



# Not An NCP Yet!?

## Why Not???

It's Time To Join Over 500 Of Your Industry Peers And  
Receive The Same Fantastic Benefits... Same Industry Respect...  
Same Networking Opportunities... And Same Career Opportunities!!

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## The Housing Credit Program is tough on its professionals!

Probably don't need to tell you that. Even if you just started in the industry today, you have probably picked that one up on your own. What you may not understand, though, is why.

### Why is it so tough?

Partly because it is still such a new housing program and partly because there are so many gray areas that result in numerous interpretations. But truthfully, the main reason it is so tough is the Program can get downright complicated!! The pressure on Housing Credit professionals, especially property managers, on-site personnel and compliance specialists, is enormous. Most properties today are combined with multiple funding sources that make managing and monitoring compliance very difficult. Plus, everyone is scrutinizing your work! The chances for noncompliance lurk at every corner!! And the ramifications for noncompliance are expensive ... really, really expensive.

I don't mean to frighten you ... especially if this is your first exposure to the Housing Credit Program. The Program is great ... REALLY! But it can have a dark side too! Especially for those who enter it for the first time blind or without resources. If you have just attended your first Elizabeth Moreland Consulting, Inc. workshop, you know the enormous amount of work that lies ahead of you as a Housing Credit Professional. If you are going to succeed in the world of Housing Credit compliance, you need to have the best possible resources for information and a continuing funnel of news and ideas coming to you. You will also need to have a group of peers and industry experts you can rely on to be a voice of reason when difficult situations arise, and that truly understand the constraints and difficulties of managing a Housing Credit property!

## That is the very reason the National Compliance Professional™ designation and its NCP Membership Group™ were started!

Find out what hundreds of Housing Credit Professionals already know... *"It Pays To Be NCP™!"* It's true! It really does pay to be NCP! And currently, over 500 Housing Credit professionals have already discovered this for themselves receiving a continuous stream of information, news and insights to substantial discounts on trainings and products to incredible networking opportunities.

*"I think this designation is very important to all people involved in the Housing Credit Program. I recommend it to all my managers; it shows that someone is certified to administer the program and has a constant stream of reliable information at their fingertips."*  
**Richard Kropa, NCP-E, NDC Real Estate Management, Inc. Scranton, PA**

*"I am very glad that you have chosen to do this. I and my managers need the "hands-on" practical day-to-day information, training and experience that you provide. Our obligation is to keep the projects in*



compliance... the NCP Membership Group makes that easier to do!" **Theresa Feely, NCP, Coburn & Feely Property Management, Inc., Burlington, VT**

"Thank you! Thank you! Thank you!" **Kris Vodraska, NCP-E, Community Housing Initiatives, Inc., Spencer, IA**

Besides reaping these benefits daily, many directly attest their affiliation with *National Compliance Professional* designation and membership group **resulted in promotions and improved job opportunities!!**

"First I would like to thank Elizabeth for sharing her extensive knowledge of the LIHC Program with all of us. It was hard work, but having the NCP designation has opened many doors for me. Not only do I have those letters after my name, I have the knowledge that goes with them. I guarantee it is worth the work to earn the designation and join the group. I now have a position with a company, doing exactly what I want to be doing at this point in my career. I owe a great portion of credit to Elizabeth and her NCP. Many Thanks!" **Denise M. Smith, NCP-E, National Equity Fund, Los Angeles, CA**

"Since I attended the week-long Elizabeth Moreland Consulting, Inc., achieved my Diploma and the NCP-Executive designation, I now have a new position. I will be the Director of Compliance for Real Property Services based in Las Vegas. Thanks to all of your great training and NCP designation!!" **Roberta Barragan, NCP-E, Real Property Services, Las Vegas, NV**

"I wanted to share with you that I was promoted to Vice President a few months ago. I consider the training and NCP designation I have received with you to be invaluable to my career and I wanted to thank you. With this new position I am able to have more of an impact on our Housing Credit Program and the direction it is taking. Thanks again for your efforts in the world of Housing Credit - you're the best!" **Cindy Latu, NCP, California Real Estate Management, San Jose, CA**



## The NCP Membership Group is the fastest growing Housing Credit compliance group for 4 simple reasons:

### 1) It Delivers!

It delivers what is needed to be successful on-site as well at the corporate or regional level! It delivers readily-available and easily-accessible information!! And it delivers it to you where and when you need it! See for yourself...

