



Housing Credit Online Training Center

Compliance training 24 hours a day... 7 days a week

Attention State Agencies: *Receive FREE Housing Credit Training in 6 Simple Steps!*

1. Review the *Course Catalog* at http://www.taxcredit.com/training/course_catalog.htm to determine which course or courses you or your employees want to take.
2. Send an email to customersupport@housingcredits.com indicating...
 - ◆ the full name of each student,
 - ◆ their email address, and
 - ◆ the name of the course or courses they want to take.
3. Our training system will send a confirmation email to each student that contains a quick link to the *Housing Credit Online Training Center* and his or her *User Name* and *Password*.
4. To access the course(s), click on the quick link contained in the confirmation email to be taken to the *Housing Credit Online Training Center*.

You can also get to the Housing Credit Online Training Center by going to our main website – www.taxcredit.com and clicking on the Online Training Login link that is located in the upper right hand corner contained on any page of the website. Once you are at the Housing Credit Online Training Center, enter your User Name and Password. This will take you to your Home Page where you can click on the course name to access the course.
5. The student always gets **21 days to complete a course but extensions are granted for FREE**. (*Students can stop and start the courses as their schedule permits always returning where they left off.*) To request an extension, the individual should send an email to customersupport@housingcredits.com including his name and email address.
6. When done with the course, print out the *Certification of Completion* which indicates the name of the class, date of completion and the number of credits earned. **All of our courses are approved for continuing education for the major industry designations including the HCCP, SHCM, C3P, NCP and NCP-Executive.**

Simple and convenient... but best of all FREE!

If you would like any more information to share with your customers who inquire about training or would like to place information on your website, please let us know and we will send it to you. Also, if you have any feedback or request for specific courses, please share it with us as we will be continuing to add content on a regular basis!

ALSO PLEASE NOTE:

Elizabeth is available to conduct a live agency workshop OR can design a course specific to your agency and your compliance requirements and make it available to your clients and their management teams. To check out an example, ask us to register you for *Housing Credits 300: Compliance Basics for INDIANA Properties*. This online course was designed in conjunction and approved by the Indiana Housing & Community Development Authority (IHCA).

Contact Elizabeth directly for more information at elizabeth.moreland@housingcredits.com.