



# LENDER TRAINING REQUEST

**New lenders are not allowed to originate any WHEDA business until they have completed all training set up through the Delegated Administrator. There are no exceptions to this, however, we work to get all new lenders trained as soon as we can!**

<b>WHEDA LENDER TRAINING OPTIONS</b>	
WHEDA-Connect	WHEDA-Connect set-up and training is <b>Lender directed utilizing the On-Demand videos below</b> <b>Delegated Administrator</b> (watch the WHEDA-Connect video and set up all users) <ul style="list-style-type: none"> <li>○ <a href="#">WHEDA-Connect Training – Delegated Administrator</a></li> </ul> <b>WHEDA-Connect Users</b> (watch training video based on Delivery Channel) <ul style="list-style-type: none"> <li>○ <a href="#">WHEDA-Connect Training – Correspondent</a></li> <li>○ <a href="#">WHEDA-Connect Training – Mini-Correspondent and Broker</a></li> </ul>
Operations Staff	Operations staff training – based on business model & delivery channel: <b>WEBINAR</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> WHEDA Policy, Procedure and Forms Training – 2 hours</li> <li><input type="checkbox"/> WHEDA Program Training – 1.5 hours</li> <li><input type="checkbox"/> WHEDA Closing and Post-Closing Training - 30 minutes</li> </ul>
<i>Underwriter</i>	<b>Underwriter training - CORRESPONDENT DELIVERY CHANNEL ONLY</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> WHEDA Delegated Underwriter training</li> <li><input type="checkbox"/> WHEDA Loan Review for Delegated Authority</li> </ul>
Loan Originators	Originator training – IN PERSON ( <i>once all Lender Operations staff has completed training</i> ) <ul style="list-style-type: none"> <li><input type="checkbox"/> WHEDA Originator Program, Procedure and Form training</li> </ul>

Please specify which LOAN PROGRAMS you'd like training:

**FIRST MORTGAGE PROGRAMS**

- WHEDA Advantage Conventional - includes all enhancements unless specified
- WHEDA FHA Advantage 203(b) (**CORRESPONDENT ONLY**) MUST HAVE DIRECT ENDORSEMENT DE#

**DOWN PAYMENT ASSISTANCE SECOND MORTGAGE PROGRAMS** – Can be used with Conventional and FHA

- Easy Close
- Capital Access

**TAX CREDIT PROGRAM** - MUST have completed and returned the MCC Participation Agreement

- WHEDA Mortgage Credit Certificate (MCC)

**WHEDA-Connect set-up and training – Lender directed**

WHEDA-Connect is the required business-to-business (“B2B”) Internet portal for WHEDA Single Family. It allows Lenders to electronically perform a safe and secure transfer of nonpublic applicant information to WHEDA throughout the loan process.

***Lender is responsible for insuring staff is set up correctly and watch the appropriate videos. We are always available should you have questions!***

**Operations Staff training – based on business model, delivery channel and program selection**

- **WHEDA Policy, Procedure and Forms Training – 1 hour**
  - Understanding WHEDA forms, document requirements, fees, procedures & policies from application

through post-closing – based on delivery channel. WHEDA’s timeline for loans from application to closing, funding, loan delivery and post-closing. WHEDA staff, addresses and clauses. Staying informed with esubscriptions and navigating WHEDA’s Lender toolkit as a resource and useful tool.

- **WHEDA Program Training – 1.5 hours**
  - Understanding WHEDA first mortgage programs and enhancements, and minimal differences from FNMA and HUD. What are bond loans and HFA requirements and restrictions. Understanding WHEDA Down Payment Assistance programs. Understanding and calculating total household compliance income, its form and documentation requirements.
- **WHEDA Closing and Post-Closing Training – .5 hours**
  - Understanding closing WHEDA loans. Procedures, timeframes, forms and post-closing requirements. How to insure keep informed of any outstanding document issues and trailing documents.

**Underwriter training - CORRESPONDENT DELIVERY CHANNEL ONLY**

***One you are an approved WHEDA Correspondent Lender (or you have changed delivery channels to add Correspondent), your underwriters will need to complete two steps in order to underwrite WHEDA loans with WHED Delegated Authority.***

- ***WHEDA Delegated Underwriter Training***
- ***WHEDA Loan Review for Delegated Authority***
  - *Once underwriters have completed WHEDA Delegated Underwriter Training, the Lender must submit via WHEDA-Connect a minimum of five (5) complete loan application packages to WHEDA for review PRIOR to issuing a decision letter. Loan must NOT be closed. WHEDA will perform a credit and compliance underwrite for each loan submitted and provide feedback to the lender’s underwriter.*
  - *When at least 5 loans submitted for review receive an acceptable rating, Standard Delegated Authority will be granted to the lender via an email to appropriate parties.*

**Loan Originator training – IN PERSON for new WHEDA Lenders**

New WHEDA Lenders are required to complete Loan Originator Training in person. If you are a current WHEDA Lender who has added on Loan Originators, we will set up a webinar.

- **WHEDA Loan Originator training**
  - Understanding WHEDA, bond loans and HFA requirements and restrictions. WHEDA first mortgage and DPA program guidelines and the MCC Program (if applicable). Program nuances and minimal differences from FNMA and HUD. Understanding and calculating total household compliance income. WHEDA forms, documentation requirements, fees, and useful tools. Staying informed with esubscriptions and navigating WHEDA’s Lender toolkit as a resource and tool.

**COMPLETED BY** \_\_\_\_\_  
**TITLE** \_\_\_\_\_  
**PHONE** \_\_\_\_\_  
**EMAIL** \_\_\_\_\_  
**DATE** \_\_\_\_\_

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1. Click "Save as PDF" button
2. Choose "Microsoft print to pdf" as your printer
3. Click "Print"

Once completed, please return via email to [sales@wheda.com](mailto:sales@wheda.com)