



Fast-Track Certification Program

CERTIFICATION BY ADVANCED PLACEMENT

Experienced lenders, real estate associates and housing counselors may apply to become a Certified Homebuyer Education Professional without attending the five-day train-the-trainer preparatory sessions by documenting at least two years of full-time work experience and taking the certification examination. Upon successful completion of the certification exam, candidates complete the qualifying process by attending a one-day course on presentation methods and professional standards. Applicants who do not demonstrate overall proficiency of 80% will be required to attend the five-day preparatory sessions before retaking the examination. (\$100 of the application fee will be credited to tuition for the five-day session.) Remedial work also may be required if a proficiency level of 80% is attained overall, but individual topic areas fall below the 80% standard.

SUBMITTING AN APPLICATION FOR CERTIFICATION

Complete this form and attach copies of any related certificates you hold in support of your application. Submit the application with \$125 payable to OKACAA to cover assessment of your application, test administration, one-day training on methods and professional standards, final certification, and OHEA membership for the current year. Mail your application to
 Oklahoma Homebuyer Education Association c/o OKACAA
 2800 NW 36th Street, Suite 221
 Oklahoma City, OK 73112

SECTION I GENERAL INFORMATION

Name* _____
 Title _____
 Organization _____
 Address _____

 Phone _____ Fax Number _____
 Email Address _____

**Please list your name exactly as you want it on your certificate.*

Professional Licenses Held	License #	Granted By	Expiration

Professional Experience in Related Fields (e.g., mortgage lending, real estate, housing counseling, consumer credit/budget counseling, consumer finance education)

Position Held	Dates	Employer	Supervisor	Phone#

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SECTION II TRAINING RELATED TO HOMEBUYER EDUCATION TOPICS

Please list trainings, conference sessions or educational programs you attended on subjects related to Homebuyer Education. Please attach copies certificates awarded.

Program/training	Provided by	Date

Please list training or practical experiences that have increased your knowledge and competencies in developing and presenting educational and/or counseling programs.

Topic	Training or Experience	Date

SECTION III HOMEBUYER EDUCATION EXPERIENCE

Please list recent homebuyer education workshops you have conducted or participated in, sponsoring organization, number of hours per session, and number of participants.

Date	Sponsoring Organization	Contact	Phone #	#Hours	#Participants

Please tell us about your experiences counseling housing clients one-on-one.

Caseload	Counseling Agency	Dates

Are you affiliated with a HUD-approved counseling agency? (circle one) Yes No

I hereby certify the above information is true and authorize verification by the Oklahoma Homebuyer Education Association. I acknowledge that the advanced placement certification process requires submission of this application, a proficiency of 80% or more on the certification exam and participation in a one-day program on homebuyer education and professional standards. I understand the Oklahoma Homebuyer Education Association reserves the right to require remedial work in specific areas if testing indicates areas of weakness. I hereby request certification by the Oklahoma Homebuyer Education Association.

Applicant's signature Date