



RENEW ONLINE... IT'S QUICK & EASY!!

Just go to www.nationalcompliancepro.com

In less than 5 minutes you can have your renewal completed for 2012!! No paperwork to submit... no forms to complete!! Oh and one more thing... my assistant, Bobbi, will love you as renewing online makes life easier for her too!! (*I promised her I'd tell you that!*)



It's Not Too Late to Renew Your NCP Membership for 2012

Don't risk losing the vital information & fantastic benefits that come with being a National Compliance Professional!

If you are a member of the NCP Membership Group... whether as an NCP-Candidate, NCP, or NCP-Executive... your membership expired on December 31, 2011 unless you submitted your renewal. If you haven't taken care of your renewal yet, don't fret... there is still time!

Trust me, I completely understand that year-end and the holiday season can be a time killer putting you way behind. Next thing you know it is the beginning of the year and you are off and running with a whole new set of "to-dos". It is easy for things like this to fall between the cracks. That is why, even though your membership has expired, I give extra time to make it current. I am fully aware that it isn't your fault this happened. Life... work... your responsibilities in the Tax Credit world... just got in your way.

But it's time! Time to put your professional development and credibility first!!

You've worked incredibly hard to earn your NCP designation. You know the value it brings to you not only in regular updates, fantastic tools, an incredible annual conference and the confidence of being part of an elite group of professionals who care about compliance, but also in its sheer value it brings to those working with you when they see the N... C... P... behind your name and realize you know your stuff!

In the other notices I have sent you, I gave you 3 different renewal options that you could choose from... **Regular**, **Silver**, and **Gold**. It makes no differences to me which option you choose! I want you to do what is right for you. I only provide the different options as a way for you to pick up other helpful tools along with your 2012 membership that will help reduce your stress and have a successful compliance year.

Renewal Option #1: An Insane Offer Giving You \$2,600 Worth of Tools...

GOLD MEMBERSHIP

- ★ Renew your **National Compliance Professional** designation and membership into the **NCP Membership Group** until December 31, 2012
- ★ Receive **The Compliance Monitor**, the industry's best AND longest running compliance/management newsletter through December 31, 2012
 - *The Compliance Monitor* is fantastic newsletter that reports the latest news & opinions in the industry, contains useful articles on specific compliance and property management related subjects, and contains lots and lots of tips and techniques for working within the confines of the rules and regulations of this and other affordable housing programs so you can run your properties successfully!!
 - *The Compliance Monitor* is also an avenue for meeting your NCP continuing education requirement next year. If you subscribe to our newsletter (*subscription must be in your name*) and receive at least 6 issues in 2012, you can use that as fulfillment of your continuing education requirement for 2013.
- ★ Receive access to the **Online Newsletter Article Archive** until December 31, 2012
 - You are going to LOVE this! In 2005, we started making *The Compliance Monitor* available online AND have since built an archive of past newsletters that will be accessible to you ABSOLUTELY FREE if you take advantage of this Membership Level.
 - This online archive is not only an excellent resource of information but is also an excellent training tool for both you and your staff as each issue is like a mini-workshop in itself! An absolute wealth of information!!
- ★ Receive an subscription to the **NCP Professional Development Center** until December 31, 2012

- The *NCP Professional Development Center* is an advanced learning center contained within the *Housing Credit Online Training Center* and was designed specifically for hard working, hungry-for-information; Housing Credit certified professionals who want to discuss hot issues or advanced Housing Credit topics in an interactive and incredibly convenient way!
- The *NCP Professional Development Center* is comprised of regularly posted “lessons” that discuss a hot topic, new releases of information from the IRS or State Agencies, or a difficult compliance topic such as Acquisition/Rehabs, mixed income developments, and properties combined with other programs such as HOME or Bonds. These lessons will be open to all subscribers of this Development Center and will remain posted for the entire subscription period so you can review the information when you have time and when you need it the most! Sometimes the lessons will be comprised of articles I think are important for you to read... other times it may be a short course on an important topic. And of course, if the lesson is focused on a newly published Revenue Ruling, Procedure or Regulation, it will include the actual published document and a discussion of its impact on your business!
- Plus the *NCP Professional Development Center* contains a *Bulletin Board* so you may comment and post questions/problems/concerns to me as well as your fellow NCPs who are members! A great opportunity to get feedback from the industry and to share your own thoughts.

But, I am not stopping there...

