

“The HCCP is the preeminent LIHTC designation. It is well recognized and respected by all segments of the industry. HCCP designees include Compliance professionals, CPAs, Attorneys and Developers. Seeing HCCP behind a name inspires confidence in others that the individual is experienced and knowledgeable.”

—Missy Covington, HCCP  
Raymond James Affordable Housing Investments

#### A Sample of Organizations That Employ HCCPs

Asset Living	National Church Residences
Columbia Residential	Paradigm Management
ConAm Management Corporation	Raymond James Affordable Housing Investments
Dominium	RBC Community Investments
Edgewood Management	Seldin Company
Envolve	Texas Department of Housing and Community Affairs
First Housing	The Franklin Johnston Group
FPI Management	Virginia Housing Development Authority
Kittle Property Group, Inc.	Wilhoit Properties
Ingerman	WNC & Associates
Missouri Housing Development Commission	

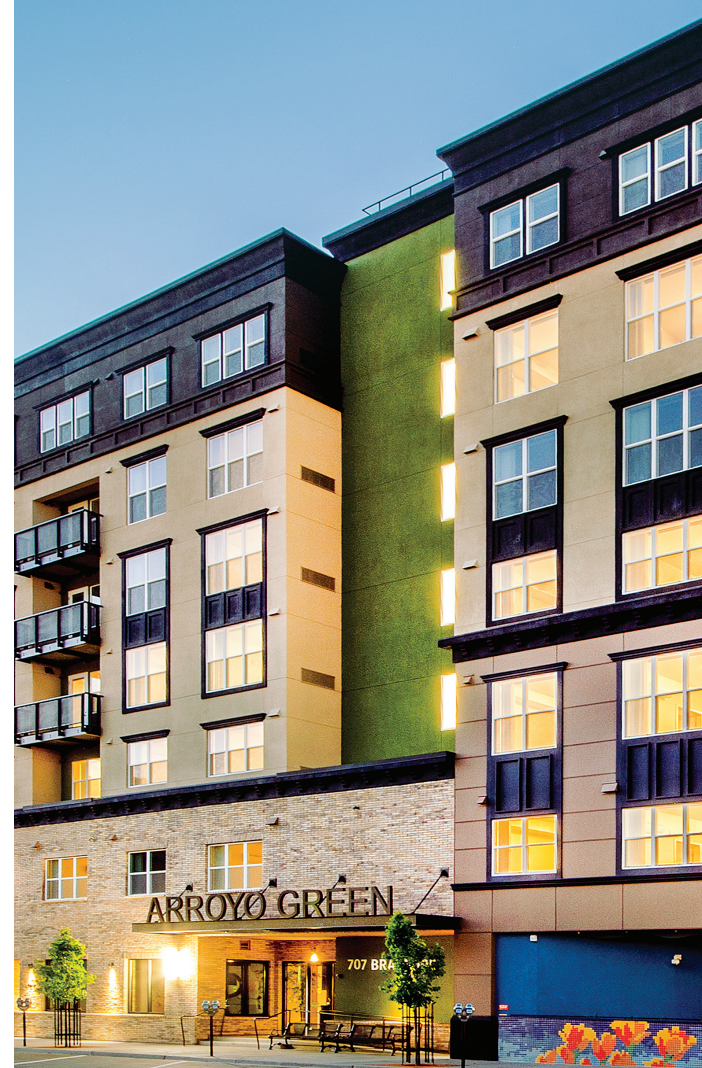


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[nahb.org/HCCPinfo](http://nahb.org/HCCPinfo)

## Housing Credit Certified Professional (HCCP)

Exam and Designation Guide



### Providing Affordable Housing Requires Expertise

The Low-Income Housing Tax Credit (LIHTC) program is the most effective affordable housing development program in history and has resulted in the creation or preservation of more than 3.7 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 housing tax credit industry.

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



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

## Obtaining and Maintaining the HCCP

- Take the HCCP exam, which is 2.5 hours in length.
- Earn a passing score of 48 or greater out of the 75 questions.
- Exam scores will be sent out within six weeks of NAHB receiving the exam.
- 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

While there is no prescribed LIHTC training required to sit for the HCCP exam, it is highly encouraged as passing candidates are required to submit proof of 10 hours of LIHTC training at time of application submittal. 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 is designed to prepare candidates for the exam. For a list of upcoming trainings please visit [facebook.com/NAHBhome/events](https://facebook.com/NAHBhome/events). Once a candidate is prepared to take the exam, it can be administered by a proctor in person or online.

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 [hccpinfo@nahb.org](mailto:hccpinfo@nahb.org) or **800-368-5242 x8154**.

## 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

### 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, the compliance period, credit period, and extended use period
- Projects financed by tax-exempt bonds
- Owner's compliance requirements (including special financing requirements and special set-asides)
- Differences in compliance requirements between 100%-eligible projects and mixed-income projects
- Treatment of common area units (e.g., model units, employee occupied units, etc.)
- Acquisition/rehabilitation/resyndication
- 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, 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 (VAWA)
- 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 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)