- **NCP LAPEL PIN & CERTIFICATE** (NCPs and NCP-Executives Only)
- **AUTOMATIC** addition into the *NCP Membership Group*
- **FREE** inclusion into our *Industry Information Network* which delivers regular email blasts updating you on the latest industry news, opinions and events at the Elizabeth Moreland Consulting, Inc. (This is *FREE* to you, however, you must sign up for it at our website – [www.taxcredit.com](http://www.taxcredit.com) – as due to the FCC laws we are not allowed to sign you up even if you give us permission.)
- **SPECIAL and DISCOUNTED** invitation to our *Annual National Compliance Professional Conference!* This is an event you won't want to miss as it is a Housing Conference with a difference! Not hours and hours of panel sessions, but rather dedicated short track trainings that

give ample time to learn about an issue, discuss the issue and hear from others in the industry on how they are handling the issue! Plus loads of networking opportunities.

- **10% DISCOUNT** off all Elizabeth Moreland Consulting, Inc. workshops and most products.
- **SUBSTANTIAL DISCOUNTS** on great compliance & management tools offered only to NCP Members.

## 2) It is Easy to Join!

All you have to do is complete a **simple 1-page Membership Application** indicating how you meet the 2 membership requirements - Knowledge and an Experience.

## 3) Membership is Open to Anyone!

We understand that some industry professionals have a great deal of experience and others are new to the industry and just learning. We all – novices and veterans alike – need a strong support group in this tough, responsibility-laden field. **So even if you haven't met the Knowledge and Experience Requirement you can join!** Just select the proper level that indicates your experience & expertise level...

- **NCP-Candidate** is the level for *new professionals*... those of you that have not yet met the Educational and/or the Experience Requirement.
- **NCP** is the level for those of you who have met the Education and Experience Requirement.
- **NCP-Executive** is the level for those of you career professionals that have achieved multiple Educational Requirements, specifically earning 22 CEUs through Elizabeth Moreland Consulting's live or online workshops and passing **one** of the major compliance exams (*either the National Compliance Exam, C3P or HCCP test*). This is the hallmark industry designation and the one serious, career-minded, dedicated industry professionals strive to become.

## 4) Best of All ... It's Affordable!

The *National Compliance Professional* and its *NCP Membership Group* are the most affordable designation & membership group in the industry! **Only \$199 per year!** In fact, if you add up all the time it would take you to reproduce the incredible amounts of information, networking opportunities and discounts you get as an *NCP*, you will have paid for the Membership a 100 times over!!

**Hundreds of industry professionals have already joined. But the real question is...**

**WHY SHOULD YOU?**

### Meeting the Knowledge & Experience Requirement

To become an NCP, you must meet a Knowledge and Experience Requirement

#### • Knowledge Requirement

There are 3 ways to meet the Knowledge Requirement, but you only have to meet ONE

1. Pass the National Compliance Exam; OR
2. Pass either Spectrum Seminar's C3P or the National Association of Home Builder's HCCP test; OR
3. Successfully complete enough Elizabeth Moreland Consulting, Inc. courses to earn 22 credits which also earns you the industry's ONLY Compliance Diploma. (Credits are earned by completing the Housing Credit Training Center's online courses and/or Elizabeth Moreland Consulting, Inc. public or private workshops.)

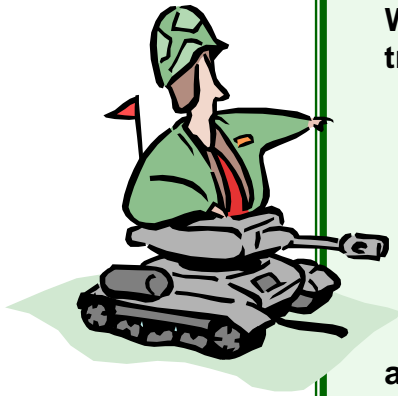
#### • Experience Requirement

To meet the Experience Requirement, you must demonstrate you have 6 months or more experience working directly with the Housing Credit Program.

To accomplish this task, all you have to do is summarize your experience on the easy-to-complete Membership Application!

