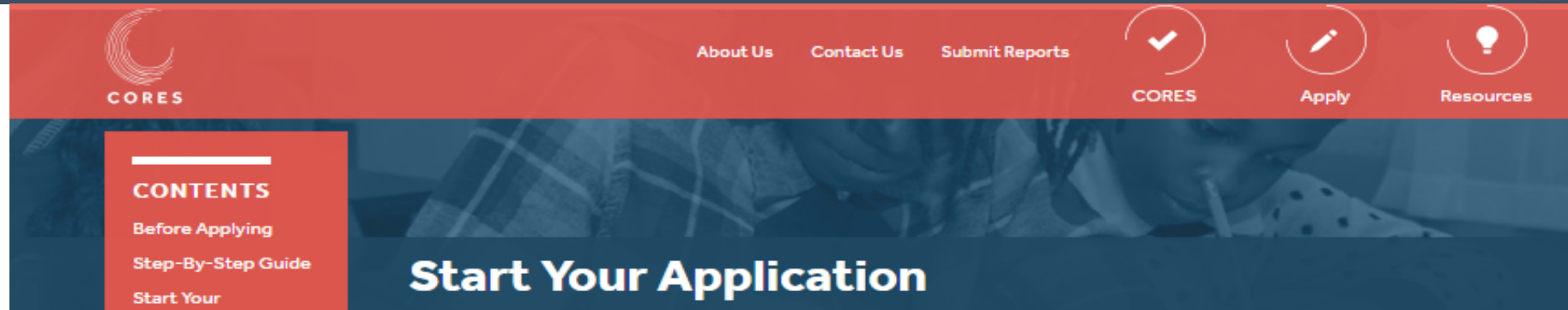


The following slides will guide CORES Applicants through the initial steps of accessing the CORES Certification Application Portal:

- Logging In
- Creating an Applicant Profile
- Accessing the Pre-Screen Form
- Accessing the CORES Certification Application



Start Your Application

To get started on the application, please follow this link to register and complete the pre-screening.

Please make sure to use **Chrome**; Internet Explorer and Mozilla Firefox do not support this application well and you may have technical challenges.

DIRECT & HYBRID MODEL APPLICANTS: START YOUR CORES APPLICATION TODAY!

THIRD PARTY MODEL APPLICANTS: START YOUR CORES APPLICATION TODAY!

Download a copy of the DIRECT MODEL Certification Questions -- ([EXCEL PDF](#)) or ([WORD doc](#))

Download a copy of the HYBRID MODEL Certification Questions -- ([EXCEL PDF](#)) or ([WORD doc](#))

Download a copy of the THIRD PARTY MODEL Certification Questions -- ([EXCEL PDF](#))

Select the appropriate link to either the Direct/Hybrid or Third Party.

You will be prompted to sign-up/create a profile through the CORES Portal



CORES

[Login](#)

Welcome to the CORES Application website.

The Certified Organization for Resident Engagement & Services (CORES) Certification recognizes owners that have developed a robust commitment, capacity, and competency in providing resident services coordination in affordable rental homes.

Log in to create a profile and apply.

Sign Up

Email

Password

Your password should be at least 8 characters.

Confirm password

Create a profile here



Sign Up



Welcome

[Logout](#)

Homepage

Profile

The Certified Organization for Resident Engagement & Services (CORES) Certification recognizes owners that have developed a robust commitment, capacity, and competency in providing resident services coordination in affordable rental homes.

A Resident Services Coordination system refers to all functions tied to the organizational mission to implement resident services in affordable housing rental properties, including corporate and site-based staff, funding, technology systems, services and programs, research and evaluation, organizational knowledge, and the tools necessary to support resident services.

From here you can create a profile, complete the pre-screen to be eligible to access the CORES certificate application, and then also access the CORES certificate application itself.

Click the Get Started Button to begin.

