

Course Catalog

Housing Credit Training At YOUR CONVENIENCE!!

*Learning Exactly WHAT YOU WANT...
Exactly WHEN YOU WANT IT!*



Online Training Center

*"The notion that travel to a major city for classroom training is too expensive for my properties is no longer a valid reason to not send all property staff to training. Send them to class in cyberspace! I went, and it didn't cost anything for travel. I could see and hear my instructor clearly, I could repeat any topic with a point and click of my mouse, I could take a break on "my" schedule, and I was able to learn what I needed to learn."
Pam Mullinax, Director of Compliance, HSI Management, Inc. Atlanta, GA*

"This is just what we need...the ability to allow those new to the industry to learn and those of us who wish to continue our education the ease and convenience of training at our pace and as time allows us. Two thumbs up Elizabeth, this is GREAT!!!"

Tondi Cisneros, Hyder and Company, Palm Springs, CA



***We train Housing Credit Professionals to be
Compliance Confident!***

Public Workshops ♦ Online Training ♦ Private Events
Compliance Designations ♦ Professional Membership Group

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Middleton, WI 53562

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WEBSITES:

www.taxcredit.com

www.housingcredits.com

www.nationalcompliancepro.com

www.elizabethmorelandconsulting.com

HOUSING CREDIT ONLINE TRAINING CENTER:

www.taxcredit.com

ONLINE EXAM ROOM:

www.housingcreditexam.com

Finally, the ability to get Housing Credit Compliance training immediately... not just when training comes to town... but exactly when you need it!

Perfect for new hires, great when taking on new Housing Credit challenges and most importantly... accessible to YOU and YOUR STAFF any time any place!!

The *Housing Credit Online Training Center* is the ONLY training center available to you 24 hours a day/7 days a week that contains courses teaching the complex rules of Housing Credit compliance and property management! **Finally, compliance training that is accessible when YOU WANT IT and NEED IT that can be accessed anytime of the day or night from any computer with Internet access!**

The *Online Training Center* currently contains an array of fantastic courses that focus on the site compliance requirements of the Housing Credit Program – from an introductory lesson to 2 comprehensive courses that fully prepares an individual for the *Site Compliance Exam* OR one of the industry’s advanced compliance exams including our *National Compliance Exam*, the Home Builder’s *HCCP* test or Spectrum’s *C3P* test – with additional courses being added regularly! Besides these fantastic courses you will also find a Fair Housing course... as everyone needs regular fair housing training... and several advanced level issues course covering important industry changes that came about with the publication of the Final 8823 Guide, Change 2 and 3 of the HUD Handbook, REV 1 and H.R. 3648. (See a full course listing & explanation on page 4.)

Each course at the *Housing Credit Online Training Center* was designed by Elizabeth Moreland personally. Elizabeth is the highly-respected and most sought after compliance and property management industry trainer who has trained thousands and thousands of Housing Credit professionals across the country since 1995. She is renowned for her ability to break down even the toughest Program rules and explains them in a way that anyone can understand! And because this is all Elizabeth does, you can rely on the fact that the information given is always current and thoroughly researched!

Plus... it is really her teaching these courses... no radio voice over announcers or actors who dispassionately read the information! This means the courses are easy to understand and match the quality of Elizabeth’s public workshops as they are taught in the same straightforward, plain-English style; are chock full of her real-life stories and experiences she shares to help drive the point home; and contain **multiple teaching techniques** so the students are not just relying on **hearing the instruction** but are also **visualizing through the use of animated illustrations** just as if they were sitting in one of her public workshops and she was doing examples on the flip chart and **obtaining practical experience through hands on case-studies** for those who learn best by doing!

Recent Testimonials from Online Training Center Students...

“This was awesome! I love the speed and the information that it contains and your ability to review notes taken through out the course and going back and reviewing. You have two thumbs up from me. If I had three thumbs you would have it too!”
Jett Woodwick, Standard Enterprises,
Monroe, LA

“This is a great resource that allows you to work at your own pace. Even though I missed your November 2005 Atlanta training seminar, I didn’t miss a beat because of the online courses.”
Yoshonda Williams, HSI Management,
Atlanta, GA

“You have made my job of maintaining staff training so much easier. This course was as good as attending your courses in person. The convenience of now being able to take these classes when they are most needed instead of when they are most available will be a valuable asset for management.”
Anita Hall, Lloyd Management, Inc.
Mankato, MN

“This is just what we need...the ability to allow those new to the industry to learn and those of us who wish to continue our education the ease and convenience of training at our pace and as time allows us. Two thumbs up Elizabeth, this is GREAT!!!”
Tondi Cisneros, Hyder and Company,
Palm Springs, CA

“Being able to take these classes AT MY PACE has been appreciated. It has been much more preferable than leaving the site for days. Elizabeth Moreland is doing a fantastic job of training - she does not rush and the individual slides are short, therefore, she is not throwing out too much information at once.”
Marla Daniels, Simpson Property Group,
Las Vegas, NV

Elizabeth is passionate about this stuff! The enthusiasm she displays in her public workshops is equally displayed in the *Center's* courses! And most importantly, because Elizabeth has been training this information for over 15 years, she easily anticipates the questions the student is thinking on each topic and shares the answers as part of the instruction just as if the student asked her the question in a live training! Plus, each student can email her questions directly and she will answer each and every one of them personally!

