In order to adopt the National Industry Standards, agencies must complete the following steps:

Point of Contact creates an account

A staff person in a position of authority must apply on behalf of the organization at www.homeownershipstandards.org. Once you indicate that you have the authority to adopt the Standards on behalf of your organization, you will be prompted to search for your organization in the system. Please take the time to search by city and state and review the results to see if you organization is on the list. If so, click on your organization's name and begin the application process. If you do not see your organization's name, then you may add your organization's record.

Please note that you have 60 days to complete your organization's application.



Follow all steps in the sign-up process to create points of contact. You will then be navigated to your agency account homepage:



Choose the Standards your agency wishes to Adopt

Under the link "Standards Adoption Status," indicate which of the three Standards your organization will adopt.



Complete relevant assessments

Then navigate to the "Assessments" tab to complete all relevant assessments. Note that in addition to completing the assessments, your organization is also required to have at least one counselor professionally certified in the content area you wish to adopt (i.e. if your organization would like to adopt the Homeownership Counseling Standards, you must have at least one counselor on staff that is professionally certified in Homeownership Counseling).

Submit required professional certifications

In order to approve or upload certificates for review, you will click on a hyperlink titled "Manage Counselors/Educators". Once you click on that, you'll notice a page with three tabs. You may click on the "NCHEC Certifications" tab to see if you have any counselors currently employed at your agency with valid NCHEC Certifications. Check the box next to their names and then click the "Save" button. Their certification status will then change from "Eligible" to "Approved." If a counselor or NCHEC certification is missing from the list, please email web@homeownershipstandards.org. Do not upload it under other "Other Certifications." Similarly, please let us know if there are any counselors/educators listed who are not with the organization any longer.

Also, note that if you have not indicated your agency wishes to adopt the set of Standards matching a particular NCHEC certification (ex: Pre-Purchase Homeownership Education NCHEC certification and the Homeownership Education Standards), you will not be able to approve that eligible certification. In this case, return to the agency account homepage and select those Standards under "Standards Adoption Status" and complete the relevant assessment.

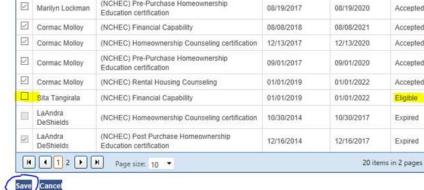


My Organization: NeighborWorks® America

Standards

Financial Capability: Approved
Foreclosure Intervention Specialty: Not Approved
Homeownership Counselling: Approved
Homeownership Education: Not Approved
Rental Housing Counselling: Approved





To upload other certifications, click on "Other Certifications" and you'll notice a "+" at the very top of the chart on that page. Click on the "+" to add counselors. Please ensure that the certifications you're uploading match the Standards your agency is interested in adopting. Also, be sure that the issuance and expiration dates are entered correctly. Remember, no document from NeighborWorks should ever be uploaded here.



Professional Certification is defined by the Standards as follows:

- Must have been attained following 30 hours of facilitated instruction from one or more courses
- Must have required a final exam with 80% required to pass
- Continuing education of at least 10 hours annually required to renew the certification
- Issuance and expiration date must be printed on certification

The list of professional certifications that are currently accepted is listed below. Additional professional certifications will be approved by the Standards Committee in the future. Note that if your staff members do not hold any of these certifications, your agency will not be able to adopt the Standards until staff have obtained certification.

Standards	Training Provider	Approved Professional Certification
Homeownershi	Minnesota Homeownership Center	Homebuyer Education certification
p Education	NeighborWorks Center for Homeownership Education & Counseling (NCHEC)	Pre-Purchase Homeownership Education
	NeighborWorks Center for Homeownership Education & Counseling (NCHEC)	Post-Purchase Homeownership Education
	Pathways Home: A Native Homeownership Guide	Housing Education certification
	UnidosUS (formerly NCLR)	Homeownership Education certification
	Minnesota Homeownership Center	Homebuyer Counseling certification

Homeownershi p Counseling	National Foundation for Credit Counseling (NFCC)	Housing Counseling certification
	NeighborWorks Center for Homeownership Education & Counseling (NCHEC)	Homeownership Counseling certification
	North Carolina Housing Coalition – Association of Housing Counselors (TAHC)	Housing Counseling certification
	UnidosUS (formerly NCLR)	Housing Counselor certification
Financial Capability	NeighborWorks Center for Homeownership Education & Counseling (NCHEC)	Financial Capability certification
	UnidosUS (formerly NCLR)	Financial Capacity certification
Foreclosure	Minnesota Homeownership Center	Foreclosure Counseling certification
Intervention	National Real Estate Training Institute (NREI)	Foreclosure Counseling certification
	NeighborWorks Center for Homeownership Education & Counseling (NCHEC)	Foreclosure Intervention & Default Counseling certification
	North Carolina Housing Coalition – Association of Housing Counselors (TAHC)	Foreclosure Counseling certification
	UnidosUS (formerly NCLR)	Foreclosure Counselor certification
Rental Housing	UnidosUS (formerly NCLR)	Rental Counselor certification
Counseling	NeighborWorks Center for Homeownership Education & Counseling (NCHEC)	Rental Housing Counseling certification

Acceptable professional certifications are **not**:

- A "certificate of completion" for attending a specific course
- Professional certifications for training providers other than those listed above
- Certifications without an expiration date or continuing education requirement
- NeighborWorks certificates from programs other than NCHEC, such as the Full-Cycle Lending certificate
- The HUD Housing Counselor certification, as it does not require initial or continuing education, renewal every three years, or passing a test with a score of at least 80%

Note also the Committee has not currently approve the NCHEC certifications in Homeownership Counseling for Program Managers & Executive Directors. Note that more information on NCHEC certification requirements can be found at www.neighborworks.org/nchec/certification, and more information on the NCHEC continuing education policy can be found at www.neighborworks.org/nchec/ce.