

Application to *Renew* NCHEC Certification

Please type all responses. All applicable fields are required.

Date _____
Name _____
Title _____
Organization _____
Address _____
City _____ State _____ Zip _____
Email _____ Phone _____

Instructions:

Certification is valid for three years from the 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 NCHEC-- 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.neighborworks.org/nchec/certification.

I am applying to RENEW the following NCHEC 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 & Executive Directors
- Financial Capability

To renew NCHEC 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.org. 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 NCHEC certification(s) must also complete and submit the NCHEC Continuing Education Verification Form (attached). For courses taken from a provider other than NeighborWorks, a course completion certificate and a copy of the course agenda that clearly indicates the topics covered in the training, including the number of training hours.

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

Signature

Fax forms to:
866-372-6570

Or mail to:
NCHEC Certification
999 North Capitol St., NE
Washington, DC 20002

Or e-mail to: certification@nw.org

Questions?

Phone: 202-760-4000

E-mail: certification@nw.org

Web: www.neighborworks.org/nchec/certification

Please allow 6 to 8 weeks for verification and processing.



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 e-mail:
certification@nw.org

By fax:
866-372-6570

By regular mail:
NCHEC Certification
NeighborWorks® America
999 North Capitol St., NE
Suite 900
Washington DC 20002

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 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 (In-Person, Online)	Location & Date	Continuing Education Hours* (Total # of hours of the course/workshop)
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			

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.