That's not all. Besides a complete array of courses, you will also find The Compliance Assessment. The Compliance Assessment allows individuals to evaluate their current compliance knowledge. Perfect for when you interview candidates for jobs who state they have experience. A great way to assess where your staff is at and which courses they should take next. Incredibly valuable for determining what type of course is needed each year for continuing education. And a wonderful tool to find out if you are ready to take an industry certification exam!

There's still more. The *Online Training Center* also contains an online Exam Room allowing you to take two of the industry's top certification exams from the comfort of your own environment – the *Site Compliance Exam*, which when passed will earn you the *Site Compliance Specialist (SCS)* and the *National Compliance Exam* which when passed will put you well on the way to earning your *National Compliance Professional (NCP)* designation! Taking an exam is stressful enough without the added inconvenience of travel! But now, with the *Housing Credit Online Exam Room* you can avoid the travel and take your exam where you are most comfortable!

And there is more to come. Much more! Soon Elizabeth will add a level of practical, how-to courses that will move beyond the rules and show you how to best implement them into your operations for more compliance success and less stress!

More testimonials from Online Training Center Students

"The courses are easy to use and very well laid out. It provides the user to review at their own speed and it allows me to break for phone calls. (Something that you can not do at a course in a hotel.) It also provides the user to communicate when necessary." John Widmark, President, Widmark's LLC, Alexandria, VA

"I find it very difficult to get the time to travel to take a course. I'm very happy to have found this so that I can take courses in my own time no matter where I am. As well, I found the instructor pleasant." Beverly Blaul, Regional Manager, O'Malley's Property Mgmt., Alva, OK

"After taking 3 classes in about 24 hours but WOW. . .it was extremely helpful. Thank you, thank you, thank you!!! I now have a much better understanding of the process and the confidence to get my job done correctly." Kathryn Davis, John Stewart Co., Sacramento, CA

"Well I have just started and I am hooked. I am already looking forward to my next course. You ROCK!!!!!" Jett Woodwick, Standard Enterprises, Monroe, LA

"I have been waiting for the opportunity to continue my education, but due to work and family commitments I have been unable to travel to the classes offered close to me, that is why I am elated at the thought of being able to do these classes on line. You have out-done yourself Elizabeth." Tondi Cisneros, Hyder and Company, Palm Springs, CA

"Very easy to use and full of great information. A great tool to have at our fingertips!" Gina Metzger, Fairfield Properties, LP, San Diego, CA

"This is great. Easy, convenient, fast....and we won't be paying for mileage or hotel costs!" Teri Hoerntlein, So. California Housing, Rancho Cucamonga, CA

"The notion that travel to a major city for classroom training is too expensive for my properties is no longer a valid reason to not send all property staff to training. Send them to class in cyberspace! I went, and it didn't cost anything for travel. I could see and hear my instructor clearly, I could repeat any topic with a point and click of my mouse, I could take a break on "my" schedule, and I was able to learn what I needed to learn." Pam Mullinax, Director of Compliance, Management, Inc., Atlanta, GA

"Excellent material, very user friendly and with my busy schedule, it allows me to take the course whenever I want even while I am traveling." Charles Robinson, Regional Manager, Virtu Property Management, Tacoma, WA

"I knew nothing about Tax Credit and was very intimidated by it but now after going through these courses and taking the quizzes I have more confidence and believe that I can actually do it!" Kim Wolcott, Sonoma Ridge at Bennett Valley, Santa Rosa, CA

"You are definitely on to something here. I think it's a great way to learn the FINE details in this job, yet be able to be close by if needed for the day. I love this! And I look forward to learning through many more courses this way." Tammy Nickolson, Whitley Crossings Neighborhood Corporation, Columbia City, IN

Course Descriptions



Demo Course



FREE Demo Course

Check us out by viewing our FREE Demo Course!! In this course, you will learn how to navigate our courses contained at the *Online Training Center* as well as the website itself. Plus you will view a sample section from an actual course giving you a taste for the online courses. **Credits/CEUs: 0; Price: IT'S FREE!!**



