

# **First Time Home Buyer (FTHB) Program & Mortgage Credit Certificate (MCC) Program Lender Training**

## 1. **Annual Training**

Our annual loan officer training sessions are scheduled for the month of **May** of every year.

## 2. **Notice and Reservations**

The training notice and reservation sign-up sheets for both the FTHB and MCC training dates, times, and locations for each training session will be posted to our website around the month of April of every year and all reservations must be completed on-line.

## 3. **Who should attend**

All loan officers who want to participate with the programs.

Loan officer assistants, processors and underwriters may attend for informational purposes but will not be added to the approved lender list.

Training class fees also apply for each assistant, processor or underwriter who attends the class.

## 4. **Fiscal Year Certification**

The annual lender trainings are scheduled once a year every year.

Certification is for the next upcoming fiscal year will begins July 1st through June 30<sup>th</sup>.

Loan officers must attend the annual lender training sessions each year to be able to have their name and information added to the new list for the next fiscal year.

Only certified loan officers who complete the training will be authorized to work with our programs.

## 5. **Training Locations**

There are only two locations for the training:

### **County Administration Center (CAC) in downtown Riverside**

4080 Lemon Street  
Riverside, CA 92501

### **Workforce Development Center (WDC) in Indio**

44-199 Monroe Street  
Indio, CA 92201

6. **Class Schedules**

There are only two classes scheduled for each program.

Two classes at the CAC downtown Riverside location for the FTHB and MCC Program.

Two classes at the WDC in Indio for FTHB and MCC.

Once all classes are completed there will not be any other classes scheduled until the following year in May.

7. **Training Fee**

There is a one-time non-refundable fee for each training class.

Training fees will vary for each year.

Payment is required at the time of the on-line reservation.

Payment is made through Paypal or by credit card.

Payment must be received prior to the admittance to the class.