

# 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](http://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 your 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:

### My Organization: NeighborWorks® America

999 North Capitol St. NE  
Suite 900  
Washington, DC 20002-  
Phone: (202) 762-4000 Website: <http://www.nw.org>  
Sridharan Ramachandran, Testing

The [www.homeownershipstandards.org](http://www.homeownershipstandards.org) website is most compatible with Google Chrome, or with your computer's default browser.

You have 60 days to complete and submit your National Industry Standards application.

### NIS Application Checklist

Quick tip – Download the NIS Application Checklist to help guide you through the adoption process!

### Manage Points of Contact

Sridharan Ramachandran, Testing  
Aafaq Mohammed, Lead Web Developer  
Cormac Molloy, Manager/Tester

### Standards Adoption Status

Financial Capability: Approved [Certificate of Adoption](#)  
Foreclosure Intervention Specialty: Not Approved  
Homeownership Counseling: Approved [Certificate of Adoption](#)  
Homeownership Education: Not Approved  
Rental Housing Counseling: Approved [Certificate of Adoption](#)

### Standards Assessment Status

General Assessment: Completed  
Homeownership Education: Failed  
Homeownership Counseling: Completed  
Foreclosure Intervention Specialty: Failed  
Financial Capability: Completed  
Rental Housing Counseling: Completed

## Choose the Standards your agency wishes to Adopt

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

**Standards**  
My Organization: NeighborWorks® America

Please complete this section carefully. Any modifications to the organization's selected Standard(s) may result in Organizations do not have to adopt all three Standards in order to be considered an Adopter. Only select the Standard staff member in the corresponding content area.

**Standards**

Select the Standard(s) you would like your organization to adopt. You must have at least one counselor with qualified professional certification for each Standard selected.

- Financial Capability
- Foreclosure Intervention Specialty
- Homeownership Counseling
- Homeownership Education
- Rental Housing Counseling

## 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](mailto: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.

## Counselors/Educators

My Organization: NeighborWorks® America

### Standards

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

**Approved Counselors**      **NCHEC Certifications**      **Other Certifications**

Select the check box for the counselor(s) with qualified professional certification for your organization. You can only select the counselor(s). All information is read-only. If a counselor is not listed, click on the "Other Certifications" tab to add new counselors.

If you believe one or more counselor/educator NCHEC certifications is not listed below, please contact [web@homeownershipstandards.org](mailto:web@homeownershipstandards.org). Do not add those certifications under "Other Certifications".

Total # of counselors/educators certified: 8

<input type="checkbox"/>	Counselor Name	Certification Name	Certification Date	Expiration Date	Status
<input checked="" type="checkbox"/>	Baylee Childress	(NCHEC) Homeownership Counseling certification	08/19/2017	08/19/2020	Accepted
<input checked="" type="checkbox"/>	Phillip Hood	(NCHEC) Pre-Purchase Homeownership Education certification	02/28/2018	02/28/2021	Accepted
<input checked="" type="checkbox"/>	Marilyn Lockman	(NCHEC) Pre-Purchase Homeownership Education certification	08/19/2017	08/19/2020	Accepted
<input checked="" type="checkbox"/>	Cormac Molloy	(NCHEC) Financial Capability	08/08/2018	08/08/2021	Accepted
<input checked="" type="checkbox"/>	Cormac Molloy	(NCHEC) Homeownership Counseling certification	12/13/2017	12/13/2020	Accepted
<input checked="" type="checkbox"/>	Cormac Molloy	(NCHEC) Pre-Purchase Homeownership Education certification	09/01/2017	09/01/2020	Accepted
<input checked="" type="checkbox"/>	Cormac Molloy	(NCHEC) Rental Housing Counseling	01/01/2019	01/01/2022	Accepted
<input type="checkbox"/>	Sita Tangirala	(NCHEC) Financial Capability	01/01/2019	01/01/2022	Eligible
<input type="checkbox"/>	LaAndra DeShields	(NCHEC) Homeownership Counseling certification	10/30/2014	10/30/2017	Expired
<input checked="" type="checkbox"/>	LaAndra DeShields	(NCHEC) Post Purchase Homeownership Education certification	12/16/2014	12/16/2017	Expired

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**Save**   **Cancel**

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.

**Counselors/Educators**

My Organization: NeighborWorks@ America

**Standards**

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

Approved Counselors      NCHEC Certifications      **Other Certifications**

Click on **Add New Counselor**, enter the data and click Save. All counselors will be approved/not approved by National Industry Standards Admin upon submission. Counselors will not be approved if their professional certification information cannot be verified.  
 Add counselor and certification information for each Standard you are applying to adopt. You may enter a counselor more than once if he or she has qualified professional certification in more than one of the Standards.

Counselor Name	Certification Name	Certification Date	Expiration Date	Status
Cormac Molloy	Test	9/1/2018	9/27/2019	Accepted

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
<b>Homeownership Education</b>	Minnesota Homeownership Center	Homebuyer Education certification
	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

<b>Homeownership Counseling</b>	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
<b>Financial Capability</b>	NeighborWorks Center for Homeownership Education & Counseling (NCHEC)	Financial Capability certification
	UnidosUS (formerly NCLR)	Financial Capacity certification
<b>Foreclosure Intervention</b>	Minnesota Homeownership Center	Foreclosure Counseling certification
	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
<b>Rental Housing Counseling</b>	UnidosUS (formerly NCLR)	Rental Counselor certification
	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](http://www.neighborworks.org/nchec/certification), and more information on the NCHEC continuing education policy can be found at [www.neighborworks.org/nchec/ce](http://www.neighborworks.org/nchec/ce).