The Compliance Assessment

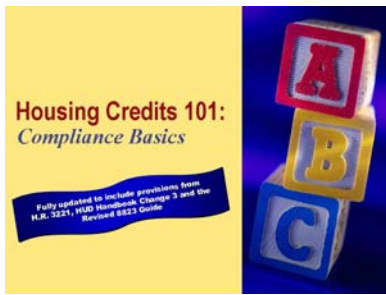
Finally, the ability to determine what you know when it comes to Housing Credit Compliance as compared to the accepted industry standards! The Compliance Assessment was designed to help you quickly and accurately assess your current Housing Credit Compliance knowledge so you may determine where you need to bolster your education and which, if any, of the Online Training Center courses you should enroll in. The Assessment is made up of a series of questions divided into 5 Sections with each Section assessing your understanding and knowledge in a specific area of compliance. Each of the 5 Sections represents the concepts taught in a specific Online Training Center course so by completing the Section, you will know if you need to take the specific course in which the Section is matched. As you progress through the Sections, they will steadily increase in difficulty, but all reflect important concepts that must be mastered to truly be confident with your Housing Credit responsibilities. There is no instruction with this course as it is an assessment of your current knowledge with the goal of helping you determine if you need further training and if so, in what areas. When you complete all 5 Sections, you will be directed to take your Results and compare them to the Proficiency Chart available at the end of this course. As each Section addresses the core concepts taught in a specific Online Training Center course, you will use your Section Results to determine if you should take the course in which the Section is matched. No skewing of results. Just a pure comparison of the answers you gave to the Proficiency Chart that represents acceptable industry knowledge levels!!

Credits/CEUs: 0; Price: \$49



Fair Housing 101: A Fair Housing Primer

We all know how important fair housing education is and now you can get it at the Housing Credit Online Training Center! This 4 hour course teaches you the fundamentals of fair housing including what the 7 federally protected classes are and how the people in these groups are protected. This course also discusses the common mistakes made that cause noncompliance with these laws and gives you techniques to avoid these pitfalls including how to set occupancy standards to ensure you are not violating familial status, how to handle accommodation and modification requests, and much, much more! Great for new hires. Perfect as your fair housing refresher course! **Credits/CEUs: 6; Price: \$249**



Housing Credits 101: Compliance Basics

A perfect way to get started learning or to refresh your current knowledge of the complex compliance requirements of the Program! In 3 hours, Elizabeth Moreland will teach even the greenest of green staff the eligibility requirements of the Housing Credit Program. Starting with the first section, you will receive a thorough explanation of what the Housing Credit Program is and how it differs than other affordable housing programs. You will then get a complete review of the eligibility rules of the Program including income eligibility, full-time students, foster children, and how to handle absent household members in Section 2. In Section 3, you will learn the first 3 steps of the 5 step process in determining an applicant's eligibility including how to interview, how to get a completed application and how to verify the information given. And in the remaining 2 Sections you will understand the remaining steps of this process including how to calculate income eligibility and how to complete the move-in paperwork. And last but not least this easy-to-understand course discusses file documentation and the requirements for continuing compliance such as annual recertifications. A must for any new hire or staff supervisor but also invaluable to any veteran in the business to keep them fresh and on top of their game! A must for any new hire or staff supervisor but also invaluable to any veteran in the business to keep them fresh and on top of their game! FULLY UPDATED TO INCLUDE THE PROVISIONS FROM H.R. 3221, HUD HANDBOOK CHANGE 3 AND THE REVISED 8823 GUIDE. **Credits/CEUs: 3; Price: \$249**



Housing Credits 103: Income & Assets

One of the most frustration and overlooked areas in compliance training is income and assets. For some reason, it is assumed everyone has experience with this as it is very similar to the Section 8 Program. But the reality is, today, most of us have limited or no Section 8 experience and if we do have experience, the differences between Section 8 and Housing Credits are enough to cause even a Section 8 veteran to be in noncompliance. This 4-hour course is dedicated to this very subject detailing what income and asset sources you must include, how to verify these sources and then how to annualize these sources for income eligibility. The most comprehensive course on income & assets offered anywhere in the industry. Chock full of real life examples. No matter how long you have been in the business, if you are responsible for calculating income eligibility, approving the files of new moves or supervising those that do, this course is a must! FULLY UPDATED TO INCLUDE THE PROVISIONS FROM H.R. 3221, HUD HANDBOOK CHANGE 2 and 3 AS WELL AS BOTH THE FINAL and REVISED 8823 GUIDES. **Credits/CEUs: 4; Price: \$249**



Housing Credits 204: Unique Program Rules

Oh, the rules of the Housing Credit Program... from students to unit transfers to the Available Unit Rule... this housing program is laden with unique rules! In this 4 hour course, you will be introduced to each of the unique Program rules and given a thorough explanation of each including illustrations of how to apply the rule in the real world. Whether your property is 100% Housing Credit or mixed income, these rules affect your property and must be understood to remain in compliance. The rules examined include full-time students, non-transient occupancy, suitable for occupancy, resident manager's units, annual and interim recertifications, the Available Unit Rule, the Unit Vacancy Rule and unit transfers. This course is a must for any Housing Credit professional working on a property, supervising those that do or is responsible for compliance! FULLY UPDATED TO INCLUDE THE PROVISIONS FROM H.R. 3221, H.R. 3648, AND BOTH THE REVISED AND FINAL 8823 GUIDES. **Credits/CEUs: 4; Price: \$249**