**Quite simply... because it is in your best interest! And I mean that wholeheartedly!**

Earlier I told you to succeed in this industry you need to have the best possible resources for information and a continuing funnel of news and ideas coming to you. I know this because I worked in the trenches and understand firsthand what it takes. Sure, it is nice to earn a designation. It is great to get a shiny, bright pin and a nice plaque or certificate to hang on your wall. But they will only take you so far.



**What is really, truly important for success to those of us in the trenches is....**

- Information and constant communication with other individuals who understand what we do!
- The ability to network with our peers to learn new techniques, hear new ideas and share our successes and failures!!
- And the opportunity to get the things we need like training for both us and our staff as well as tools that will help us get the job done quickly and easily at a price that our properties can afford!!!

**and that is exactly what you get as a member of the NCP Membership Group!**

**So, what's stopping you? Why aren't you NCP?**

**IN FACT,** to encourage you to join, I am going to sweeten the pot and give you an opportunity to pick up 2 additional tools at substantially discounted prices to help you prepare for the crazy year we expect to have in 2021.

Like 2020, 2021 is expected to be another crazy year in our industry. The effects of the COVID-19 pandemic are still looming large on our portfolios, residents, our staff and our families (*ours, our residents and our staff*). We will need to remain vigilante during this health and economic crisis and keep abreast of the inevitable federal, state and local law changes as even if a vaccine is introduced, we will be dealing with the fallout associated with this pandemic for the foreseeable future. I want to be sure you have the latest information and your team’s education is where it needs to be so I am giving you the opportunity to add on some important tools at deeply discounted prices to make this happen.

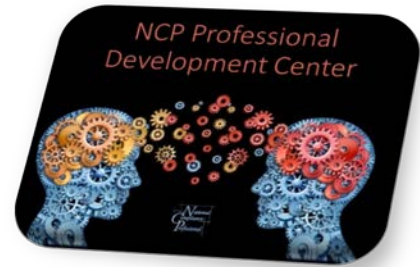
**2021 National Compliance Professional Designation & Membership**

	Regular Price	Your Price
1. 2021 NCP Membership: Expires 12/31/21	\$199	\$199
2. Add Ons		
• NCP Professional Development Center: Expires 12/31/21	\$399	\$199
• Discounted Staff Education: Choose between 2 educational pathways – advanced or fundamental	\$799	\$399
<b>LIMIT:</b> 3 educational pathways... may mix & match		

## Consider taking advantage of Elizabeth's Add Ons...

### • NCP Professional Development Center

All professionals – no matter what industry they are in – need professional development... an opportunity to keep their knowledge & skills fresh... a way to learn and discuss the latest information and changes in their industry... and a forum for discussing these issues with their peers. Doctors do. As do attorneys and accountants. And so do Affordable Housing Professionals. And that is where the *NCP Professional Development Center* comes in... a separate **ADVANCED** learning center specifically designed for those who have already mastered the fundamentals and are ready to tackle the more meaty issues of this program by dissecting the industry's hottest issues, newly released information from the IRS or State HFAs, and advanced or difficult compliance topics. This information is delivered through a series of advanced lessons sometimes comprised of articles I think are important for the subscribers to read...or a short course on an important subject... or a Special Report on a hot compliance topic. Items are added regularly throughout the year and will be available until December 31 of the subscribing year. Plus, in 2021, Elizabeth will use this forum to communicate the inevitable changes associated with the COVID-19 pandemic so it will be a perfect way to stay in the know!



### • Discounted Education Option #1: Housing Credits 445: National Compliance Professional

This comprehensive course is designed to help subscribers gain an extensive understanding of the Housing Credit Program from allocation to site management! Perfect for those wanting to attain **expert** status. A must for supervisors, troubleshooters, compliance directors, asset managers or anyone looking to move into such positions. It is also perfect for those looking to earn one of the industry's advanced level Housing Credit designations including our *NCP*, the Home Builder's *HCCP* or Spectrum's *C3P*. Comprised of 17 total chapters separated into 7 lessons and 2 bonus tools providing you the opportunity to learn the higher level program rules in stages and, if desired, prepare for the advanced industry designation exam of your choice. HC445 is comprised of the following lessons...



