



~~National Association of Home Builders~~

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## MEMO

**To:** Housing Credit Certified Professional Designees  
**From:** Housing Credit Certified Professional (HCCP) Board of Trustees  
**Date:** 01/17/2016  
**Subject:** Change to HCCP Designation Renewal Requirement

At the 2016 International Builders Show meeting of NAHB's Multifamily Board of Trustees, the Housing Credit Certified Professional Board of Governors (BOG), composed of 22 Board Members from various segments of the low-income housing tax credit industry recommended to the Multifamily Board of Trustees a change pursuant to the HCCP Rules of Procedure, to be effective as of the date of the meeting and implemented in 2017 for all HCCP designation holders as set forth below.

- 1) Effective January 1, 2017, a \$50 reinstatement fee would be imposed for anyone who has lapsed longer than one year from their renewal date.  
For example: If your renewal cycle is May and you last paid your renewal May 2015 you will pay \$50 to reinstate your designation, in addition to the renewal fee.
- 2) Effective January 1, 2017, if you did not bring your designation current and have lapsed longer than 3 years you must retake the exam at the exam retake price.

For example: If your renewal cycle is September and you last lapsed September 2014 and you fail to renew by September 2017  
have to retake the exam

years can potentially renew. The purpose of this change is to have more consistency in timely renewals.

The request was motioned, voted on and approved by the Multifamily Board of Trustees.

Sincerely,

The Housing Credit Group Certified Professional Board of Governors