



“I recommend that anyone—from syndicators to state housing agency administrators to property managers—working in the Low Income Housing Tax Credit Program obtain the HCCP. This mark indicates you have solid knowledge necessary to successfully operate affordable housing.”

—Brian Carnahan, HCCP  
Ohio Housing Finance Agency

**A Sample of Organizations That Employ HCCPs**

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|--|---|
| Affordable Equity Partners                   | Novogradac & Company LLP                        |
| Boston Capital                               | Ohio Capital Corporation for Housing            |
| City of Phoenix Housing Department           | Paradigm Management                             |
| Community Management Corp.                   | Raymond James Tax Credit Funds                  |
| Fairway Management                           | Reznick Group                                   |
| Lane Company                                 | Suby, Von Haden & Associates, S.C.              |
| LEDIC Management Group                       | Texas Department of Housing & Community Affairs |
| Massachusetts Housing Development Corp.      | USA Properties Fund                             |
| Midwest Housing Equity Group                 | Virginia Housing Development Authority          |
| Mississippi Home Corporation                 | Vista Capital                                   |
| NDC Real Estate Management                   | Wentwood Capital Advisors                       |
| North Carolina Housing Finance Agency        |   |
| New Jersey Housing & Mortgage Finance Agency |   |



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[nahb.org/HCCPinfo](http://nahb.org/HCCPinfo)

# Housing Credit Certified Professional (HCCP) Exam and Designation Guide

**Providing Affordable Housing Requires Expertise.**

The LIHTC program is the most effective affordable housing development program in history and has resulted in the creation of more than two million units of affordable housing. Staying in compliance with all applicable regulations requires specialized skills and expertise. How do companies and governmental agencies know you’ve got what it takes to succeed in LIHTC housing? They look for the HCCP designation.

The Housing Credit Certified Professional (HCCP), a specialized designation—for developers, property managers, asset managers, state housing agency administrators, lenders and syndicators—is the benchmark for education, experience and ethical standards for those working in the affordable housing sector. It’s the premier designation for Low Income Housing Tax Credit professionals.

The designation validates the knowledge and experience of the best in the industry. HCCP represents a significant competitive advantage for professionals and the companies they work for in the tax credit industry.

Learn more about this mark of distinction by visiting [nahb.org/HCCPinfo](http://nahb.org/HCCPinfo).





## Obtaining and Maintaining the HCCP

- › Pass 49 out of 75 HCCP Exam questions. The exam is 2 1/2 hours in length. Allow up to six weeks for exam results to be emailed to you.
- › Have two years of LIHTC industry experience and ten hours of housing tax credit education prior to applying.
- › Complete a professional profile and sign the HCCP Code of Ethics.
- › To maintain the designation you must renew annually and take four hours of continuing education.

## Fees

All relevant fees including exam, application and renewal can be found at [nahb.org/HCCPinfo](http://nahb.org/HCCPinfo) in the "How to Earn" section.

## Training and Exam

LIHTC training, while not required, is highly encouraged prior to the HCCP Exam. Training assists individuals by providing insights from calculations to current regulations. Public and private training is provided by a network of distributors who also administer the exam, generally held at the conclusion of training. In most cases, you should allocate two days for both the training and exam. HCCP distributor training designed to teach the to exam. **A list of distributors is located at [nahb.org/HCCPinfo](http://nahb.org/HCCPinfo).**

The exam is developed by industry professionals with oversight by NAHB and the HCCP Board of Governors. Register directly with the training provider, not NAHB. Find HCCP exam offerings at [nahb.org/searcheducation](http://nahb.org/searcheducation). Contact NAHB for more information at [hccp@nahb.org](mailto:hccp@nahb.org) or **800-368-5242 x8154**.

## Examples of HCCP Exam questions can be found at [nahb.org/HCCPinfo](http://nahb.org/HCCPinfo).

### HCCP Exam Testable Subject Areas

#### Tenant Qualification and Leasing

- › Eligibility/selection criteria for the project
- › Recertification (continued eligibility)
- › Determination of household size
- › Income definition and verification
- › Asset definition, valuation and verification
- › Annual gross income (including annualizing income)
- › Student status verification and eligibility of student households (including income calculations)
- › Income Limits
- › Tenant transfers
- › Tenant Income Certification Form
- › Lease requirements

#### Tax Credit Accounting and Compliance

- › Definitions of basic tax credit terms
- › Purpose and issuance of IRS LIHTC forms
- › Claiming tax credits
- › Occupancy requirements of tax credit projects (habitability, general public use, etc.)
- › Placed-in-service dates, and the compliance period, credit period, and extended use period.
- › Owner's compliance requirements (including special financing requirements, special set-asides)
- › Differences in compliance requirements between 100%-eligible projects and mixed income projects
- › Acquisition/rehabilitation/resyndication
- › Projects financed by tax exempt bonds
- › State requirements (Qualified Allocation Plan and additional regulatory requirements)
- › Minimum set-aside selected for a project
- › Calculating and applying rent limits (including utility allowances, fees, and gross rent floor)

- › Utility allowances selection
- › Increases and decreases to qualified basis
- › The next available unit rule and the unit vacancy rule
- › Changes in project ownership
- › Tenant, building and project files and file retention requirements
- › Building rules versus project rules
- › Tax credit calculations (qualified, eligible basis, and applicable fractions)
- › Compliance documentation for the state monitoring agency and due diligence submission
- › Audits and inspections (state monitoring agency and the IRS)
- › Non-compliance and consequences

#### Federal and State Laws, Regulations and Programs

- › Low Income Housing Tax Credit Program history, and governing regulations, HUD Handbook 4350.3
- › Fair Housing
- › State monitoring agency compliance regulations and policies
- › Other federal programs (HOME Investment Partnership Program, federal rent subsidy programs, etc.)

### HCCP Exam Preparation Strategies

- › Read the directions carefully and follow them precisely.
- › Plan your time effectively. Work steadily and do not let a question of which you are uncertain take too much of your time.
- › Read the question and all choices carefully. Incorrect answers are usually result from not fully understanding the question.
- › Carefully evaluate the answer choices for key words and phrases. Be sure to note words such as not, except and least that may give critical clues.
- › If you identified more than one answer you think might be correct, evaluate each of these to select the answer.

For complete details visit  
**[nahb.org/HCCPinfo](http://nahb.org/HCCPinfo)**