★ Receive a copy of *Solving the Eligibility Puzzle... 5 Steps for Determining Eligibility – 2011 Version*

reference guide: Just like I completely overhauled my other reference guide – *Practical Solutions for Managing Tax Credit Developments* – I am now doing the same with my other popular guide... *Solving the Eligibility Puzzle... 5 Step for Determining Eligibility!* If you are not familiar with this book, this is the one that answers all of those nagging questions about eligibility, verifications, income and assets, students, initial certifications and annual recertifications, and other key site compliance issues you face on a daily basis! A guide written in straight forward language with practical insight and with as little legalese as possible! And, like I did with my other reference guide, I am turning this into a monthly subscription so you will receive the material in bite-sized chunks that actually allow you to read it! Plus, I will again be including an Online Companion Course with each monthly lesson that will walk you through that month’s lesson so you can just read the information, just listen to the information or better yet... DO BOTH!! A fantastic way to refresh your memory and get all of the Program changes straight in your head! Get it for yourself... or give it to your site team! Subscription will include a 3 ring binder to house each month’s lesson, access to the Online Companion Course located at the Housing Credit Online Training Center, each monthly lesson, and a fully bound version of the book when completed. (Normally \$695)



★ PLUS... Receive a license to the comprehensive forms package known as the *Certification Processing Kit – 2011 Version*:

Yet another favorite product that has been completely overhauled to comply with the changes! This is a comprehensive package for processing your move-in certifications and annual recertifications as well as tracking and monitoring compliance. Over 60 different forms including... Step-by-Step Worksheets to help you better process student eligibility for Section 8 and Tax Credit properties as well as blended properties; all the Section 8 student eligibility forms you need including Parental Independence Self Affidavit, Parental Income Eligibility Declaration, Parental Absence Self Affidavit, and Parental Financial Assistance Self-Affidavit; Step-by-Step Real Estate Worksheet to help you determine cash value; and Reasonable Modification/Accommodation request forms, etc. (Normally \$395)

But... I'm still not done! HOW DOES FREE EDUCATION FOR YOUR STAFF SOUND?? Yeah... thought that might get your attention. If you join at the **Gold** level, I will give you... ABSOLUTELY FREE... your choice between **Housing Credits 445: National Compliance Professional** and our site level **Course Package Plan** – for 1 person!

★ **Choice #1: Housing Credits 445: National Compliance Professional...** This comprehensive course is my newest offering designed to help you gain an extensive understanding of the Tax Credit Program from allocation to site management! Perfect for those wanting to take their Tax Credit knowledge to the next level and attain **expert** status. A must for supervisors, troubleshooters, compliance directors, asset managers or anyone looking to move into such positions. It is also perfect for those looking to earn one of the industry's upper level Tax Credit designations including our NCP, the Home Builder's HCCP or Spectrum's C3P. This is not one of our typical *Housing Credit Online Training Center* course offerings though! Rather this course is comprised of 17 total chapters separated into 7 lessons and 2 bonus tools providing you the opportunity to learn the higher level Program rules in stages and, if desired, prepare for the industry designation exam of your choice. HC445 is comprised of the following lessons...

- **Lesson #1: History, Allocation & Development and Important Program Terms** – Designed to help you understand how and why the Tax Credit Program was created, the way allocation and development works including the affect these processes have on operations, and a comprehensive explanation of the Programs terms to get you on the right foot.
- **Lesson #2: Construction, Rent Up and Changes to Qualified Basis** – Designed to teach you the important milestones each Tax Credit property must meet once allocated credits and the timelines under which they must be completed as well as what occurs when changes occur after the timelines have ended.
- **Lesson #3: Eligibility Rules** – Discussion of the various Program eligibility rules including unit and income eligibility as well as the treatment of full-time student rule, Section 8 Voucher Holders and minors.
- **Lesson #4: Certifications/Recertifications** – Thorough discussion on the ins and outs of initial and adjusted certifications as well as annual recertifications.
- **Lesson #5: Special Rules** – A detailed look at the unique Program rules including unit transfers, the Available Unit Rule and the Unit Vacancy Rule.
- **Lesson #6: Compliance Monitoring** – Designed to assist you in understanding the State Monitoring Agencies role and responsibilities they have monitoring Tax Credit properties for compliance including an explanation of how these responsibilities affect your compliance and management operations.
- **Lesson #7: Noncompliance** – An all encompassing look at noncompliance, credit loss and recapture including how it is calculated and corrected.
- **Bonus #1: What's Next... How to Earn Your NCP Designation** – A quick 5 minute course explaining all the benefits you are entitled to after completing the *Housing Credits 445: National Compliance Professional* including how to register and take one of the 3 top industry exams including the *National Compliance Exam* and earn your industry designation.
- **Bonus #2: National Compliance Practice Exam** – An opportunity to practice and determine if you are ready to take the actual *National Compliance Exam* which, when passed, will put you well on the way to earning your *National Compliance Professional or (NCP)* designation! Also a great practice exam if taking one of the other industry exams (i.e., HCCP or C3P).