[+ Create a Profile to Get Started](#)

Please provide contact information for the staff person at the organization who would answer questions related to resident services coordination (if different from person listed above as contact):

First and Last Name *

Title *

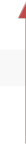
Email *

Phone Number *

Select to save as
draft and edit
later



Select "Save" when all
changes are finalized





Visit www.CORESonline.org

From here you can create a profile, complete the pre-screen to be eligible to access the CORES certificate application, and then also access the CORES certificate application itself.


Click the Get Started Button to begin.

Profile ✔ Complete

View Applicant Profile

In this section you will be able to access all of the forms for CORES. You will have access to them as drafts and also to the finished product once completed.


Get Started

Choose "Get Started" to gain access to the Pre-Screen Form

Homepage >

Pre-Screen

Pre-Screen Form

In Progress



Welcome to the CORES Pre-Screen form. To complete the form click on the edit logo (pencil and paper logo).

Once completed, the pre-screen form will be reviewed by CORES. If the pre-screen is approved, you will receive an email within 3-5 days of completing the pre-screen with a link to the full application. The pre-screen approval is valid for up to 60 days.

The "Edit" form is used to initiate the Pre-Screen Form and to go back and make edits

Submit

This button will turn green once the Pre-Screen Form is Saved and ready to submit



[Homepage](#) > [Test](#)

Pre-Screen

Pre-Screen Form

 Complete



Welcome to the CORES Pre-Screen form. To complete the form click on the edit logo (pencil and paper logo).

Once completed, the pre-screen form will be reviewed by CORES. If the pre-screen is approved, you will receive an email within 3-5 days of completing the pre-screen with a link to the full application. The pre-screen approval is valid for up to 60 days.

Submit

Submit the Pre-Screen Form once completed

Submit

Visit www.CORESonline.org

A Resident Services Coordination system refers to all functions tied to the organizational mission to implement resident services in affordable housing rental properties, including corporate and site-based staff, funding, technology systems, services and programs, research and evaluation, organizational knowledge, and the tools necessary to support resident services.

From here you can create a profile, complete the pre-screen to be eligible to access the CORES certificate application, and then also access the CORES certificate application itself.

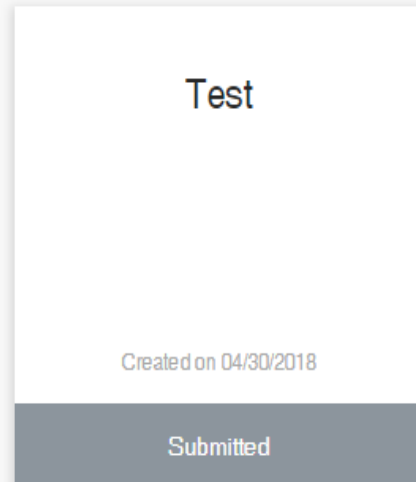
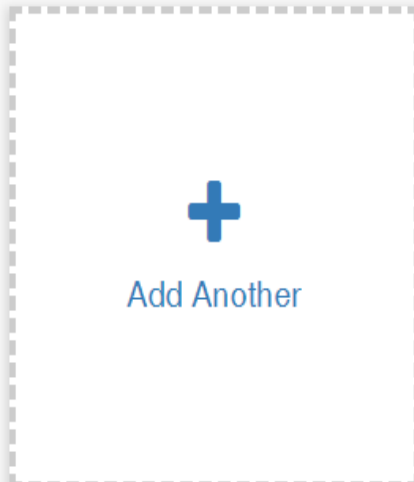
Click the Get Started Button to begin.

Profile

✔ Complete



In this section you will be able to access all of the forms for CORES. You will have access to them as drafts and also to the finished product once completed.



Once submitted, this tab will show the current status of the pre-screen

Visit www.CORESonline.org

A Resident Services Coordination system refers to all functions tied to the organizational mission to implement resident services in affordable housing rental properties, including corporate and site-based staff, funding, technology systems, services and programs, research and evaluation, organizational knowledge, and the tools necessary to support resident services.

From here you can create a profile, complete the pre-screen to be eligible to access the CORES certificate application, and then also access the CORES certificate application itself.

