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Web: www.nahma.org

Re-Test Application Form

Please complete the following information and return with check or money order to the address above. If you are using a credit card, you may fax the form. To avoid delays in the processing of your application, please fill out completely.

I am applying to re-take the following examination: (Check One)

- Certified Professional of Occupancy (CPO) \$50.00
- Advanced Certified of Occupancy (ACPO) \$50.00
- Fair Housing/§ 504 Compliance (FHC) \$50.00
- Specialist in Housing Credit Management (SHCM) Online Exam \$75.00

*****Note: SHCM re-test fee covers the cost of exam and voucher**

Personal Information:

Name: _____ Phone: _____

Company: _____

Business Address: _____

Fax: _____ Email: _____

Please check one of the following

This is my first re-test

Location and date of original exam: _____

This is my second re-test

Location and date of next exam re-test: _____

Billing Information:

Check or money order enclosed in the amount of \$ _____ Check # _____

Credit card payment: Visa MasterCard AMEX

Card number: _____ Exp. Date: _____

Signature: _____ Date: _____

Proctor Information:

Name of Proctor: _____ Proctor's Phone: _____

Proctor's Address: _____ Email: _____



MEMO

FHC/CPO/ACPO Exam Re-take Instructions

In order to re-take the FHC/CPO/ACPO examination, you will need to find a NAHP or NAHP-e (National Affordable Housing Professional) in your area to proctor the exam. To find a NAHP or NAHP-e in your area, please visit NAHMA's online credential directory at:

<http://www.nahma.org/directory>

Search for a NAHP or NAHP-e (by clicking on the circle next to NAHP or NAHP-e on the webpage) and then enter the city and/or state in which you wish to re-take the exam. You will find names and contact information for those who are a NAHP or NAHP-e. Next, you should contact the person whom you wish to proctor the exam to coordinate a date/time and location that is mutually convenient for you to re-take the exam. Your proctor must be present during the entire allotted time of the re-take.

Please return your re-take application form **after** you have determined the day that you will be re-taking the exam, and be sure to include your proctor's name, address, and phone number, so that NAHMA can mail the appropriate exam to your proctor before the re-take date. When you re-take the exam, be sure to have your CPO, ACPO or FHC course manual and writing implements. A calculator may be used for any of the exams, but a laptop or other type of computer may not be used. The FHC/CPO/ACPO exam is not offered online at this time.

SHCM Online Exam Re-Take Instructions

The student will find a SHCM, NAHP, or NAHP-e certified person from within their company that can act as a proctor or the online credential directory at <http://www.nahma.org/directory>. As an alternative, you may also contact your local AHMA for assistance in locating a proctor for your retake exam. To find your local AHMA visit <http://www.nahma.org/content/map1.html>.

Refer the proctor to contact Doug O'Dell at Testrac to sit through a 10 minute proctor webinar at (952-997-0641; dbodell@testrac.com). Upon completion of the proctor webinar, the proctor will contact Natasha at NAHMA and request a (voucher) which is needed to access the online exam. The student coordinates with the proctor the test date/time and location. The exam can be taken on a computer at the home office or even property. Desktop computer, laptop or even a tablet.

Please return your re-take application form **after** you have determined the day that you will be re-taking the exam, and be sure to include your proctor's name, address, phone number, and email address. SHCM is a closed book exam.

If you have any questions regarding your exam re-take, please contact Natasha Patterson at (703) 683-8630, x117 or npatterson@nahma.org.

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