Housing Credits 205: Income Limits, Rents & Utility Allowances

We all know that our residents have to be income eligible for a Housing Credit unit and must then pay a rent amount within the Program parameters. But what are these limits and how do we determine what they are for our properties? In this 3 hour course, we will take a detailed look at the income limit, rent and utility allowance rules, how to determine your property's limits and how to calculate these all-important numbers. Also, learn the rules surrounding income limit changes, rent increases and utility allowance changes. These rules are the cornerstone of compliance making this course a must for supervisors, compliance coordinators and asset managers. FULLY UPDATED TO INCLUDE THE NEW RULES ON INCOME LIMITS BROUGHT ABOUT BY THE HOUSING AND ECONOMIC RECOVERY ACT OF 2008, HUD'S NEW WEBSITE FORMAT, AND THE FINAL UTILITY ALLOWANCE REGULATIONS PUBLISHED IN 2008. **Credits/CEUs: 3; Price: \$249**



Housing Credits 245: Site Compliance Specialist

This course is designed to teach you everything you need to know to master the responsibilities of site compliance! The course will teach you all of the requirements that come with these compliance responsibilities and, at the same time, prepare you to earn your Site Compliance Specialist (SCS) designation which is earned by passing the Site Compliance Exam. Comprised of 5 sections, this course walks you through the 5 key areas all site staff must understand about Housing Credit site compliance which are also the 5 Testable Areas of the Site Compliance Exam. These key areas are (1) Eligibility; (2) Verifications & Documentation; (3) Income Eligibility & Calculations; (4) Special Program Rules; and (5) Fair Housing. After each section, you will take a section quiz to ascertain if you have grasped the requirements discussed in this key area. When you complete the course and its section quizzes, you will be ready to tackle even the toughest site compliance scenarios and will be fully prepared to earn your Site Compliance Specialist (SCS) designation!! The SCS designation is the industry's only Housing Credit Program site designation designed for those who work closely with applicants and residents, approve new move-ins and recertifications and makes crucial decisions regarding unit transfers, increases to income, and vacancies. Truly a designation for those on the front-lines! Whether you are focusing on learning the requirements to do your job or concentrating on earning your Site Compliance Specialist (SCS) designation so you may show the industry that you have mastered the site compliance rules... this course is for you! A must for site managers, leasing agents, compliance specialists and their supervisors plus anyone responsible for approving or auditing compliance paperwork. FULLY UPDATED TO INCLUDE THE PROVISIONS FROM H.R. 3221, H.R. 3648, CHANGE 2 OF THE HUD HANDBOOK, AND BOTH THE FINAL and REVISED 8823 GUIDES. **Credits/CEUs: 9; Price: \$299**



Housing Credits 445: National Compliance Professional



This comprehensive course is designed to help you gain an extensive understanding of the Tax Credit Program from allocation to site management! Perfect for those wanting to take their Tax Credit knowledge to the next level and 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 upper level Tax Credit designations including our NCP, the Home Builder's HCCP or Spectrum's C3P.

This is not one of our typical Housing Credit Online Training Center course offerings though! Rather this course is 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 industry designation exam of your choice.

The easiest and best way to become a Tax Credit expert and prepare yourself to earn one of the industry's top Program designations!! FULLY UPDATED TO INCLUDE THE PROVISIONS FROM H.R. 3221, H.R. 3648, CHANGE 2 OF THE HUD HANDBOOK, AND BOTH THE FINAL and REVISED 8823 GUIDES. **Credits/CEUs: 22; Price: \$799**



What's Next... How To Get Tax Credit Certified

Once you have completed all the courses contained in the Course Package Plan, you are in a position to REAP THE BENEFITS associated with your hard work and dedication! You are also fully prepared take the Site Compliance Exam which when passed will earn you your Site Compliance Specialist (SCS) designation. This 5 minute course will explain all the benefits you are now entitled to and fill you in on everything you need to know about taking the Site Compliance Exam!! **(CEUs): 0;**

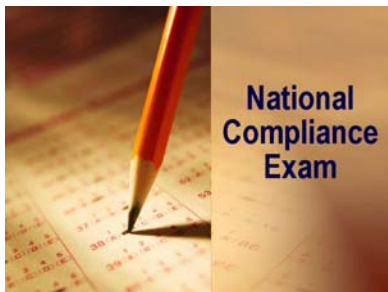
Please Note: not available for separate purchase.



The Site Compliance Practice Exam

This course is just what its name indicates... a chance to practice and determine if you are ready to take the actual Site Compliance Exam which when passed will earn you your Site Compliance Specialist or (SCS) designation! Whether you have completed a series of courses or have practical experience with the Tax Credit compliance rules from working in the trenches, you may be nervous or be unsure if you are ready to take the actual Site Compliance Exam. Our goal, as always, is to help you feel confident, so we created this unique tool which will help you settle your nerves and ease your anxieties by allowing you to test where your knowledge is at, get an idea of the types & scope of questions you will need to answer on the actual Exam, and accurately determine if you are ready to take the actual Site Compliance Exam!

