

Serve your clients more effectively, build stronger communities, and advance your career with **NCHEC Certification**

Serving the needs of aspiring and existing homeowners is an ongoing challenge. NCHEC Certification helps you to meet that challenge and demonstrates your commitment to excellence in the field. NCHEC offers five certifications for homeownership practitioners and each meets the requirements of the National Industry Standards for Homeownership Education and Counseling.

Pre-Purchase Homeownership Education

This certification is recommended for educators who deliver a comprehensive homebuyer education training in a group seminar or workshop format.

- Certification is achieved by completing course **H0229 Homebuyer Education Methods: Training the Trainer** and scoring a minimum of 80% on the accompanying exam.

Post-Purchase Homeownership Education

This certification is recommended for counselors who facilitate post-purchase seminars and workshops.

- Certification is achieved by completing the five-day course **H0247 Post-Purchase Education Methods** and scoring a minimum of 80% on the accompanying exam.



Homeownership Counseling

This is a certification in one-on-one housing counseling. There are two training course requirements for this certification.

- Part I requires at least one year of one-on-one counseling experience, completion of the five-day course **H0250 Homeownership Counseling Principles, Practices and Techniques, Part I** and a minimum score of 80% on the accompanying exam.
- Part II entails completing the two-day course **H0109** or **H0109e1** (e-learning) **Beginning to Intermediate Foreclosure Prevention** and scoring a minimum of 80% on the accompanying exam.

Homeownership Counseling for Program Managers and Executive Directors

Recommended for professionals at the management level, this certification attests to one's ability to effectively manage the day-to-day operations of a housing counseling program.

Certification is achieved by completing the five-day course **H0360 Homeownership Counseling Certification for Program Managers and Executive Directors** and scoring a minimum of 80% on the accompanying exam.



Foreclosure Intervention and Default Counseling

This is an advanced level certification designed for professionals with at least one year of specific foreclosure intervention counseling experience. There are two training course requirements for this certification.

- Part I requires passing the online prerequisite exam before enrolling in the course **H0345 Foreclosure Intervention and Default Counseling Certification, Part I**. After taking the course, a score of 80% or higher is required on the accompanying exam.
- Part II requires completion of course **H0307 Advanced Foreclosure: Case Study Practicum** or **H0320 Developing and implementing an Effective Foreclosure Program**.



To learn more about NCHEC certification requirements and to view course descriptions, training dates and locations, visit www.nw.org/nchec/certification.

All certifications are valid for three years from the date of issuance.

NeighborWorks®
Center for
Homeownership
Education and
Counseling

Email: nchec@nw.org;
Web: www.nw.org/nchec

Working Together for Strong Communities

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NCHEC Certification

Steps to Obtain NCHEC Certification

1

Upon completion of required training and successfully passing the accompanying exams with a minimum score of 80 percent, download the **Application for NCHEC Certification** from www.nw.org/nchec/certification. Return the completed and signed application to NCHEC.



2

NCHEC Certification meets the requirements under the National Industry Standards for Homeownership Education and Counseling. As part of the application process, you must sign and return the **Code of Ethics and Conduct** contained within the National Industry Standards documentation. To learn more about the National Industry Standards, go to www.homeownershipstandards.com.



Homeownership
Done Right.™

3

Upon review and verification that you have met all training requirements, an NCHEC Certificate of Certification will be issued. Certification is valid for three years from date of issuance.



To learn more about NCHEC certification requirements, download an Application for NCHEC Certification and view course descriptions, training dates and locations, visit www.nw.org/nchec/certification or call 800-438-5547.

Steps to Obtain Certification Renewal

NCHEC certification is valid for three years from date of issuance and can be renewed before it expires. If your certification is expired or expiring, in order to maintain a valid NCHEC certification, practitioners must:

1

Complete within three years from date of issuance a minimum of 30 hours (10 hours per year) of continuing education on homeownership topics such as pre- or post-purchase homeownership education, counseling, foreclosure prevention, real estate or mortgage lending.

2

Submit the completed **Application to Renew NCHEC Certification** and the **NCHEC Continuing Education Verification Form**, both of which can be obtained at www.nw.org/nchec/certification.

3

Submit a signed National Industry Standards of Homeownership Education and Counseling **Code of Ethics and Conduct form**, which can be obtained from www.homeownershipstandards.com.



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