This course is a fantastic way to learn the higher level rules... due to their immediate availability, their incredible in-depth and interactive nature, the staged lessons, and, most importantly, because they include a quiz after each lesson designed to ensure you learn that lesson's important information before continuing to the next lesson. The easiest and best way to become a Tax Credit expert and prepare yourself to earn one of the industry's top Program designations!!

Normally the Housing Credits 445: National Compliance Professional is \$799 per person, but if you choose this option... IT IS FREE!

★ **Choice #2: Site Course Package Plan...** The *Site Course Package Plan* is designed to help you or one of your staff members master site compliance and includes the following courses which are taken at the *Housing Credit Online Training Center* and are available 24 hours a day... 7 days a week!!

- **The Compliance Assessment** – Designed to help you quickly and accurately assess your current Housing Credit Compliance knowledge.
- **Housing Credits 101: Compliance Basics** – A basic overview of the compliance requirements of the Program and a perfect way to get started!
- **Fair Housing 101: A Fair Housing Primer** – Learn the fair housing fundamentals, the common mistakes made that cause noncompliance with these laws, and techniques to avoid these mistakes.
- **Housing Credits 103: Income & Assets** – An entire class dedicated to determining income eligibility including what sources to count, how to verify and how to calculate them to determine eligibility.
- **Housing Credits 204: Unique Program Rules** – A thorough explanation of each of the unique Program rules including the full-time student, unit eligibility, recertification, unit transfers, and the Available Unit & Unit Vacancy rules.
- **Housing Credits 205: Income Limits, Rents and Utility Allowances** – A detailed look at the rules surrounding these important Program components and steps you must perform to calculate these all-important numbers.
- **Housing Credits 245: Site Compliance Specialist** – Learn everything you need to know to master the responsibilities of site compliance and prepare for the *Site Compliance Exam* which when passed will earn you your *Site Compliance Specialist (SCS)* designation!
- **What's Next... How to Get Tax Credit Certified** – A quick 5 minute course explaining all the benefits you are entitled to after completing the Course Package Plan including how to take the *Site Compliance Exam*!!
- **Site Compliance Practice Exam** – An opportunity to practice and determine if you are ready to take the actual *Site Compliance Exam* which when passed will earn you your *Site Compliance Specialist* or (*SCS*) designation!

This package is a supervisor's dream... due to their immediate availability, their incredible in-depth and interactive nature, and most importantly because they are designed to ensure the student learns the information before continuing through the course. Plus, the courses are so easy to navigate even your 90 year old great grandmother could operate them!

Normally the Course Package Plan is \$799 per person, but if you choose this option... IT IS FREE!

So to recap... your 2012 Gold Renewal Includes...

★ A 2012 NCP Membership good until December 31, 2012	Normally \$99
★ A subscription to <i>The Compliance Monitor</i> & its <i>Online Article Archive</i> until December 31, 2012	Normally \$239
★ Access to the <i>NCP Professional Development Center</i> until December 31, 2012;	Normally \$398
★ A subscription to <i>Solving the Eligibility Puzzle</i> reference guide	Normally \$495
★ A license to the forms kit known as the Certification Processing Kit, PLUS	Normally \$395
★ YOUR CHOICE BETWEEN:	
✓ The <i>Housing Credits 445: National Compliance Professional</i> (for 1 person) OR	
✓ The <i>Site Course Package Plan</i> (for 1 person)	Normally \$799

TOTAL VALUE \$2,625

If you take advantage of the Gold Renewal you can have \$2,625 worth of tools for...

Only \$775!

Now, if I didn't convince you to take advantage of the Gold Renewal Offer, there are 2 other levels in which you can renew... Silver and Regular.

So, please, take a moment and fill out the enclosed *NCP Membership Renewal* today!! And thank you for maintaining your *National Compliance Professional* designation and being a member of the *NCP Membership Group*! **Your strong commitment to our industry and your Tax Credit compliance knowledge is commendable!**

Sincerely,
The National Compliance Professional Membership Group

Elizabeth L. Moreland

Elizabeth L. Moreland, NCP-E, SCS, HCCP, SHCM, FHC

OTHER RENEWAL LEVEL OPTIONS

Option #2: Membership PLUS 3 fantastic tools to get you ready for 2012...