This is not an educational course... rather a Practice Exam only. It does contain a quick introduction explaining how to take the Practice Exam and use the Industry Proficiency Chart to compare your results. By following the simple steps you will have a good idea how you will do on the actual Site Compliance Exam and if applicable, what areas you need additional study on. **Continuing Education Units (CEUs): 0; Price: \$49**

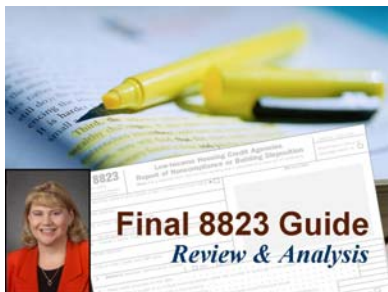


The National Compliance Practice Exam



This course is just what its name indicates... a chance to practice and determine if you are ready to take the actual National Compliance Exam which when passed will put you well on your way to earning your National Compliance Professional or (NCP) designation! Whether you have completed a series of courses or have practical experience with the advanced Tax Credit allocation and compliance rules, you may be nervous or be unsure if you are ready to take the actual National Compliance Exam. Our goal, as always, is to help you feel confident, so we created this unique tool which will help you settle your nerves and ease your anxieties by allowing you to test where your knowledge is at, get an idea of the types & scope of questions you will need to answer on the actual Exam, and accurately determine if you are ready to take the actual National Compliance Exam!

This is not an educational course... rather a Practice Exam only. It does contain a quick introduction explaining how to take the Practice Exam and use the Industry Proficiency Chart to compare your results. By following the simple steps you will have a good idea how you will do on the actual National Compliance Exam and if applicable, what areas you need additional study on. **Continuing Education Units (CEUs): 0; Price: \$49**



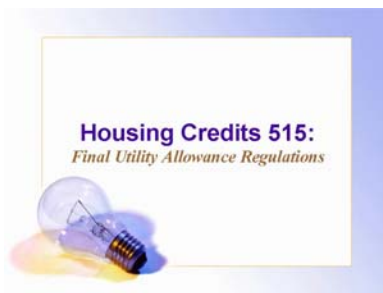
Housing Credits 505: Final 8823 Guide... Review & Analysis#

After 3 years... 3 very long years, the Final 8823 Guide was published January 2007 changing compliance as we have known it FOREVER!! The 8823 Guide contains explanations, definitions and views from the IRS as to what is compliance, what is non-compliance and exactly how noncompliance should be corrected, making this Guide one of the most important publication since the Tax Credit Program was first introduced in 1986. Despite the importance of this Guide, Elizabeth also understand you are busy and the idea of actually reading the Guide probably makes your skin crawl and your eyelids droop, so we put together this comprehensive 3-hour course to help make life easier and allow you to learn EXACTLY what you need to know! When taking this course, you will be given a chapter-by-chapter tour of the guide explaining to you everything that is CRUCIAL TO THE COMPLIANCE HEALTH OF YOUR PROPERTY!! **Credits/CEUs: 3; Price: \$249**



Housing Credits 510: Update & Review of the Student Rule#

The full-time student rule has gone through some major changes since January of 2007. With the publication of the Final 8823 Guide, the HUD Handbook & its student rule and now H.R. 4638 -- the Mortgage Debt Forgiveness Act -- it is time to take a thorough look at this complex rule to ensure all the changes are known and understood. In this course, Elizabeth will walk through all of the provisions and changes, discuss strategies for successful implementation, share new verification forms and give you a Simple 6 Step Plan for success! This course is a must for any Housing Credit professional working on a property, supervising those that do or is responsible for compliance! Perfect for earning continuing education for your State Agency and/or your designation requirements. Like all of the Housing Credit Online Training courses, this course is approved for continuing education on the NCP, NCP-E, HCCP, SHCM and C3P designations. **Credits/CEUs: 4; Price: \$249**



Housing Credits 515: Final Utility Allowance Regulations#

The way we determine our utility allowances has undergone some major changes with the publication of the July 29, 2008 Federal Register which contained the IRS's Final Utility Allowance Regulations. In this course, Elizabeth summarizes the changes and discusses their impact on Maximum Gross Rent calculations. After viewing this Course, not only will you understand the final regulations, but you will have an idea of how to implement them into your operations. This course is a must for any Housing Credit professional working with rents and/or utility allowances. Perfect for earning continuing education for your State Agency and/or your designation requirements. Like all of the Housing Credit Online Training courses, this course is approved for continuing education on the NCP, NCP-E, HCCP, SHCM and C3P designations. **Credits/CEUs: 4; Price: \$249**



