

The National Industry Standards for Homeownership Education and Counseling

Call for Application for Approval as a National Industry Standards for Homeownership Education and Counseling Professional Certification Provider

Call for Applications

The National Industry Standards for Homeownership Education and Counseling Committee invites applications for the 2015 Review of National Industry Standards Professional Certification Providers.

The review of professional certification providers for approval under the National Industry Standards for Homeownership Education and Counseling (“National Industry Standards”) is a biennial, peer-directed, and independent process. The review provides an analysis of select curriculum from non-profit industry leaders providing professional certifications. The review team, in close consultation with the National Industry Standards Committee, will play a critical role in reviewing and affirming the current direction of industry best practices and benchmarks in homebuyer education and counseling.

Once approved, certification providers will have access to the Standards logo and may cite their approval status in their certification course(s) and any applicable marketing materials. In turn, agencies whose staff hold certifications from these approved providers and wish to adopt the Standards may do so by providing the approved certification information in their Adoption application. All Approved Certification Providers will be listed on the National Industry Standards website at www.homeownershipstandards.org.

The four curriculum areas planned for review during this round are as follows:

- Pre-purchase Homeownership Education
- Post-purchase Homeownership Education
- Homeownership Counseling
- Foreclosure Intervention Counseling

Eligibility of Professional Certification Providers

This review opportunity is only open to new applicants. Organizations that apply should be recognized leaders in the field of **non-profit education and training**. A clearly defined vision for each submission and the ability to set and meet training benchmarks are essential for receiving a timely and accurate response. Applications for approval of online training (or e-learning) curriculum are not eligible and will not be evaluated at this time. Existing National Industry Standards approved professional certification providers will be grandfathered for a period of 12-months following the publication of this call for applications. Grandfathered providers will be required to apply in a future call notice.

Application Deadline

The deadline for receipt of applications to this round of the National Industry Standards Certification Provider Review is **Friday, November 20th, 2015 at 8:00 p.m. Eastern Time.**



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National Industry Standards for Homeownership Education and Counseling

www.homeownershipstandards.org

Application Materials

Applicants must submit the materials and information required in the *Application for Approval as a National Industry Standards Homeownership Education and Counseling Professional Certification Provider*. The certification curriculum for which approval is sought must relate specifically to the required content areas of the Standards: Homeownership Education (Pre and/or Post), Homeownership Counseling, and/or Foreclosure Intervention. Content of the Standards can be found at www.homeownershipstandards.org/Home/Standards.aspx.

A professional certification provider must be able to clearly demonstrate that its curriculum content and requirements meet the content area of Standards being applied for. The independent external reviewer will follow up with applicants, if needed, to clarify the information submitted or to obtain missing information. The pages specific to each Standards requirements (including competencies, skills, training, operations and performance) are referenced in the table below:

Standards Content Areas	Pages
Homeownership Education (Pre and/or Post)	7-14
Homeownership Counseling	15-19
Foreclosure Intervention Specialty	20-26

Applicants may submit an application for approval in more than one curriculum area through the same package. Applicants must clearly identify and/or label all materials based on its specified curriculum alignment.

Methods of Application Submission

The materials are sent directly to the independent external reviewer. Materials may be submitted one of three ways:

- 1) Via Dropbox for materials that exceed 10 MB
- 2) Via email directly to the primary reviewer
- 3) By direct mail (three full copies of all materials will be required if not submitted electronically).

Application Fees

Application fees (Per Professional Certification Content Area)

- Fixed base price for single certification review with only one core course is \$2,500
- Extended curriculum review fee of \$500 (if the curriculum includes additional courses)

All applicants will be assessed a fee to cover the cost of the application review. A single review will not exceed \$3000. The total fee, if submitting an application to review all four certification areas, will be \$10,000-12,000.

Example: An applicant seeks approval as a Professional Certification Provider in both Homeownership Counseling and Foreclosure Intervention Specialty. They submit one course curriculum for Homeownership Counseling and bundle two or more course curricula under the Foreclosure Intervention Specialty. The application fee due will total \$5,500 (\$2,500 for Homeownership Counseling and \$3,000 for extended course review for Foreclosure Intervention Specialty).

For information regarding the payment collecting entity and reviewer reimbursement, see the *Curriculum Review Guidelines* – a separate document.

Prioritization of Applications

Applications will be prioritized for review by order of complete submission confirmation, not receipt. Applications with multiple courses for a singular certification review may be subject to a delayed response time for evaluation completion.

Notification of Approval

If approved, the Standards Committee will notify successful applicants first via a bulk, blind copy email to the applicant's preferred email address. A second notification will be provided via phone, as a verbal confirmation, within ten business days of the initial notification. A third notification, in the form of a letter of approval as a National Industry Standards Certification Provider, will be mailed to approved applicants within 30 days of the initiation of announcements. All decisioning actions of the Standards Committee are anticipated to occur within 90 days of the application deadline.

Term of Approval Status

Approval as a National Industry Standards for Homeownership Education and Counseling Professional Certification Provider will be valid for a period of three-years starting from the date of the designation. A nominal fee - to be determined by the Standards Committee – may be assessed for a renewal review.

Reviewer Affirmation

The reviewing entity and its subcontractors are, or have been, affiliated and/or contracted with various representative organizations that comprise the Standards Committee. As advanced industry practitioner staff, trainers, curriculum authors, technical assistance providers, grant reviewers, and/or monitors, these experts have the capacity to review the areas of specialization with a high level of knowledge, and are capable of determining an organization's readiness to be considered a Professional Certification Provider of the National Industry Standards for Homeownership Education and Counseling.

Inquiries

For inquiries and/or comments related to the curriculum review process, email tasks@mitigate.us with the subject line: **National Industry Standards Review Inquiry**.

For general inquiries regarding the National Industry Standards, email web@homeownershipstandards.org