




MEMORANDUM

VIA E-MAIL

TO: All Participating Lenders

FROM: Justin Hylbert   
Business Development & Lender Support Officer

DATE: Thursday, April 29, 2021

SUBJECT: Virtual Training Announcement & Registration Procedures

The Fund is pleased to announce upcoming, virtual training opportunities covering all portions of the Single Family Lending process. You will recall we recently published revisions to our Procedural Guide. It is vital that all staff who work with our programs participate in these trainings to stay current on our latest guidance and requirements. Training will occur over the course of three days, as follows:

- Monday, May 24<sup>TH</sup>, 1 – 3p (EST): Products & Systems (Path & Lender Portal)
- Tuesday, May 25<sup>th</sup>, 1 – 3:30p (EST): Underwriting
- Wednesday, May 26<sup>th</sup>, 10a – Noon (EST): Funding, Closing & Post-Closing

*Please mark your calendars as a placeholder for any session of interest. Calendar reminders and training materials will follow registration.*

**Registration Procedures**

Registration is required. Only registered attendees will receive a Zoom invitation with materials pertinent to their chosen segment(s). Please use the spreadsheet “Training RSVP” attached to this e-mail to register:

1. **The deadline to register is Monday, May 10<sup>th</sup> by Noon (EST).**
2. Lenders are kindly encouraged to poll your staff and submit a *single registration sheet* for all attendees and their chosen segment(s).
3. Group attendance within your institution is permitted. If this is the case, we ask that only *one person* register for the viewing group.
  - a. Please indicate on the spreadsheet if a group setting. We will follow-up with individual attendance verification needs per our training compliance.

4. **Please submit your completed registration spreadsheet (and questions, see below) via e-mail to: [jhylbert@wvhdf.com](mailto:jhylbert@wvhdf.com)**

### **Training Preparation**

1. *The Q&A portion of each session will be very limited due to the projected size of each session.* However, please send any *specific* questions you want covered in the body of the e-mail accompanying your registration confirmation. We will use these prompts to emphasize/expand certain portions of the presentations or provide additional follow-up, as needed.
2. An agenda, presentation slides, and supporting materials will come with each segment invitation.
3. Visual aids will be utilized. We encourage screen and audio participation.

We look forward to engaging with you in a training atmosphere again and hope to provide some in-person opportunities later this year. Thank you for your cooperation. If you have any questions on the above please let me know.