Click the Get Started Button to begin.

Profile ✔ Complete 👁️ ✎

In this section you will be able to access all of the forms for CORES. You will have access to them as drafts and also to the finished product once completed.

+

Add Another

Test

Created on 04/30/2018

Pre-screen Approved



Once the Pre-screen has been approved by CORES staff, it will show up here. Click the orange tab, to gain access to the full CORES Certification Application

[Homepage](#) > [Test](#)

Pre-screen Approved

Full Certification Application

Not Started

[Start Now >](#)

The CORES Certification application consists of approximately 50 questions with a combination of drop-down, text boxes and required uploads. You will be able to save as you go so that you can return to the application. To save as a draft hit the save draft button at the bottom of the screen. Only use the blue save button when ready to submit.

Please complete all the questions to the best of your ability. If you have any questions, please reference coresonline.org or email CORES at cores@sahfnet.org.

Full Certification Submission

[Submit](#)

If you hit save at the bottom of the Certification Application, the system will "save a draft" of the application which you can return to and edit. Once you hit the **green** SUBMIT button the application is submitted and you can no longer make edits.

Payment Placeholder

Pre-Screen Payment



Payment Placeholder Submission

✓ This has been submitted.

You will now have access to the Full Certification form by clicking "Start Now"

[Homepage](#) > [Test](#) > [Full Certification Application Listing](#) > [Full Certification Application Input](#)

BEFORE YOU GET STARTED:

There are two questions in the application that require the applicant to use one of the templates provided below. Please download the appropriate templates, fill them out, and then reupload the completed forms when prompted in the application.

Section A:

Please click this link to download the [Direct Portfolio Profile](#) Please click this link to download the [Hybrid Portfolio Profile](#)

Section C:

Please click this link to download the [Hybrid Data Question](#) Please click this link to download the [Direct Data Question](#)

If you intend to make further edits after completing the application, please "save as draft". Use the save ([blue button](#)) when you are ready to submit.

PLEASE NOTE: Many of the questions throughout this application provide a text box for the applicant to provide an answer. These text boxes have a maximum word limit of 1000 words. There is NO word minimum required for these answers. However, the applicant should use their best judgement to provide succinct answers that also provide reviewers with enough information and context to clearly and fully answer the question(s).

A. Portfolio Profile

Organization Name *

Testing 123

1. Select the appropriate Resident Services Coordination Model for your organization. *

This field is required

▼
Direct Resident Services Coordination
Hybrid Resident Services Coordination

+ Select a file

B. Resident Services Coordination

Resident Services Coordination -- A Resident Services Coordination system refers to all functions tied to the organizational mission to implement resident services in affordable housing rental properties, including corporate and site-based staff, funding, technology systems, services and programs, research and evaluation, organizational knowledge, and the tools necessary to support resident services.

2. How long has the organization been providing resident services coordination (consistent with this definition) for Senior/Family/Supportive properties? *

▼

Resident Services Coordinators (RSC) -- The staff person at a property

You must choose the appropriate model of Resident Services Coordination that best suits your organization.

Once chosen, the appropriate application questions will populate

*note: in the Third Party Model portal, the questions will automatically populate



Logout

[Homepage](#) > [Test #2 \(Katerra\)](#)

Pre-screen Approved

Full Certification Application

✔ Complete



The CORES Certification application consists of approximately 50 questions with a combination of drop-down, text boxes and required uploads. You will be able to save as you go so that you can return to the application. To save as a draft hit the save draft button at the bottom of the screen. Only use the blue save button when ready to submit.

Please complete all the questions to the best of your ability. If you have any questions, please reference coresonline.org or email CORES at cores@sahnet.org.

Upon clicking on your organization's name, you will be redirected to this screen where you will have the option to submit the CORES Certification Application

Full Certification Submission

If you hit save at the bottom of the Certification Application, the system will "save a draft" of the application which you can return to and edit. Once you hit the **green** SUBMIT button the application is submitted and you can no longer make edits.

Submit