

Frequently Asked Questions

It is important to keep your [NDC account](#) up-to-date to ensure that you receive the latest information regarding your recertification.

What is NDC's Recertification Program?

Recertification is a means of maintaining your NDC professional certification and augmenting your development finance skills.

Why did NDC institute a recertification program?

As a NDC-Certified Economic Development Finance Professional (EDFP), Housing Development Finance Professional (HDFP) or Rental Housing Development Finance Professional (RHDFP), you are recognized as a leader in your field. Keeping your certification and skills up-to-date in these rapidly evolving fields will enhance your peer recognition and, more importantly, your ability to serve your community and organization.

When did NDC's recertification requirements begin?

April 1, 2014

What are the recertification requirements?

Beginning April 1, 2014, NDC-Certified EDFPs, HDFPs and RHDFPs are required to recertify every three years. Individuals who complete three units of approved activities (generally, one unit is equivalent to one day) will fulfill NDC's recertification requirements. In order to maintain your NDC certification in good standing, certified individuals must complete the recertification requirement every three years. Individuals who were certified on or before April 1, 2014, will have three years from this date to meet the recertification requirements. Individuals who were awarded certification after April 1, 2014 must complete the requirements within three years of their certification date.

Individuals who were certified before April 1, 2014 and completed eligible recertification activities between January 1, 2013 and March 31, 2014, including the NDC Academy 2013, will be credited for these activities upon completion of a Recertification Application for each activity.

How do I fulfill the recertification requirements?

Complete one or a combination of approved professional, educational or trade events and activities, including participation in training classes, approved meetings and conferences, and contributions (e.g., presentations, papers, etc.) to the economic and housing development professions. The range of options makes the recertification process both meaningful and easy-to-complete.

Approved providers will be reviewed periodically by NDC and new providers will be added to this list. NDC welcomes suggestions for additional providers.

How do I get started?

Complete and submit the Recertification Application after you have completed an approved activity. The application can be found under the training and recertification section on [NDC's website](#). Follow the instructions in the *How Can I Learn More* section below. Attach documentation that confirms your completion of an approved activity.

The Recertification Application and [Survey](#) will update your contact information and give us important feedback about how your certification training has impacted your career, the organizations you have served or currently serve, and the national, state, local and neighborhood constituents you serve.

How much does recertification cost?

Recertification is free of charge.

Will I be notified if there are problems with my application?

Yes. NDC will contact individuals for whom additional information or documentation of completed activities is needed.

What are approved activities?

Go to the recertification section of NDC's website at [NDC Recertification](#) for the most current list of approved activities.

Who are the approved providers?

Go to the training section of NDC's website for the current list of approved activities.

What if I'm considering an activity but I'm not sure if it will count toward recertification?

Email us for a determination. We're happy to review activities to determine both their eligibility and number of units you will receive. A description of the activity or a agenda will be helpful in making our determination.

How can I get an event approved for recertification credits?

If you're an event organizer, please email us for a determination. We're happy to review events to determine both their eligibility and number of units a participant will receive. A description of the activity or a agenda will be helpful in making our determination.

What happens if I don't complete the recertification requirement?

Recertification is and should be a positive process that comes with the benefits described above. An NDC-Certified professional who does not recertify will not lose the certification he or she worked so hard to achieve. However, NDC is frequently contacted by job placement services for verification of an applicant's certification status. With the recertification requirement in place and met every three years, NDC can report that an individual's certification is in good standing.

How can I learn more about NDC's recertification?

Go to the training section of NDC's website for a detailed explanation of the recertification program and process as well as a link to the Recertification Application and Survey. For questions or additional information not included here, call NDC's Training Division at 859-578-4850 or email us at recert@ndconline.org.