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CPO/FHC Challenge Form

In order to obtain the certification without attending the NAHMAs' course, an applicant can:

- 1) Complete the training related to the subject matter:
 - CPO Course focused on occupancy
 - FHC Course focused on Fair Housing
- 2) Purchase the appropriate NAHMA Course manual and prepare to:
- 3) Take (and pass) the NAHMA examination

Students should sign up to challenge the NAHMA examination, the candidate should contact the education & training manager at npatterson@nahma.org to submit confirmation of the agenda or syllabus to identify the training completed.

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 or email the form. To avoid delays in the processing of your application, please fill out completely. **The challenge applicant process takes 5 days to complete prior to requesting the exam voucher.**

I am applying to challenge the following examination: (Check One)

NAHMA CPO Course manual (\$85) w/exam voucher (\$50) \$135.00

NAHMA FHC Course manual (\$85) w/exam voucher (\$50) \$135.00

*****Note: Fee covers the cost of exam and voucher number**

Personal Information:

Name: _____ Phone: _____

Company: _____

Business Address: _____

Fax: _____ Email: _____

Billing Information:

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

Credit card payment: Visa MasterCard AMEX

Card number: _____ Exp.Date: _____

FHC/CPO/ Challenge Exam Instructions

The FHC/CPO/ is a non-proctored online examination.

You will receive a voucher number to the email address provided on your form, in which should be used within three weeks. When you take the exam be sure to have your CPO or FHC course manual and writing implements (a calculator may be used for any of the exams).

The online exam can be accessed by going to <https://app.testrac.com/nahma-1/delivery>. Register an account and complete the personal profile information. You will receive a prompt from Testrac with your log-in credentials, then enter your log-on ID and password. Be sure to have the voucher number that you received from NAHMA available to access the exam. The next step is to click publicly available then choose and confirm the exam from the drop down list (Each exam is timed and the length of the exam is displayed next to your selection. After you have chosen your exam, click the voucher only option and enter the voucher number in the payment detail section--- **credit card payments are not accepted in the Testrac Portal.**

If you have already taken another exam you can “**Sign In**” using your ID and password.

We strongly suggest that the student clear out the cache, and make any updates to their device prior to the beginning of the exam to prevent any delays, or interruptions with the testing site.

The exam is timed. The following times are allotted. (Student should select the specific exam). CPO Exam – 4 hours; FHC Exam – 2 hours;

To take the exam your computer should meet the following criteria.

- A well-working computer connected to a power source with 1 GB of RAM or higher.
- A wired high-speed internet connection (3 Mbps). A wireless internet connection is not recommended if an Ethernet connection is available.

Browser compatibility: IE, Firefox, Chrome, Safari, Edge