



CHINESE COMMUNITY CENTER 中華文化服務中心

HOUSING PROGRAM

Homebuyer Education General Registration Policy

This policy applies to In-Person and Virtual class formats.

REGISTRATION

- Pre-Registration is required. There is NO walk-in or day-of registration allowed.
- Pre-Registration ends at 5PM on the Wednesday before the scheduled workshop or when class capacity is full, whichever comes first. Interested attendees that missed the registration cutoff may request to be placed on a waiting list. If there is availability in the class, the participant will be contacted by program staff with additional instructions within 24-48 hours.
- Attendees must attend and participate in ALL portions of the workshop **AND** a follow-up counseling session with the housing counselor to receive a completion certificate.
- Cost is \$40 for an individual or \$50 for a household (two co-applicants). Payment must be rendered before the scheduled workshop date. Payment is not refundable or transferable.
 - Effective 01/01/2021, CCC's Housing Program has resumed applicable registration fees.

DAY OF THE WORKSHOP

- Children under 18 are not permitted in the workshop. Please make arrangements for their care. Guests who are not registered to attend the workshop are not permitted.
- Participants more than 15 minutes late from the scheduled workshop start time will not be admitted and will be asked to return to the next available workshop.
- All participants should bring a pen, paper for taking notes, and be prepared to create a budget of monthly expenses.

AFTER THE WORKSHOP

- All participants will receive their completion certificate at their follow-up counseling session. Appointment slots usually occur in the two-week period after the date(s) of the scheduled workshop.
- Participants have a period of three months after completion of course session(s) to fulfill the housing counseling requirement. This ensures adequate retention of curriculum and commitment to the program. After this period, participants will be asked to re-take the course in order to be eligible for the certificate.
- Participants must notify 24 hours in advance if there is a need to re-schedule or cancel an appointment. If a participant fails to appear after 15 minutes from the appointment start time, the participant will be asked to re-schedule the appointment.



HOUSING PROGRAM Virtual Homebuyer Education Policy

This policy applies to the Virtual class format only.

We understand the virtual delivery method of education and counseling services may not be a best fit for everyone. Please refrain from registering for an online workshop if you are unable to participate fully via this class format or if you prefer an In-Person workshop.

GENERAL INFO

- We have split our normally 8-hours curriculum into FOUR individual sessions. Each session will be 2 hours and will be conducted over Zoom Webinars.
- Registration for the current month's workshop will be open at the end of the prior month on our program website. (Ex. Registration form for Oct. 2020's workshop will open at the end of Sept. 2020.)

ATTENDANCE AND PARTICIPANT RESPONSIBILITIES

- You must attend and participate in every class session fully. Attendance will be taken upon the beginning and end of each class session.
- You must attend ALL four (4) sessions of the workshop **AND** a housing counseling appointment to receive your certificate of completion. The certificate will be provided electronically via email at the end of your counseling appointment upon verification of your class attendance.
- Program forms must be completed, signed, and submitted by the due date(s) as indicated by the instructor.
- Participants have a period of three months after completion of course session(s) to fulfill the housing counseling requirement. This ensures adequate retention of curriculum and commitment to the program. After this period, participants will be asked to re-take the course in order to be eligible for the certificate.
- This course is instructor-led so you must log in to attend the workshop sessions at specific dates/times. Class assignments must be completed and submitted by their specified due dates.
- All housing counseling appointments will be conducted over Zoom unless specified otherwise. A typical counseling appointment will take 60-90 minutes.



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TECHNOLOGY

- As this is a virtual class format, you must have:
 - reliable access to an internet connection
 - a device such as a computer or smart phone
 - sufficient technological knowledge to fully navigate, participate, and engage in class
- We will be using multiple platforms throughout our Homebuyer Education Workshop. Including, but not limited to:
 - Google Classroom
 - Zoom Webinars/Meetings
 - Kahoot!
 - Google Forms
 - Calendly
 - Email
- It is recommended to log on to our class sessions via Zoom Webinar on your desktop or personal computer for best quality.

MISCELLANEOUS

- Unless specified otherwise, all sessions of the workshop and materials are conducted in English.
- CCC's Housing Program workshop dates can be found on the program website under the "2020 Calendar" document. Date and times are subject to change/cancellation due to:
 - Inclement weather
 - Personnel emergencies of program staff/course instructors
 - Technological difficulties or issues that affect the overall course quality
 - Other reasons deemed applicable by CCC and/or CCC Housing Program leadership