

The National Industry Standards for Homeownership Education and Counseling

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 is inviting applications for 2017 National Industry Standards Professional Certification Providers.

The steps to become a National Industry Standards for Homeownership Education and Counseling certification provider involves a recurring, peer directed, independent review process. The review provides an analysis of curricula submitted by non-profit industry leaders who provide professional certifications. The review team, in close consultation with the National Industry Standards Committee, plays a critical role in reviewing and affirming the current direction of industry best practices and identifying benchmarks in homebuyer education and counseling.

Once approved, providers of professional certificates will have access to the National Industry Standards logo and may cite their approval status in their certification course(s) and applicable marketing materials. In turn, agencies whose staff hold certifications from these approved providers, who wish to adopt the Standards, may do so by providing the approved certification information in their 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 is open to both existing and new applicants. Organizations that apply should be recognized leaders in the field of **non-profit education and training**. Note: this review is not for local agency certification training offered to homebuyers or homeowners. A clearly defined vision for each application and the ability to set and meet training benchmarks are essential for receiving a timely and accurate response. Applications that seek approval of training curricula conducted solely online (or e-learning) are not eligible and will not be evaluated at this time. Previously grandfathered entities, whose curricula were approved prior to September 2015 and are currently approved as National Industry Standards professional certification providers are eligible to apply. Training curricula approved after September 2015 do not need to reapply in this round. The grandfathered provision will be void after this review period. If grandfathered providers do not resubmit their curricula and do not meet the review threshold for approval, their curricula will be removed from the approved provider list at the end of the review period.

Application Deadline

The deadline for receipt of applications to gain approval as a National Industry Standards Certification Provider is **Friday, December 8th, 2017 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 asked for in the *Application for Approval as a National Industry Standards Homeownership Education and Counseling Professional Certification Provider*. The curriculum for which approval is sought must relate specifically to the required content areas of the Standards:

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

The content required by 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 and requirements meet the content area of the Standards being applied for. An independent external reviewer will follow up with applicants, if needed, to clarify the information submitted or to obtain missing information. The relevant pages within the “National Industry Standards Homeownership and Education Guide”

(www.homeownershipstandards.org/Home/Standards.aspx) that are specific to each Standard’s requirements (including competencies, skills, training, operations and performance) are referenced in the table below:

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

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

Methods of Application Submission

Materials must be 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 (Fees are per Professional Certification Content Area)

All applicants will be charged a fee to cover the cost of the application review.

- Fixed base price for single certification review with only one core course: \$2,500
- Extended curriculum review fee if the curriculum includes multiple courses within a specialization: \$500

Note: 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.

For information regarding payment collection, see the *Curriculum Review Guidelines* – a separate document.

Example: An applicant seeks approval as a Professional Certification Provider in Pre-Purchase Homeownership Counseling and Foreclosure Intervention Specialty and they submit one course curriculum for Pre-Purchase Homeownership Counseling and bundle two or more course curricula under Foreclosure Intervention Specialty, the application fee would be \$5,500 (\$2,500 for Pre-Purchase Homeownership Counseling and \$3,000 (\$2,500 + \$500) for extended course review for Foreclosure Intervention Specialty).

Prioritization of Applications

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

Notification of Approval

If an application is 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, if confirmation of receipt is not received. A third notification, in the form of a letter of approval as a National Industry Standards Certification Provider, will be mailed within 30 days of the initiation of announcements. All initial decisions of the Standards Committee are anticipated to occur within 90 days of the application deadline. Please note the estimated review benchmarks for all submissions:

Curriculum Review Timeline	
Key Deliverable	Target Date
Announcement	October 30, 2017
Inquiry and submission period	October 30 to December 8, 2017
Application due date	December 8, 2017
Decision on initial review	(Subject to extension) March 8, 2018

Term of Approval Status

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