

Commission-Sponsored Homebuyer Education Instructor FAQ

This FAQ is for our Lender, Realtor and Non-Profit partners that have completed two part sessions of the Commission Home Loan Program and Homebuyer Education Instructor training. If you have not, you may register for training [here](#). If you are not sure that you have completed both sessions, please call 206-287-4400.

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

Click [here](#) to register a new class.

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 Program and 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 training, you need to have closed a Commission loan and it must be purchased by the Commission before you can instruct 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.

How do I get my instructor ID?

We no longer require instructor ID #'s.

How do I update an existing class?

Please visit the Instructors webpage [here](#).

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

The Commission webmaster posts class updates within 3 business days of receipt after class confirmation.

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

The Commission webmaster posts classes up to 10 business days after class confirmation. Please note we post classes up to 60 days out.

How do I cancel an existing class?

Please visit the Instructor webpage [here](#). When possible, please give at least 48 hours in advance for cancellation.

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?

Please reach out to us via email semsetup@wshfc.org or call 206-287-4400

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?

Contact us [here](#) – we will respond the next business day.

Please Note: The Commission cannot retroactively sponsor a class that was not registered and approved.

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

Required:

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

Suggested:

- *DFI Mortgage Insurance workbook* - You may order MI books directly from DFI. Please note it takes up to three weeks for delivery and ships only to Washington state addresses. [Click here](#) to order.
- Email semsetup@wshfc.org for Housing Priority Game

How do I get a supply of workbooks?

You may order your Department of Financial Institution workbooks directly from DFI. Please note it takes up to three weeks for delivery and ships only to Washington state addresses. [Click here](#) to order.

Is there a class format guide for instructors?

[Click here](#) to download a copy of the homebuyer education instructor PowerPoint Presentation. If you choose not to use the power point please reference [Section 6](#) of the Home Advantage Manual.

How do I get replacement certificates?

Email semsetup@wshfc.org

All other questions

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