Housing Credits 520: Understanding & Implementing H.R. 3221

Our Newest Course... opened September 2008! Looking to understand, but more importantly, IMPLEMENT H.R. 3221 into your operations? You've come to the right place! The Housing & Economic Recovery Act of 2008 is a broad-sweeping piece of legislation effecting Tax Credit, Tax-Exempt Bond, rehab Tax Credits and other affordable housing programs. Elizabeth Moreland, leading compliance and property management expert, takes you through the most crucial provisions of this Act giving you her insights and ideas for implementation. After viewing this Course you will have a thorough idea of how to implement the provisions into your operations! This course is a must for any Housing Credit professional working with Tax Credit, Bond, rehab Tax Credits or other affordable housing programs. Perfect for earning continuing education for your State Agency and/or your designation requirements. Like all of the Housing Credit Online Training courses, this course is approved for continuing education on the NCP, NCP-E, HCCP, SHCM and C3P designations. **Credits/CEUs: 4; Price: \$249**



Site Compliance Exam – Online

A secure, comfortable environment to take your certification exam online! The Site Compliance Exam was the Housing Credit industry's first certification exam geared specifically to site specific compliance responsibilities! Comprised of 5 Testable Areas and totaling 50 questions, this Exam will test your site compliance knowledge with regards to the Housing Credit Program. By passing this Exam you will earn your Site Compliance Specialist or SCS designation -- a nationally recognized industry designation! Prior to taking this Exam, it is highly recommended you receive some training on the Housing Credit Program and site compliance such as Housing Credits 245: Site Compliance Specialist which specifically teaches each of the requirements you must know in all 5 Testable Areas and when completed, will fully prepare you to take this Exam. Please understand this is NOT A COURSE ITSELF RATHER A CERTIFICATION EXAM. No course work or reference material will be included with your enrollment. **Credits/CEUs: N/A; Price: \$199; Retake Price: \$49 Register directly at www.housingcreditem.com.**



National Compliance Exam – Online

The National Compliance Exam is the industry's leading Tax Credit certification exam. Comprised of 7 Testable Areas totaling 70 questions, this Exam will show the Housing Credit industry you have mastered the Low Income Housing Tax Credit Program OVERALL requirements and have a comprehensive knowledge of how the Program works and how compliance must be maintained!! By passing this Exam you will meet the Education Requirement for the National Compliance Professional or NCP designation with only a 6 month Experience Requirement yet to be met to become a full-fledge National Compliance Professional. Once you meet both the Education and Experience Requirement the only thing that stands between you and the most comprehensive and elite Tax Credit designation and membership into the elite NCP Membership Group is a simple 1 page Membership Application! Please understand this is NOT A COURSE ITSELF RATHER A CERTIFICATION EXAM. No course work or reference material will be included with your enrollment. **Credits/CEUs: N/A; Price: \$199; Retake Price: \$49 Register directly at www.housingcreditem.com.**



The Compliance Monitor - Online Newsletter & Archive

A 1-year ONLINE subscription to the longest running Housing Credit newsletter & an archive of recent past issues focusing solely on Housing Credit compliance and property management aspects! Every issue contains an in-depth discussion of a compliance rule and how to best implement it in the field. And, as rules and opinions change in the industry, the change will be thoroughly highlighted including a discussion on techniques for its implementation! And finally, if you are interested in improving your workload and reducing the stress that is often accompanied with the Housing Credit Program, YOU WON'T WANT TO MISS A SINGLE ISSUE! Plus the Online Newsletter will give you access to a recent archive of past issues so you'll never have to search for your last issue when you need it.

PLEASE NOTE: This is not a "course" in the usual sense of that word. We will post each issue as a lesson, and each article as a page in that lesson. You are able to freely navigate and view any article from any available issue in any order that you like. There are no specific requirements and no certificate of completion for this subscription. Just an incredible wealth of information... right at your finger tips!!

Price: \$239



NCP Professional Development Center

The NCP Professional Development Center is a separate Advanced Learning Center and Discussion Forum specifically designed for hard working, hungry-for-information certified Housing Credit professionals who want to discuss hot issues or advanced Housing Credit topics in an interactive and incredibly convenient way! It is a place for those who have already mastered the fundamentals and are ready to tackle the more meaty issues of this Program and consists of a series of advanced 'lessons', the NCP Discussion Board, and the NCP Chat Room all of which specifically tackle the latest industry news, published IRS rules or procedures, and advanced compliance topics. Lessons will be added regularly throughout the year and will remain available until December 31. As new lessons are added, subscribers will be sent an email notification. The NCP Bulletin Board is also available so subscribers may post questions, comments and start discussions regarding the lessons, the Development Center or regarding our industry in general. And finally, as part of the Center's mission to create an interactive forum for Housing Credit professionals, Elizabeth Moreland will set up regular Live Chats on specific topics so that interested subscribers can discuss the topic at hand in more depth and glean how other professionals are handling the issue. When you register for the NCP Professional Development Center it will automatically include a 1 Year Silver Level Membership in the National Compliance Professional (NCP) Membership Group. You will begin this membership as an NCP-Candidate. Once we receive your registration, you will have immediate access to the NCP Development Center and we will send you your NCP Membership Application. Once we receive your completed application, we will process your membership and send you your NCP Membership Kit including your NCP lapel pin and certificate. This is not considered a Core Course and therefore not included in the Unlimited Training Subscription or the Course Package Plan. Must be purchased separately. **Price: \$398**

Pricing Options...

