax:**  
866-372-6570

**By regular mail:**  
NCHEC Certification  
NeighborWorks® America  
1325 G Street, NW, Suite  
800 Washington DC 20005

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

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

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

# Continuing Education Verification Form

**Instructions:**

Individuals seeking approval of continuing education from external sources must complete this form and submit it along with a course completion certificate (if offered) and a copy of the course agenda or other documentation that clearly indicates the topics covered in the training and the number of training hours. Sign at the bottom of the form, send the original with support documentation to NCHCEC and retain one copy for your files.

**List of Professional Development Courses and Workshops Completed for Continuing Education Hours\***

Name of course	Sponsor	Cost	Format	Location	Continuing Education Hours* (Total # of hours of the course/workshop)
		\$	Classroom Online Correspondent Other		
		\$	Classroom Online Correspondent Other		
		\$	Classroom Online Correspondent Other		
		\$	Classroom Online Correspondent Other		
		\$	Classroom Online Correspondent Other		
		\$	Classroom Online Correspondent Other		
		\$	Classroom Online Correspondent Other		

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

Signature \_\_\_\_\_

\*Continuing Education Hours are subject to verification. Use additional pages if necessary.