



# NCP Membership Group

## NCP Designation Upgrade

Use this form if you want to upgrade your NCP Designation (i.e., NCP-Candidate to NCP or NCP-Executive or NCP to NCP-Executive). Complete the form indicating the reason for the upgrade and attach the applicable documentation as indicated below. Once we receive your upgrade request, we will review it and upon approval send you your new NCP Kit reflecting your new designation status. **There is no charge to upgrade your NCP Designation Status as long as you are a current member of the NCP Membership Group.** If you are not a current member, please complete the NCP Membership Application if you are joining for the first time or the NCP Membership Renewal if you are a past member who has yet to renew.

**PLEASE PRINT LEGIBLY!**

### STEP #1: Personal Information – Address You Want Membership Information Mailed

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: (      ) \_\_\_\_\_ Fax: (      ) \_\_\_\_\_

Current Designation Status:  Candidate  NCP      Designation Status Requesting:  NCP  NCP-Executive

### Step #2: Reason for Upgrade -- Please check all that apply

- I now meet the following *Education Requirement*:
  - I have passed the *National Compliance Examination*. (No proof is needed as this information is obtained in our offices)
  - I have passed the HCCP test (Please attach proof of passing this exam.)
  - I have passed the C3P test (Please attach proof of passing this exam.)
  - I earned my *Compliance Diploma* by completing the appropriate number of *Housing Credit Training Center* courses or live workshops to accrue 22 credits or CEUs. (If you have ALREADY RECEIVED your Diploma, no proof needed as this information is in our office. If you have NOT RECEIVED your Diploma, but have earned 22 credits, please complete the Diploma Order Form indicating how you earned these credits.)
- I now meet the *Experience Requirement* as I have completed working in the Tax Credit business for 6 or more months. Below are the details of my work experience.

#### Work Experience

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Position Held: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_  
 Supervisor's Phone: (      ) \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Summarize Your Housing Credit Responsibilities At This Position:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If this job does not represent 6 months of Tax Credit experience, please list your previous Housing Credit job(s) on an additional sheet of paper & submit with your application. YOU ONLY NEED TO INDICATE 6 MONTHS OF EXPERIENCE.