Option #1: Unlimited Training Subscription

So Simple, So Affordable, So Fantastic and It is Convenient, Immediately Accessible, Available 24 Hours per Day... 7 Days a Week and You Can Train Your ENTIRE STAFF – No Matter How Big – for the Price of What It Would Normally Cost You to Train 1 or 2 People!!

- ✓ UNLIMITED access to all of the core courses CURRENTLY contained at the **Online Training Center** PLUS access to additional core courses I post while your subscription is active. *I plan to add several new courses in the next 6 months designed to help you successfully implement the Program rules into your operations for greater compliance success and less stress on your management team!!*
- ✓ UNLIMITED subscriptions to **The Compliance Monitor – Online Newsletter** for every member of your staff you choose to give it to PLUS access to the **Newsletter Archive** of recent issues. *Each issue of the newsletter is like a seminar all on its own so the wealth of information contained in the newsletter and its archive is tremendous!*
- ✓ FREE use of the **Automatic Staff Training System** so each of your students are systematically enrolled in a training plan that is designed to maximize their learning experience and teach them everything they need to know about site compliance. *By following all the steps in the System the student is fully educated on the site compliance requirements of this complex Program, awarded with her Compliance Diploma, is fully prepared to pass the Site Compliance Exam which will earn him his Site Compliance Specialists (SCS) designation and will have met the Education Requirement of the National Compliance Professional (NCP) designation which means she will be eligible for the full-blown NCP when a 6 month Experience Requirement is met.*
- ✓ FREE access to **Housing Credits 445: National Compliance Professional** to any of your staff members ready to tackle the advanced curriculum needed to become an overall Tax Credit expert and prepare for one of the industry's elite certification exams. *By following completing this comprehensive course, the student will learn everything about the Tax Credit Program from allocation and development to site compliance and will be fully prepared to take one of the industry's advanced compliance exams and earn their corresponding certifications including the National Compliance Professional (NCP), the Home Builder's HCCP and/or Spectrum's C3P. (Exams are not included in this course.) Also by completing this course, the student will earn 22 continuing education hours and be awarded with her Compliance Diploma. All that will remain to become a full blown National Compliance Professional – Executive is to meet the designation's 6 month Experience Requirement. (To earn the HCCP and/or C3P designations, one must follow the administrating entities requirements.)*
- ✓ FREE use of the Comprehensive Reporting Functions contained at the **Online Training Center** which allows you to track your staff's progress. *The Reporting Functions are so comprehensive that you can even drill down to an individual's progress in a course and the specific choices the individual made on each Section quiz!!*
- ✓ A 60 DAY NO RISK TEST DRIVE that allows you to put the **Online Training Center** through its paces for up to 60 days at no risk which states that if you decide the **Subscription** isn't right for your company, we will end your subscription and return all the money you paid in!! *Quite simply, we are that confident you are gonna love it!!*

Only \$699 per month... less than \$8400 per year!!

Option #2: Site Course Package Plan

Want all the site level courses but don't have enough staff members to justify the Unlimited Training Subscription? Or are you an enterprising individual paying for your own Housing Credit education? Rather than paying for each course individually, consider the Course Package Plan and SAVE, SAVE, SAVE!! The Package Plan includes...

- Getting Started and a Pretest Evaluation
- Housing Credits 101: Compliance Basics
- Fair Housing 101: Fair Housing Primer
- Housing Credits 103: Income & Assets
- Housing Credits 204: Unique Program Rules
- Housing Credits 205: Income Limits, Rents & Utility Allowances
- Housing Credits 245: Site Compliance Specialist
- What's Next... How to Get Tax Credit Certified and
- Site Compliance PRACTICE Exam

Individually these courses would total \$1,642 but our Course Package Plan price is ONLY \$799! Saving you \$843!!!

Option #3: Pay-Per-View

Prices range from \$49 to \$299 per person. Always available. Register and pay online for convenience & immediate access!

● Register online at
www.housingcredits.com!
Pay with credit card for immediate access or
printout an invoice to pay with company check.

● Fax your completed
registration to us
TOLL FREE 1-800-466-5689.
Pay with credit card or company check.

● Call our
TOLL FREE number
1-800-644-0390.
Pay with credit card.

