Abbreviated Instructions

1. Go to www.nw.org/tests, find your test under “Financial Capability, Housing Education and Counseling” and click on it.
2. Enter in the password you were given when you took the course.
3. Fill in the required information (marked by a red asterisk or arrow)
4. Click on “Begin Assessment”
5. Complete the test
6. Take the test right away but no later than 30 days from the last day of the class. You may be unable to access your exam if you wait beyond 30 days.

Detailed Instructions

1. Log in to the Internet with a version 5.0 or greater browser. Use the latest version of Microsoft Internet Explorer or Firefox; occasionally people encounter trouble using AOL.
2. Go to www.nw.org/tests and look for “Financial Capability, Housing Education and Counseling” under the test links. Click on the link for the class you just completed.
3. Wait for the assessment page to load. If prompted, enter the appropriate Assessment ID and Password and click “Proceed.”
4. Complete all required login information. Fields that are required will have a red asterisk (*) or red arrow (<) beside them. If you took the class at a regional training site, click on the drop-down menu next to "NeighborWorks® Training Institute Location" and select "Other."
5. Click the “Login” button. You will be brought to the assessment instructions page. If not, start again from Step 3. If you are getting a page that says “This assessment has been temporarily disabled,” double-check that you have not already passed the 30-day deadline.
6. Read the instructions on the first page of the assessment and then click the “Begin Assessment” button. Work through the assessment question by question. You will be notified of your results once you have completed all questions. You will have an option at the end of the exam to send a copy of your test score to yourself via email, just for your information and records. Your test score will automatically be sent to NeighborWorks America—you do not have to do anything to notify us that you’ve taken the test.

What if I have questions?

If you have questions about accessing the exam, please contact Customer Response at NTI@nw.org or (800) 438-5547.
Important Information Regarding Exams

- The exam must be taken no later than 30 days from the last day of the class. After 30 days, access to the exam will be restricted.

- The minimum passing score for all exams is 80%.

- Test scores are automatically sent to the NeighborWorks Training Institute.

- Not every course offered through the Training Institute has an exam. The only homeownership courses that have online exams are: HO103, HO103sp, HO105, HO110, HO110sp, HO208, HO229, HO229sp, HO247, HO250, HO345rq and HO360.

- If you are taking the exam for HO229, HO229sp, HO247, HO250, HO345rq, or HO360, and you have met all the training requirements, you should complete and submit the "Application for NCHEC Certification." To view and print the application, visit our website at www.nw.org/NCHEC/certification.