- Lesson #1: History, Allocation & Terms
- Lesson #2: Construction & Rent Up
- Lesson #3: Eligibility Rules
- Lesson #4: Certifications/Recertifications
- Lesson #5: Special Rules
- Lesson #6: Compliance Monitoring
- Lesson #7: Noncompliance
- Bonus #1: How to Earn Your Industry Designation
- Bonus #2: National Compliance PRACTICE Exam

### • Discounted Education Option #2: Site Course Package Plan

The Site Course Package Plan is designed to help students master site compliance and is perfect for new hires, compliance specialists, site managers and anyone that supervises these individuals. Available 24/7, this package includes the following courses...

- The Compliance Assessment
- Housing Credits 101: Compliance Basics
- Fair Housing 101: Fair Housing Primer
- Housing Credits 103: Income & Assets
- Housing Credits 204: Unique Rules
- Housing Credits 245: Site Compliance Specialist
- Bonus #1: How to Get Certified
- Bonus #2: Site Compliance PRACTICE Exam



# National Compliance Professional Membership Application

PLEASE PRINT LEGIBLY!

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

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

## STEP #2: Knowledge Requirement – Check ALL THAT APPLY

- I have passed the National Compliance Exam™.
- I have earned 22 Credits through EMC's public workshops and/or online courses. (See instructions on next page)
- I have passed the Home Builder's HCCP test. (Please provide proof of passing this exam and submit with this Application.)
- I have passed Spectrum's C3P test. (Please provide proof of passing this exam and submit with this Application.)
- I cannot meet ANY of the Knowledge Requirements YET. I am applying as an NCP-Candidate.

## STEP #3: Experience Component – Check ONLY One Box

- I have 6 MONTHS OR MORE of Housing Credit experience. (Complete the Work Experience Summary below.)
- I have LESS than 6 months of Housing Credit experience. Date expect to achieve 6 months experience: \_\_\_\_\_

### Work Experience Summary

Current Job: \_\_\_\_\_ to \_\_\_\_\_ Position Held: \_\_\_\_\_  
(Dates of Employment) Supervisor's Name: \_\_\_\_\_

Housing Credit Responsibilities: \_\_\_\_\_  
(Please summarize your Housing Credit responsibilities.)

If this job does not represent 6 months of Housing Credit experience, please list your previous Housing Credit job(s) on an additional sheet of paper & submit with your application. **THIS ONLY NEEDS TO BE DONE UNTIL 6 MONTHS OF EXPERIENCE IS DEMONSTRATED.**

## STEP #4: Membership Fee – Please Check ALL That Apply

- 2021 NCP Designation & Membership: Expires 12/31/21 \$199
  - Add Ons:
    - NCP Professional Development Center for 1 person (List name on next page) \$199
    - Discounted Staff Education (List student info on next page)
      - Housing Credits 445 \$399/person x \_\_\_\_\_ = \$ \_\_\_\_\_  
Quantity
      - Site Compliance Package Plan \$399/person x \_\_\_\_\_ = \$ \_\_\_\_\_  
Quantity
- Total Due: \$ \_\_\_\_\_**

## Step #5: Credit Card Payment Information

NCP20 Credit Card:  Visa  MasterCard  AmEx *Make checks payable to Elizabeth Moreland Consulting, Inc.*  
Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

### Delivery Methods

- MAIL: 6907 University Ave #196, Middleton, WI 53562
- EMAIL: customersupport@housingcredits.com

## NCP Professional Development Center

*You may subscribe yourself or 1 team member  
to the NCP Professional Development Center.  
Please complete the information for this individual below*

1. **Subscriber Name:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (        ) \_\_\_\_\_

## Discounted Staff Education – Student List

*You may add on 3 discounted staff trainings.  
Course options are Housing Credits 445 & the Site Course Package Plan  
Feel free to mix and match course selection.*

### Housing Credits 445: National Compliance Professional

1. **Student Name:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (        ) \_\_\_\_\_
2. **Student Name:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (        ) \_\_\_\_\_
3. **Student Name:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (        ) \_\_\_\_\_

### Site Course Package Plan

1. **Student Name:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (        ) \_\_\_\_\_
2. **Student Name:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (        ) \_\_\_\_\_
3. **Student Name:** \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (        ) \_\_\_\_\_



# National Compliance Professional

## Application Instructions

**Step #1: Personal Information:** Complete the personal information section in full.

**Step #2: Knowledge Component:** You have 3 different ways to meet this requirement: (1) Pass the National Compliance Exam; (2) pass NAHB's HCCP test or Spectrum's C3P test; or (3) earn the Compliance Diploma. If you meet ANY ONE of these, you will meet the Knowledge Component. If you do not meet any of these requirements, you will be registering as an NCP-Candidate.