12 Reasons to Take a Course at the Housing Credit Online Training Center

1. **It's Convenient!** 24 hours a day. 7 days a week. Heck, it is even available on the holidays if you so choose!
2. **No Traveling or Traveling Expenses!** Just sit back in the comfort of your own office or home and forget about racking up expensive hotel bills and airfare or driving hours to get to a public workshop.
3. **No Lost Time from Work and Family!** You are busy! Very busy and can't afford to be gone for an entire day or more attending training. Yes, of course it is important, but the reality is there is no one to cover for you! Now, you can have that proverbial cake and eat it too! Get the training you need to do your job right without the lost time from the job or your family!
4. **Learn At Your Own Pace!** No more learning at the pace of the group or the instructor! If you are new to the material... go slow. Review the information until you have got it. If you have experience... go quicker through the information you already have mastered and move on to the materials you have yet to conquer. Oh and yeah... take a bathroom break at YOUR CONVENIENCE!
5. **No More Annoying Classmates Talking Why You Are Trying To Learn!** Need I say more?
6. **Be In Complete Control!** Now there is a concept, aye?!? Be in control of what you learn, how fast you learn it and when you learn it. All the courses in the Online Course Catalog are broken into topics so if you have already mastered a concept or see a subject that doesn't pertain to your specific property... you can skip the course. Take only what you need! You are in control!!!
7. **Raise Your Earning Potential!** Fast-track your learning, your success and your earning potential by taking the courses you need NOW not when the next public workshop comes to your area or when the company can afford to send you!
8. **Receive the Same Great Training the Elizabeth Has Become Famous For!** All the courses at the Online Training Center are similar in content and style as the incredible public workshops we offer across the country with Elizabeth explaining the concepts in her unique style that really drives the point home and allows you to learn with confidence and complete understanding!
9. **Reduce Your Risk of Noncompliance!** Reduce your exposure to noncompliance by getting you and your staff the training they need NOW not when a public seminar is coming to your area or when the budget dollars are available. With this convenient and affordable means of training you don't have to hope and pray you are following the rules, you can learn NOW what you need to know to avoid the risk and the sleepless nights!
10. **Ascertain Quickly if Your New Hires Have What It Takes!** No more waiting to get your new hires trained until you determine if they will work out. Instead, train them immediately starting out with courses that will help you ascertain quickly if they have what it takes to be in this job!
11. **Get Immediate Acknowledgement On Whether You Are Grasping the Material!** With the online learning, you can get immediate feedback as to whether you understand the rules presented in the course. Each course has quizzes after each section, all with immediate feedback as to how you performed. No more waiting weeks to find out how you did.
12. **Track Your Staff's Progress!** Ever send a staff person to a training and wonder if they really attended or if they paid attention, let alone learned what they needed to know? With the Online Training Center, you can track the progress of each staff person including what courses they have taken, their test scores, and the length of time it took to complete individual courses. And you can have the confidence in knowing that to complete a course, the person has to complete each section and pass a quiz before moving on. So now you can be sure they learned the material and paid attention or ascertain the problem areas that need to be worked on.

The *Online Training Center* is a supervisor's dream for 6 SIMPLE REASONS...

1. **The courses are immediately available!** 24 hours a day, 7 days a week right from the convenience of your own office computers or at the very least your staff's personal home computer and its Internet access... no more waiting for me or any trainer for that matter to come to the area. And even if you don't have computers or high speed internet access, today there are coffee shops, copy centers like Kinko's, libraries and other convenient places that have these available for a nominal usage fee!
2. **Waiting for training will become a thing of the past!** No more waiting until probationary periods are over or the office and the workload have quieted down enough (yeah right!) to get trained... instead you can get the information you need in 2 to 3 hour chunks... reducing the staff's downtime and the risk of noncompliance.
3. **The course offerings are substantial!!** The *Online Training Center* courses cover both fundamentals and advanced topics with new courses being added regularly. My goal is to give you access to our full array of trainings normally only accessible through our 2 public weeks of trainings know as our *Pathways to Success*.
4. **The design of the courses has built in learning requirements giving confidence the information is actually learned!** Quite simply, your staff has TO PAY ATTENTION to complete the courses contained at the *Online Training Center*. You can't guarantee the same when sending them to a public workshop because for all you know the people you are sending are sleeping in the back of the room, goofing off or skipping out early. But with the *Online Training Center*, the person must pass the randomized quizzes contained at the end of each section in order to proceed through the course and receive their *Certification of Completion!*
5. **The built in tracking tools will allow easy monitoring of staff's progress!** With the simple tracking tools, you can check up on your staff anytime... anyplace... to determine if they started and completed the courses, determine their scores and the number of times it took them to complete each course giving you the ability to ensure your staff is doing as directed.
6. **The opportunity for taking the course is not lost due to sick days or emergencies!** There is nothing more frustrating to have an educational opportunity lost due to these unforeseen circumstances; especially if you have waited for such a training to come to town for months and then it is lost due to an illness or emergency. After signing up for a *Housing Credit Online Training Center* course, you have are given ample time to complete it so if emergencies or illnesses occur you don't lose the ability to take the training.