

**THE ASSOCIATION OF HOUSING COUNSELORS**  
**Continuing Education Requirements for Counselor Certification**

REV. October 2015

32 units are required for continuing education and recertification. Counselors are given 2 years (each year running Jan. – Dec.) to obtain the required number of units and must follow the guidelines below. Please make official requests for recertification on agency letterhead and using the checklists provided by TAHC. Please send your completed form with supporting documents and the recertification fee of \$100 to TAHC (or NCHC) at 5800 Faringdon Pl., Raleigh, NC 27609. Recertification packets submitted after the deadline of December 31<sup>st</sup> will incur a \$100 late fee.

Category	What Counts	Examples (but not an exhaustive list)	What needs to be submitted to TAHC for you to get credit	How much credit it's worth
<p style="text-align: center;"><b>Employment</b> (this does NOT include for-profit organizations)</p>	<p>Daily work in counseling, housing, community development, and/or related field</p> <p>Can count every 500 hours (approximately 3 months) worked</p>	<p>Work as a:</p> <ul style="list-style-type: none"> <li>• Housing counselor</li> <li>• Community Development Administrator in local gov't</li> <li>• CDC Executive Director</li> <li>• Community Action Agency or Public Housing Authority program staffer or manager</li> <li>• housing nonprofit staffer</li> <li>• NCHFA underwriter</li> </ul>	<p>Letter on agency letterhead signed by Executive Director, Direct Supervisor or Manager, or Human Resource Designee confirming employment during certification period <u>and</u> current job title</p>	<p>500 working hours counts as 1 CEU</p> <p>No more than <b>8 CEUs</b> in this one category can count toward requirements</p>
<p style="text-align: center;"><b>Training and Education</b></p> <p><i>E-learning, webinars, and online courses are permissible, provided the appropriate documentation can be obtained</i></p>	<p>Housing, counseling or community development-related conferences and workshops</p> <p style="text-align: center;"><b>AND/OR</b></p> <p>Testing for and passing <u>new</u> housing and counseling-related certifications</p> <p style="text-align: center;"><b>AND/OR</b></p> <p>Participating in Professional Continuing Education Training and Courses</p> <p style="text-align: center;"><b>AND/OR</b></p> <p>Completing courses at an accredited college, university, or approved training provider (includes adult learning centers)</p>	<ul style="list-style-type: none"> <li>• NC Community Development Association's Annual Conference</li> <li>• SC Palmetto Affordable Housing Forum</li> <li>• Foreclosure Tsunami symposium sponsored by CRA-NC</li> <li>• A Time to Build Conference</li> <li>• NC Affordable Housing Conference</li> <li>• Completing 1 of 8 NeighborWorks' certificate programs</li> <li>• Passing IRS test required for VITA sites</li> <li>• Roundtable Meeting of Family Self Sufficiency Coordinators in Statesville, NC</li> <li>• NCHFA's Making First Homes Happen Training for loan originators</li> <li>• Must grade at least "pass" or "B" (3.0): psychology, real estate, public administration, sociology, planning, consumerism, business, social work</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of original conference or workshop agenda <u>and</u> registration materials. Name badges, certificates of participation, and agency expense reimbursement records are acceptable. If multiple sessions, submission must identify specific session/s &amp; number of hours attended.</li> <li>• Copy of certificate confirming new certification, subject area date of issuance, and issuing party</li> <li>• Documentation or Certificate of participation showing date of participation, subject area, number of training hours, training location and training sponsor</li> <li>• Official transcript or certificate of course completion from provider showing course date, title, grade</li> </ul>	<p>1 hour = 1 CEU</p> <p>No more than <b>24 CEUs</b> in this one category can count toward requirements.</p>

Category	What Counts	Examples (but not an exhaustive list)	What needs to be submitted to TAHC for you to get credit	How much credit it's worth
<b>Presentations, Teaching, and Mentoring</b>	<p>Presenting, teaching, or directly facilitating a housing or counseling-related module, workshop, or conference where housing counselors or other real estate professionals receive credit or certification</p> <p>Teaching or directly facilitating a TAHC certification or continuing education module or workshop</p> <p>Mentoring another TAHC-certified counselor (someone identified or acknowledged by TAHC and that you do not directly supervise)</p>	<ul style="list-style-type: none"> <li>Facilitating the “Basics of Money Smart” session at the SCACDC’s Housing and Community Economic Development Conference in Greenville, SC</li> <li>Serving as the presenter for the “Understanding Credit” (Chapter 3) segment of TAHC’s Track A Course</li> <li>A counselor with 10 years experience from Asheville providing on-site mentoring to a new homebuyer education instructor in Morganton</li> </ul>	<ul style="list-style-type: none"> <li>Copy of workshop agenda showing your name and title as presenter should be submitted along with copies of handouts or presentations provided. Agency expense reimbursement records and letter of invitation or thank you are acceptable, but supplementary.</li> <li>Completed TAHC Mentor/Mentee form</li> </ul>	<p>1 hour = 1 CEU</p> <p>No more than <b>24 CEUs</b> in this one category can count toward requirements</p>
<b>Other</b>	<p>Publishing or contributing to housing, consumer finance, and community development-related articles in local, state or national mediums (including web-based media)</p> <p>Receiving new professional designation</p> <p>Serving as an officer, director, task force or subcommittee member of an industry-related chapter organization or other, nonprofit organization</p> <p>Volunteering as a special TAHC task force or advisory board subcommittee member for short term assignments</p>	<ul style="list-style-type: none"> <li>Authored an article on the importance of financial literacy printed in Charleston, SC’s <i>Post and Courier</i> newspaper</li> <li>Provided column on “Marketing Your Program” for TAHC’s e-newsletter</li> <li>Meeting examination and licensing requirements for NC real estate license</li> <li>Completed training to teach FDIC’s <i>Money Smart</i> curriculum</li> <li>Member of NC IDA and Asset Building Collaborative’s annual conference planning committee</li> <li>TAHC Advisory Board Member</li> <li>Volunteering to assist TAHC Education and Training Advisory Board subcommittee with updating curriculum and manuals for Track B</li> </ul>	<ul style="list-style-type: none"> <li>Copy of printed material, showing name and date of publication. If electronic media, please provide link to article, column, or audio/recorded interview</li> <li>Copy of certificate or designation letter and documentation confirming date received, vendor/sponsor of designation, and requirements for designation</li> <li>Letter from sponsoring organization verifying dates and purpose of appointment and participation, including tenure and specific hours spent on meetings or assignments</li> </ul>	<p>1 CEU each (per article, designation, meeting, completed assignment or process)</p> <p>No more than <b>8 CEUs</b> in this one category can count toward requirements.</p>

