

Steps Towards Becoming a THDA HBEI Network Partner

1st Week

Attend the five-day **HO229 Homebuyer Education Methods: Train the Trainer** certification training hosted by THDA and facilitated by NeighborWorks or obtain your HUD Housing Counseling Certification. Email the Homebuyer Education Initiative Intake & Training Coordinator to register for this training or to get more information about the certification.

2nd to 4th Week

Next you will want to submit your application to the HBEI Intake & Training Coordinator from this page: [Click Here](#) and visit a Homebuyer Education course hosted by another organization to get a feel for what it looks like. You can visit the THDA calendar to attend one of these classes: [Click Here](#)

3rd Week or no later than 6 months

You will next want to schedule a site visit with HBEI Intake & Training Coordinator, which will allow you to go through how the program operates and you will have an opportunity to ask questions about what is required as a network partner.

Steps Following Your Agency Visit Meeting with THDA

- Register with eHome America to become an online provider at this link: [Click Here](#) will want to let them know you are a THDA network provider, which should waive the registration fee. Just select an amount and let them know. Once this has been approved, you will want to make sure your agency name can be found as an online provider through this link: [Click Here](#)
- Make sure your name appears correctly on the county search page: [Click Here](#)
- Add upcoming courses to the THDA class calendar listing: [Click Here](#)
- Next you will be ready start the process and remember THDA is available if you have any questions.
- **Start educating and counseling!**