

**Tennessee Housing Development Agency (THDA)
Housing Education & Counseling Network (HE&CN) Annual Certification**

Under penalty of perjury and in connection with my desire to be approved and remain in good standing as a THDA Homeownership Counselor and/or Educator, I, _____, hereby certify that all of the following are true and correct as of the date hereof and will remain true and correct during the time I am a THDA Homeownership Counselor and/or Educator:

1. I have the following certifications (check all that apply):

I have passed the HUD Housing Counseling Certification exam as of _____ and am already employed with a HUD agency.

I have passed the HUD Housing Counseling Certification exam as of _____ and plan to become a HUD agency by _____.

If not, then please tell us what your plan is with our network moving forward. Please also list any other certifications you have obtained:

2. I am an employee of and serve as a homebuyer education provider for _____ (“Agency”).

3. _____ (agency name) continues to operate in a manner that is in line with the National Industry Standards. Please review the standards: <https://www.homeownershipstandards.org/Home/Standards.aspx>

4. The agency is currently in good standing with the Secretary of State in Tennessee.

5. The Agency and I are currently meeting and will continue to meet all requirements of the THDA HE&C Program Guide (“Program Guide”), including, without limitation:

- Holding classes & follow-up sessions meeting the required number of hours;
- Thoroughly reviewing customers’ eHome accounts prior to conducting the counseling session;
- Entering, sharing, and reviewing all customers using THDA's customer reporting process by the 5th day of each month;
- Actively participating in and attending network meetings, webinars, trainings, & the Symposium to ensure knowledge and understanding of program guidelines and updates.
- Communicating all program and/or staff changes to a member of the THDA HE&CN staff in a timely manner; and

6. I am knowledgeable about all mortgage lending options in my community including through THDA, local banks or mortgage companies, and national lenders.

7. ___ I do not have an active real estate or lending license.
___ I have an active real estate or lending license. Please submit required disclaimer.

8. I am employed by, involved with or affiliated with another entity offering homebuyer education.

- 9. To the best of my knowledge, the majority of residents in the counties in which I work, apply for/receive the following loan products:

- 10. I have read the HE&CN Program Guide. I will adhere to the Program Guide and any changes THDA may make to it.
- 11. I acknowledge that, under Tennessee Code Annotated, Section 13-23-133, it is a Class E felony for any person to knowingly make, utter or publish a false statement of substance for the purpose of influencing THDA to allow participation in any of its programs. I further acknowledge that the statements contained in this HE&CN Annual Certification are statements of substance made for the purpose of influencing THDA to approve me and to allow me to remain in good standing as a THDA Homeownership Counselor and/or Educator and to allow my participation in THDA HE&CN as a THDA Homeownership Counselor and/or Educator.
- 12. ***I understand that failure to comply with the Program Guide or this Certification could result in suspension from the THDA HE&CN network for both me and the Agency.***

Please list the THDA products and resources you would like more information/training about:

Printed Name

Date

Signature