

FAQ

Managing Your Class

Homebuyer Education Instructor FAQ

This FAQ is for our Lender, Realtor and Non-Profit partners that have completed both the AM and PM sessions of the Commission Home Loan Program and Homebuyer Education Instructor training. If you have not, please register for training, if you are not sure that you have completed both sessions, please call 206-287-4400 or email semsetup@wshfc.org

How do I register a homebuyer education class with the Commission?

- From the Instructor page, select "Add a New Class" - [Instructors - Here to Home](#)

What if I don't have a borrower and closing date to enter on the class registration form?

If it has been less than a year since completion of the Commission Home Loan Programs & Homebuyer Education Instructor training, you may add your name and training date. If you cannot remember your training date, please insert today's date. If it has been more than a year since completion of the Commission Home Loan Programs & Homebuyer Education Instructor training, you need to close, and we have purchased a recent Commission loan before instructing a homebuyer education class. Please contact Corinna Obar at 206-287- 4414 or Corinna.Obar@wshfc.org with questions.

What if I don't know if I am eligible to instruct homebuyer education classes?

You may email semsetup@wshfc.org or call 206-287-4400.

What is my instructor ID #?

We no longer require instructor ID #'s.

How do I update an existing class?

- From the Instructor page, select "Update a New Class" - [Instructors - Here to Home](#)

I submitted a class update request. When will it show on the Commission website?

The Commission will process within 5 business days of receipt

I submitted a class request and it's not showing on the website. When will it be on the website?

Please allow 7-10 business days for review. After approval the class will appear on the website after 5 PM.

How do I cancel an existing class?

- From the Instructor page, select “Cancel a Class” - [Instructors - Here to Home](#)

When will my homebuyer education class be confirmed? Confirmation of classes can take up to 10 business days to be confirmed. If there is inclement weather, it can take longer from submission.

What if it has been seven to ten days since I registered a class and it hasn't been confirmed?

Email semsetup@wshfc.org for an update.

I forgot to register the homebuyer education class. I am teaching this weekend. How may I get a class registered, and receive my class certificate and evaluation right away?

Please contact us at semsetup@wshfc.org – we will respond the next business day. The Commission will not retroactively approve a homebuyer education class. Instructors must receive approval prior to class.

What materials do I need for class and how do I get them?

Required:

- Home Advantage brochure in [English](#) and [Spanish](#)
- Instructor PowerPoint - [Instructors - Here to Home](#) to download a copy of the homebuyer education instructor PowerPoint Presentation.
- Mortgage Advice Flyer [Instructors - Here to Home](#)
- Facing Foreclosure Flyer - [Instructors - Here to Home](#)

Suggested materials ·

· *DFI Guide to Home Loans workbook* – these are no longer mailed out. DFI provides a printable PDF - [Guide to Home Loans](#)

Is there a class format guide for instructors?

- To download a copy of the homebuyer education instructor PowerPoint Presentation. Navigate to Teaching and Marketing Materials at the bottom of the [Instructors - Here to Home](#) page. If you choose not to use the PowerPoint, please reference Section 6 of the Home Advantage Manual found under our Document Library in the For Lenders page.

How do I get replacement certificates?

Email semsetup@wshfc.org for assistance.

Are both instructors required to sign the certificate?

Yes, certificates are not valid unless all instructors sign.

Email semsetup@wshfc.org for answers to homebuyer education class questions not listed above.