

## Facts about the Site Compliance Exam...

- The Exam has 50 questions
- The Exam focuses on 5 Testable Areas of FEDERAL Low Income Housing Tax Credit Program SITE compliance rules and requirements
- To pass, you must receive a score of 80% or higher which means you must answer 40 questions correctly
- Once you register for the Exam, you have 14 days to start it
- The Exam is a timed , so once you start it, you will be given 2.5 hours to complete it which is ample time as we have found many people finish it in an hour and a half
- After finishing the Exam, you will immediately see your results!



- If you pass the Exam, you will be a **Site Compliance Specialist** or **SCS** and will be able to print out your **SCS** Certificate... plus, if desired, you may order your **SCS** pin and a certificate suitable for framing.



- If you fail the Exam, you may retake the Exam any time in the next year for \$49
- It is recommended, but **NOT** required, that you take at least the online course located at the [Housing Credit Online Training Center](#) called **Housing Credits 245: Site Compliance Specialist** before taking the Exam.

### The 5 testable areas are as follows:

- **Testable Area #1: Household Members**
  - Full-time Students
  - Live-in Attendants
  - Unborn Children
  - Foster Children/Adults
  - Absent Household Members
- **Testable Area #2: Verifications**
  - Verification Types & Procedures
  - Lifespan
  - Clarifications
- **Testable Area #3: Income Eligibility**
  - Income Types & Asset Types
  - Calculations
- **Testable Area #4: Special Compliance Rules**
  - Applicable Fraction
  - Unit Eligibility Rules
  - Unit Transfers
  - Annual Recertifications
  - Available Unit Rule
  - Unit Vacancy Rule
- **Testable Area #5: Fair Housing & Legal Forms**
  - Federally Protected Classes
  - Tenant Income Certifications
  - Lease & Lease Terms

## The cost to take the Site Compliance Exam is \$149

### *Exam Order Options...*

#### **To register online:**

[Click here to register using our secure Internet shopping cart](#)

Registering and paying online will give you immediate access to the Exam. You will have access to the Exam for 14 days. Once you start the Exam you will have 2.5 hours to complete it. Be sure to set aside some time during the 14 day access period to take the Exam uninterrupted.

#### **To register offline:**

[Click here to download a PDF Exam Order Form](#)

Order the Exam offline and pay with a check or credit card. Complete form with payment information and submit to the Housing Credit College. We will notify you via EMAIL when your Exam is available. Allow 2 to 3 weeks.

### *Other order options...*

#### **To register for an Exam Retake:**

[Click here to download a PDF Exam Order Form](#)

Retakes must be order using the Exam Order Form in order to receive the special Exam Retake Price of \$49. Complete form with payment information and submit to the Housing Credit College. We will notify you via EMAIL when your retake Exam is available. Allow 2 to 3 weeks.

#### **To order your Official Designation Certificate & Pin:**

[Click here to download a PDF Designation Order Form](#)

When you pass the Exam, you will be able to print your designation certificate. If you would like to order your official designation certificate and pin, complete the Designation Order Form and submit to the Housing Credit College. Initial certificates and pins are FREE. Nominal charge for replacement and duplicate certificates. Rush delivery available, otherwise allow 6 to 8 weeks.

# Register Now



## Certification Exam Order

### Step #1: Complete Company Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ( ) \_\_\_\_\_ Fax: \_\_\_\_\_ ( ) \_\_\_\_\_

### Step #2: Test Taker Information *(if address is different from above please complete)*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ( ) \_\_\_\_\_ Fax: \_\_\_\_\_ ( ) \_\_\_\_\_

### Step #3: Select Exam

#### Certification Exam:

*The Housing Credit College currently offers 2 different certification exams – the **National Compliance Exam** and the **Site Compliance Exam**. Both exams are online exams taken at the Housing Credit Online Training Center Exam Room. Indicate the Certification Exam that you want to order.*

**Site Compliance Exam** *(check only ONE)*

Initial Exam – \$149

Retake Exam – \$49

**National Compliance Exam** *(check only ONE)*

Initial Exam – \$149

Retake Exam – \$49

### Step #5: Payment Information

Total Due: \$ \_\_\_\_\_

**Check** *(Make payable to Elizabeth Moreland Consulting, Inc.)*

**Credit Card**  Visa  MasterCard  AmEx

*I authorize Elizabeth Moreland Consulting, Inc. (d/b/a Housing Credit College) to charge my credit card for the amount indicated above.*

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**FAX: 1-800-466-5689**

**MAIL: 6907 University Ave, Suite 196, Middleton, WI 53562**