- Check all boxes that apply to you. **You may check multiple boxes.**
  - If you have passed the National Compliance Exam, IT IS NOT NECESSARY to provide proof of this as these records are maintained.
  - If you have taken the National Compliance Exam AND HAVE NOT GOTTEN YOUR RESULTS, just indicate the date you took the Exam and we will process your Membership Application as we grade your Exam.
  - If you have passed the HCCP or C3P test, **you must attach the pertinent verification.** Appropriate verification includes **A COPY** of the letter announcing your passing the test or your actual certification.
  - If you have earned the Compliance Diploma it means you have you have completed enough Elizabeth Moreland Consulting, Inc. public workshops and/or Online Training Center courses to accrue 22 credits. **If you have already received your Compliance Diploma is not necessary to submit proof of meeting this requirement unless specifically requested by the Elizabeth Moreland Consulting, Inc. If you have not already received your Diploma** but know you are eligible, please attach the Elizabeth Moreland Consulting, Inc. Online Training Center Certificates of Completion or Elizabeth Moreland Consulting, Inc. public workshop Certificates of Attendance for the courses you have completed. If you MISPLACED your Diploma and/or Certificates, contact our office and we will review our records to determine if you are eligible. If you want replacement Certificates or Diplomas, they are \$50 each.)
  - If you have not yet met any of the requirements, you are signing up as an NCP-Candidate. Once you are able to meet one of the Knowledge Requirements, you should contact the Elizabeth Moreland Consulting, Inc. to determine if your NCP status may be upgraded to either NCP or NCP-Executive.
- If you have passed the National Compliance Exam OR the NAHB's HCCP test **AND** earned the Compliance Diploma, you may be eligible for the NCP-Executive status. You must also meet the Experience Component. We will review your membership application and if determined you have met the requirements for the NCP-Executive, your designation, pin and certificate will reflect this honor.
- If you are signing up as an NCP-Candidate, you will be included in the NCP Membership Group and will receive notification as such. No pin or certificate accompanies this designation level.

**Step #3: Experience Component:** The National Compliance Professional designation requires at least 6 months of Housing Credit working experience. Each application will be read and the information contained in this section evaluated for approval.

- Check only **ONE** box. **No matter which box is checked, you must complete the Job Information Table in full.**
- If you check the box indicating you have 6 months or more Housing Credit work experience you will need to complete the Job Information Table indicating the employer under which this requirement was met. **IF YOU HAVE MORE THAN 6 MONTHS EXPERIENCE, you only need to indicate enough experience to MEET this requirement. You DO NOT need to put your entire Housing Credit work history down.**
- If you check the box indicating you do NOT yet have 6 months of Housing Credit work experience, you will be considered an NCP-Candidate until you meet this requirement.
  - Indicate the date you expect to meet the Housing Credit work experience requirement on the line provided.
  - Complete the Job Information Table indicating your current employment information.
- If your work experience is indirectly related to the Housing Credit Program, be sure to describe your job responsibilities thoroughly so an evaluation can be made to determine if your responsibilities meet the requirements of this Step.

**Step #4: Membership Fee:** Check your membership and any Add-Ons that you want. Add-ons are optional and offered to assist you in reaching your compliance goals for 2021. All memberships are based on a calendar year with memberships expiring on December 31. If applying mid-year, your membership will expire on December 31 of that same year. If paying via check, make your check payable to Elizabeth Moreland Consulting, Inc. You may also pay via credit card (MasterCard, VISA, and American Express). Please complete the credit card information in full if using this payment method.

**Step #5: Membership Comments:** We want to hear from you! **This is YOUR designation** and we want to be sure to get your comments on how it should be run, tools that you need to assist you in earning and maintaining the designation and benefits this designation should offer to assist you in your job and your career.

**Step #6: Code of Professional Conduct Agreement:** To complete your application for the National Compliance Professional designation, please read our Code of Professional Conduct. All National Compliance Professionals must adhere to this conduct agreement. Please sign indicating your willingness to conduct yourself and your business as to this professional conduct agreement.