



NCP Membership Group

NCP Designation Upgrade

Use this form if you want to upgrade your *NCP Designation* (i.e., *NCP-Candidate* to *NCP* or *NCP-Executive* or *NCP* to *NCP-Executive*). Complete the form indicating the reason for the upgrade and attach the applicable documentation as indicated below. Once we receive your upgrade request, we will review it and upon approval send you your new *NCP Kit* reflecting your new designation status. There is no charge to upgrade your *NCP Designation Status* as long as you are a current member of the *NCP Membership Group*. If you are not a current member, please complete the *NCP Membership Application* if you are joining for the first time or the *NCP Membership Renewal* if you are a past member who has yet to renew for 2012.

Step #1: Contact information

Please print legibly!

Name: _____ Title: _____
 Company: _____ Phone: _____
 Street: _____ Fax: _____
 City/State/Zip: _____ Email: _____

Current Designation Status: *Candidate* *NCP* Designation Status Requesting: *NCP* *NCP-Executive*

Step #2: Reason for Upgrade

Please check all that apply!

- I now meet the following *Education Requirement*:
- I have passed the *National Compliance Examination*. (No proof is needed as this information is obtained in our offices)
 - I have passed the HCCP test (Please attach proof of passing this Exam.)
 - I have passed the C3P test (Please attach proof of passing this Exam.)
 - I have earned my *Compliance Diploma* which is done by completing the appropriate number of *Housing Credit Online Training Center* courses or *Housing Credit College* workshops to accrue 22 credits or CEUs. (If you have **ALREADY RECEIVED** your Diploma, no proof is needed as this information is obtained in our office. If you have **NOT RECEIVED** your Diploma, but have earned 22 credits, please complete the *Diploma Order Form* indicating how you earned these credits.)
- I now met the *Experience Requirement* as I have now been working in the Housing Credit business for 6 or more months. My work experience is outlined below.

Work Experience

Employment Dates: _____ to _____ Position Held: _____
 Supervisor's Name: _____ Supervisor's Title: _____
 Supervisor's Phone: () Supervisor's Email: _____

Summarize Your Housing Credit Responsibilities At This Position:

If this job does not represent 6 months of Housing Credit experience, please list your previous Housing Credit job(s) on an additional sheet of paper & submit with your application. THIS ONLY NEEDS TO BE DONE UNTIL 6 MONTHS OF EXPERIENCE IS DEMONSTRATED.



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