



## Housing Credit Training Center

### Attention State Agencies: *Receive FREE Housing Credit Training in 6 Simple Steps!*

1. Review the *Course Catalog* at [http://www.taxcredit.com/training/course\\_catalog.htm](http://www.taxcredit.com/training/course_catalog.htm) to determine which course or courses you or your employees want to take.
2. Send an email to [customersupport@housingcredits.com](mailto:customersupport@housingcredits.com) indicating...
  - ◆ the full name of each student,
  - ◆ their email address, and
  - ◆ the name of the course or courses they want to take.
3. Our training system will send a confirmation email to each student that contains a quick link to the *Housing Credit Training Center* and his or her *User Name* and *Password*.
4. To access the course(s), click on the quick link contained in the confirmation email. Once you are at the *Housing Credit Training Center*, enter your *User Name* and *Password*. This will take you to your *Home Page* where you can click on the course name to access the course.

*You can also get to the Housing Credit Training Center by going to our main website – [www.taxcredit.com](http://www.taxcredit.com) and clicking on the Online Training Login link that is located in the upper right hand corner contained on any page of the website.*
5. The student always gets **14 days to complete a course but we grant extensions for FREE.** (*Students can stop and start the courses as their schedule permits always returning where they left off.*) To request an extension, the individual should send an email to [customersupport@housingcredits.com](mailto:customersupport@housingcredits.com) including his name, email address and name of courses.
6. When done with the course, print out the *Certification of Completion* which indicates the name of the class, date of completion and the number of credits earned. **All of our courses approved for continuing education for the major industry designations including the HCCP, SHCM, C3P, NCP and NCP-Executive.**

### *Simple and convenient... but best of all FREE!*

*If you would like any more information to share with your customers who inquire about training or would like to place information on your website, please let us know and we will send it to you. Also, if you have any feedback or request for specific courses, please share it with us as we add new content on a regular basis!*

#### ALSO PLEASE NOTE:

Elizabeth is available to conduct a live agency workshop OR can design a course specific to your agency and your compliance requirements and make it available to your clients and their management teams. To check out an example, ask us to register you for any of our 3 state-specific courses -- *Housing Credits 300: Compliance Basics for INDIANA Properties*, *Housing Credits 300: Compliance Basics for IOWA Properties* or *Housing Credits 300: Compliance Basics for Kansas Properties*. . Each of these courses created in conjunction with its respective state agency. Contact Elizabeth directly for more information at [elizabeth.moreland@housingcredits.com](mailto:elizabeth.moreland@housingcredits.com).