



# Tax Credit Specialist (TCS)

## Become a Section 42 Low Income Housing Tax Credit professional

NCHM is setting the standard for training and certification in the Low Income Housing Tax Credit (LIHTC) world with our Tax Credit Specialist (TCS) program.

Unlike programs offered by others, NCHM teaches and it certifies! Don't make the mistake of getting training from one source and taking the certification exam from another!

TCS offers learners a thorough review of IRS regulations and guidance, including the IRS's Guide for Completing Form 8823. The program also covers HUD Handbook 4350.3 guidance that pertains to LIHTC properties.

Whether you are a manager, compliance specialist, or other staff, TCS was designed to provide you with the best working knowledge of the LIHTC program.

**Please note: TCS is available both online and in the classroom. If taken online, the certification exam is also given online, and students have one week to take the exam. If the course is taken in the classroom, the exam is administered on the third day.**

## What you will learn:

### An overview of the LIHTC program

- Students will receive a thorough introduction to the Low Income Housing Tax Credit program from background and history to a review of a housing credit property's life cycle, including the option of resyndication. Learn the most current regulatory updates affecting LIHTC, such as the Violence Against Women Act (VAWA) reauthorization.

### How to calculate assets and income

- Compliance with occupancy requirements begins with correct identification and calculation of income and assets. TCS reviews the guidelines in HUD Handbook 4350.3 REV-1 and includes numerous exercises and quizzes to reinforce learning.

### How to determine eligibility

- TCS goes in-depth on the other significant LIHTC eligibility requirements including such topics as the minimum set-aside and applicable fraction measurements; income and rent limits; utility allowances; student eligibility; and leases. Housing Choice Voucher holders, non-citizens, and occupancy standards are also covered.

### How to stay in compliance

- Learn how to maintain eligibility through proper annual recertifications and constant vigilance concerning ongoing tenant eligibility and Fair Housing compliance. TCS reviews the nuts-and-bolts of the federal regulations and the areas where state agencies may opt to be more restrictive. It also offers practical tips for properly organizing tenant files, inspecting units and successfully passing property audits.

## COURSE PROFILE

**Duration:** Three days

**Exam:** Includes either in-classroom or online certification exam

**Format:** Lecture, media presentation, group discussion

**Prerequisites:** None, Exposure to Sec. 42 LIHTC and HUD 4350.3 helpful

**Audience:** LIHTC property managers, as well as others with an interest in, and need to know, LIHTC occupancy requirements

**Provided:** Course Materials

**Bring:** Calculator (required); pencil (required for in-class exam); highlighter, sticky notes (recommended)

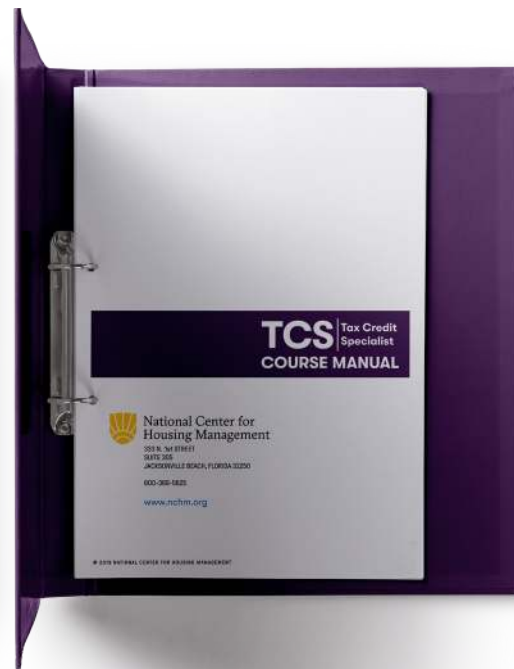
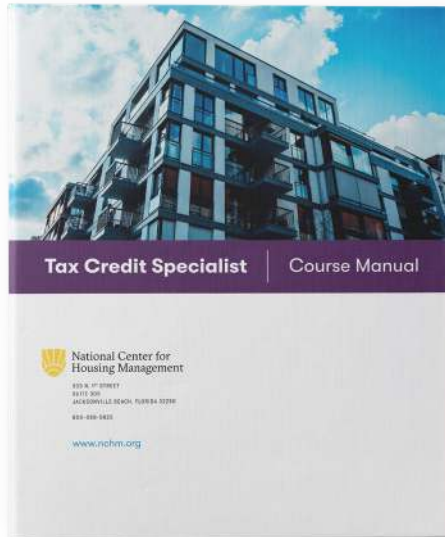


Program dates/registration  
visit [nchm.org](http://nchm.org) or call 800-368-5625



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## COURSE MATERIALS



- Course Manual (above), HUD Handbook 4350.3 Chapter 5, IRS Guide for Completing Form 8823, NCSHA Recommended Practices and related notices, memos, and forms
- TCS Course Presentation
- Handouts

## COURSE AGENDA

DAY  
1

8:00am-5:00pm

- Introduction
- Basic Process
- Income
- Assets
- Homework

DAY  
2

8:00am-5:00pm

- Homework Review
- Eligibility
- Tenant Certification and Ongoing Eligibility
- Homework

DAY  
3

8:00am-3:00pm

- Homework Review
- Final Review
- Exam

## TCS ONLINE

DAY  
1

1:00pm-5:00pm

- Introduction
- Basic Process

DAY  
2

1:00pm-5:00pm

- Income
- Assets
- Homework

DAY  
3

1:00pm-5:00pm

- Homework Review
- Eligibility
- Homework

DAY  
4

1:00pm-5:00pm

- Homework Review
- Tenant Certification and Ongoing Eligibility
- Homework and Online Exam Instructions