SILVER MEMBERSHIP

The most popular renewal option! Not only will you receive your 2012 membership but you will receive great tools to help you in 2012! This year's Silver renewal includes...

The Silver Membership includes...

• Your 2012 NCP Membership	Reg. \$99
• A subscription to <i>The Compliance Monitor</i> and its <i>Online Article Archive</i> until December 31, 2012	Reg. \$239
• Access to the <i>NCP Professional Development Center</i> until December 31, 2012	Reg. \$398
TOTAL VALUE:	\$736

Your Price: Only \$419

Option #3: Most economical...

REGULAR MEMBERSHIP

If you renew as a regular NCP, your membership is only \$99 for the year!! This gives you both your *National Compliance Professional* designation and your membership into the *NCP Membership Group* until December 31, 2012. Simple and economical!

RENEW ONLINE... IT'S QUICK & EASY!!

Just go to www.nationalcompliancepro.com

In less than 5 minutes you can have your renewal completed for 2012!! No paperwork to submit... no forms to complete!! Oh and one more thing... my assistant, Bobbi, will love you as renewing online makes life easier for her too!! (*I promised her I'd tell you that!*)



NCP Membership Group Renewal

Step #1: Contact Information – PLEASE PRINT LEGIBLY

Name: _____ Title: _____
 Company: _____
 Mailing Address: _____
 City/State/Zip: _____ Email: _____
 Phone: () _____ Fax: () _____
 Current NCP Status: NCP-Candidate NCP NCP-Executive

Step #2: Continuing Education – Please Check One

Candidates and NCPs need 4 hours and NCP-Executives need 6 hours.
 BE SURE TO ATTACH PROOF OF ATTENDANCE if CEUs were earned through a vendor OTHER THAN the Housing Credit College & Housing Credit Online Training Center.

I subscribed to your newsletter *The Compliance Monitor* in my own name and received at least 6 issues in 2011.

I have attended a Housing Credit College workshop, taken *Housing Credit Online Training Center* courses or attended the *National Compliance Professional Conference* in the last 12 months.

<small>Name of Workshop/Course(s)</small>	<small>Location of Course</small>	<small># of CEUs Earned</small>	<small>Date Completed Course(s)</small>

I have attended a State Agency-sponsored Tax Credit seminar in the last 12 months. *(Must attach proof of attendance.)*

<small>Name of State Agency</small>	<small>Location of Course</small>	<small># of CEUs Earned</small>	<small>Date Completed Course</small>

I have attended another vendor's Tax Credit seminar in the last 12 months. *(Must attach proof of attendance.)*

<small>Name of Vendor</small>	<small>Location of Course</small>	<small># of CEUs Earned</small>	<small>Date Completed Course</small>

Step #3: Membership Renewal Fee – Please Check One

NCP Gold Renewal: I want to take advantage of your INSANE OFFER by getting my paid renewal to you paying only \$775 for products and training valued at over \$2,600:

- My 2012 NCP Membership;
- A subscription to *The Compliance Monitor* & access its *Online Article Archive* until December 31, 2012;
- Access to the advanced learning center known as the *NCP Professional Development Center* until December 31, 2012;
- A subscription to your reference guide *Solving the Eligibility Puzzle... 5 Steps to Determining Eligibility*;
- A license to your forms kit known as the *Certification Processing Kit*; and
- My FREE GIFT OF TRAINING... either: *(please check one)*

OR {

FREE registration in Housing Credits 445: National Compliance Professional at the Housing Credit Online Training Center for 1 person
 Name of Student: _____ Email: _____ Phone: () _____

FREE Course Package Plan at the Housing Credit Online Training Center for 1 person
 Name of Student: _____ Email: _____ Phone: () _____

NCP Silver Renewal: I want to take advantage of this renewal level by getting my paid renewal to you paying only \$419 for:

- My 2012 NCP Membership;
- A subscription to *The Compliance Monitor* & access its *Online Article Archive* until December 31, 2012; and
- Access to the *NCP Professional Development Center* until December 31, 2012

NCP Regular Renewal: I am a current *NCP* and want to renew my *NCP Membership Group* involvement for 2012. My 2012 membership fee is only \$99, which entitles me membership through December 31, 2012.

NCP12b *If paying with check, please make payable to Elizabeth Moreland Consulting, Inc. ♦ If paying with credit card, please complete the information below.*

Credit Card: Visa MasterCard AmEx Credit Card #: _____

Card Holder's Name: _____ Card Holder's Email: _____
 Exp. Date: _____ Amount: \$ _____ Signature: _____

FAX TO: (800) 466-5689

MAIL TO: 6907 University Av #196, Middleton, WI 53562