

# Elizabeth Moreland Consulting, Inc.

## Certificate Order Form

**Complete this form if you would like to order your Official Compliance Diploma or Site Compliance Specialist certificate. You may also use this form to order replacements for any missing course certificates or designation certificates. All certificate requirements will be reviewed prior to processing your order to ensure the proper requirements have been met. If original certificates have been previously mailed, your order will be considered a replacement order and charged accordingly.**

**DO NOT USE THIS FORM IF...** You just completed a public workshop as your Workshop Certifications of Completion will automatically be mailed to you 6-8 weeks after the workshop and are sent to you free of charge OR if you just completed online workshops as you may print your own Certifications of Completion by accessing your Home Page at the Online Training Center OR if you are ordering your National Compliance Professional (NCP or NCP-E) certificate for the first time as you must complete the NCP Membership Application OR if you are upgrading your NCP designation (for example NCP to NCP-Executive) as you should complete the NCP Upgrade Form.. **THIS FORM SHOULD ONLY BE USED** to order your official Compliance Diploma, and/or Site Compliance Specialist (SCS) or certificate or replacement certificates of any kind. If you are so confused and don't know which form to complete, contact us and we will help you! Our number is 800-644-0390 or emails us at [customersupport@housingcredits.com](mailto:customersupport@housingcredits.com).

### Step #1: Contact Information

**Please Print Legibly!**

*Print name exactly as you would like it to appear on requested certificate.*

Name: _____	Phone: _____
Company: _____	Email: _____
Mailing Address: _____	Fax: _____
City/State/Zip: _____	

### Step #2: Type of Certificate Requested

**ORIGINAL Compliance Diploma:**

*To earn your Compliance Diploma, you must earn 22 credits from the Housing Credit College. Courses can be taken through their public or private workshops or at the Online Training Center. Course taken through other vendors are not eligible. Please complete the information for each course.*

Course Name: _____	Type: <input type="checkbox"/> Public	Type: <input type="checkbox"/> Private	Type: <input type="checkbox"/> Online	Credits Earned: _____
Course Name: _____	Type: <input type="checkbox"/> Public	Type: <input type="checkbox"/> Private	Type: <input type="checkbox"/> Online	Credits Earned: _____
Course Name: _____	Type: <input type="checkbox"/> Public	Type: <input type="checkbox"/> Private	Type: <input type="checkbox"/> Online	Credits Earned: _____
Course Name: _____	Type: <input type="checkbox"/> Public	Type: <input type="checkbox"/> Private	Type: <input type="checkbox"/> Online	Credits Earned: _____
Course Name: _____	Type: <input type="checkbox"/> Public	Type: <input type="checkbox"/> Private	Type: <input type="checkbox"/> Online	Credits Earned: _____
Course Name: _____	Type: <input type="checkbox"/> Public	Type: <input type="checkbox"/> Private	Type: <input type="checkbox"/> Online	Credits Earned: _____
Course Name: _____	Type: <input type="checkbox"/> Public	Type: <input type="checkbox"/> Private	Type: <input type="checkbox"/> Online	Credits Earned: _____
Course Name: _____	Type: <input type="checkbox"/> Public	Type: <input type="checkbox"/> Private	Type: <input type="checkbox"/> Online	Credits Earned: _____
				Total Credits _____

**ORIGINAL Site Compliance Specialist (SCS) Certificate:**

*To earn your Site Compliance Specialist or SCS certificate you must pass the Site Compliance Exam at the Housing Credit Training Center's Exam Room. If you took a paper based Exam at a public or private workshop setting, DO NOT USE THIS FORM as your Exam will be graded and if you passed, your certificate and pin will be mailed to you automatically and are FREE of charge. USE THIS SECTION ONLY IF ORDERING YOUR CERTIFICATE FOR THE FIRST TIME. There is no charge for original certificates. If you previously received your certificate and lost or misplaced it, you must order a replacement and use the Replacement Section below.*

Exam Date \_\_\_\_\_ RESULTS:  Passed  Failed

**REPLACEMENT Certificates:** Indicate the certificate in which you want replaced by checking the appropriate box or boxes. **There is a charge for replacement documents/certificates.** Use this box to order replacement designation certificates (SCS or NCP), replacement Compliance Diplomas, OR replacement Certificates of Completion for public, private or online training workshops completed.

Compliance Diploma     
  Site Compliance Specialist     
  National Compliance Professional:  NCP-E  NCP

Workshop Certificate of Completion *Indicate the name of the course, type and date attended or completed.*

Course Name: _____	Type: <input type="checkbox"/> Public	Type: <input type="checkbox"/> Private	Type: <input type="checkbox"/> Online	Date Completed _____
Course Name: _____	Type: <input type="checkbox"/> Public	Type: <input type="checkbox"/> Private	Type: <input type="checkbox"/> Online	Date Completed _____

### Step #3: Shipping & Handling Information

Original documents are FREE plus selected shipping & handling charges ♦ Replacements are \$59 each plus shipping & handling.

To receive rush delivery, you will need to pay shipping & handling costs for the expedited processing. Rushed documents will be printed on Wednesdays ONLY and shipping selection will be applied accordingly. If paying with a check, please make payable to the Elizabeth Moreland Consulting, Inc. If paying with a credit card, please complete the information below.

RUSH DELIVERY     
  Next Business AM: \$85     
  Next Business PM: \$65     
  2 Day: \$45     
  3-4 Day: \$35     
  7 Day: \$25

CREDIT CARD INFORMATION     
  Visa  MasterCard  AmEx     
 TOTAL AMOUNT DUE: \$ \_\_\_\_\_

**I hereby authorize Elizabeth Moreland Consulting, Inc. (d/b/a Housing Credit College) to charge my credit card the amount as indicated above.**

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

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

**FAX TO: (800) 466-5689**

**MAIL TO: 6907 University Avenue, Suite 196, Middleton, WI 53562**