How do you submit your CEUs? Follow the table above, complete and send to TAHC your “Recertification Checklist” that allows you to itemize the category, events and requested CEUs for your recertification period. Be sure to note and adhere to the submission deadline.

The Association of Housing Counselors  
**Requirements for Counselor Certification - Continuing Education Unit Checklist**

Name of Housing Counseling Professional: \_\_\_\_\_

Title of Housing Counseling Professional: \_\_\_\_\_

Name of Organization/Agency: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Notes:

Category	Category Descriptions and Code Selections  (For use in column to the right. To allow for many listings in the same category code, please use multiple pages.)	Category Code (from column to the left)	Description of your participating event  (Name, date, location)	Attached, supporting documentation	CEUs you're requesting for this entry (Remember maximums!)
<b>Employment</b> <i>Maximum = 8 units</i>	Daily work in housing, counseling, and/or community development (CODE: E1)	E1			
<b>Training and Education</b> <i>Maximum = 24 units</i>	Housing, counseling, or community development-related conferences or workshops (CODE: TE1)	TE1			
	Testing for and passing new housing counseling-related certifications (CODE: TE2)	TE2			
	Participating in professional continuing education training & courses (CODE: TE3)	TE3			
	Completing courses at accredited college university or approved provider (CODE: TE4)	TE4			
<b>Presentations, Teaching, and Mentoring</b> <i>Maximum = 24 units</i>	Housing or counseling-related workshop or conference (CODE: PTM1)	PTM1			
	TAHC module or workshop (CODE: PTM2)	PTM2			
	TAHC-approved mentoring (CODE: PTM3)	PTM3			
<b>Other</b> <i>Maximum = 8 units</i>	Articles (CODE: OT1)	OT1			
	New designations (CODE: OT2)	OT2			
	Member of chapter organization or nonprofit (CODE: OT3)	OT3			
	TAHC Task Force or Subcommittee (CODE: OT4)	OT4			
				<b>TOTAL CEUs this page</b>	

The Association of Housing Counselors  
**Requirements for Counselor Certification - Continuing Education Unit Checklist - TOTALS**

Category	Category Descriptions and Code Selections	Category Code	Total CEUs you're requesting for recertification in this category (Remember maximums!)	Check below if all, required supporting documentation is attached	FOR TAHC USE ONLY
<b>Employment</b> <i>Maximum = 8 units</i>	Daily work in housing, counseling, and/or community development (CODE: E1)	E1			
<b>Training and Education</b> <i>Maximum = 24 units</i>	Housing, counseling, or community development-related conferences or workshops (CODE: TE1)	TE1			
	Testing for and passing new housing counseling-related certifications (CODE: TE2)	TE2			
	Participating in professional continuing education training & courses (CODE: TE3)	TE3			
	Completing courses at accredited college university or approved provider (CODE: TE4)	TE4			
<b>Presentations, Teaching, and Mentoring</b> <i>Maximum = 24 units</i>	Housing or counseling-related workshop or conference (CODE: PTM1)	PTM1			
	TAHC module or workshop (CODE: PTM2)	PTM2			
	TAHC-approved mentoring (CODE: PTM3)	PTM3			
<b>Other</b> <i>Maximum = 8 units</i>	Articles (CODE: OT1)	OT1			
	New designations (CODE: OT2)	OT2			
	Member of chapter organization or nonprofit (CODE: OT3)	OT3			
	TAHC Task Force or Subcommittee (CODE: OT4)	OT4			
<b>TOTALS</b>					

(1) By signing below, I certify that the information above and supporting documentation are true and complete to the best of my knowledge.

\_\_\_\_\_  
 Signature of Housing Counseling Professional Applying for Recertification

\_\_\_\_\_  
 Date

(2) By signing below, I vouch for the abovementioned Housing Counseling Professional and that the information above and supporting documentation are true and complete to the best of my knowledge. I support their request for recertification.

\_\_\_\_\_  
 Executive Director or Manager of Housing Counseling Professional Applying for Recertification

\_\_\_\_\_  
 Date