

How to download your HomeView[®] certificate of completion

Follow these steps to download your certificate of completion:

1. Log into <u>HomeView</u>.



2. If you are not already in the certificate course, **click on Homebuyer Certificate Course** if you took the course in English **or, Curso con certificación para primeros compradores**, if you took the course in Spanish.



3. On the far right, find the **Learning plan** details block, scroll down, and click **Download certificate**. The link will only be available if you have completed the course assessment with a score of 80 percent or higher. If you don't see the option to download your certificate, check all the modules in the **Learning plan**. You may need to resume and complete any remaining modules.



4. If you have completed all modules and passed the course assessment, **you will see the copy of your certificate in PDF form in your downloads folder** after completing step 3. If you don't see it, go back to step 3 and ensure that you have clicked on Download Certificate.

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5. If you took this course to meet a lender's requirement, the name and spelling on your certificate must match the lender's paperwork. **For any spelling corrections,** <u>follow the instructions here</u>.

Cómo descargar tu certificado de finalización del curso HomeView®

Sigue estos pasos para descargar tu certificado de finalización del curso HomeView®:

- 1. Inicia sesión en HomeView.
- 2. Si no estás ya dentro del curso con certificación, haz clic en Homebuyer Certificate Course (si tomaste el curso en inglés) o Curso con certificación para primeros compradores si lo tomaste en español.



3. A la derecha, encuentra el bloque Learning plan details, desplázate hacia abajo y haz clic en Download certificate. El enlace solo estará disponible si completaste y aprobaste la evaluación del curso con una puntuación del 80 por ciento o más. Si no ves la opción para descargar tu certificado, revisa todos los módulos del plan de aprendizaje para completar los que queden pendientes.

Completed Module 1: Knowing When You're Ready		DOWNLOAD CERTIFICATE			
Mandatory EN E-learning 42m 30s Course completed	TAKE ~	RETAKE THE LEARNING PLAN			
Completed Module 2: Saving for Homeownership Mandatory EN E-learning 27m 30s Course completed R	etake ~ L	earning plan details			
Completed Module 3: Understanding the Mortgage Loan Process Mandatory EN E-learning 43m 30s Course completed R	TAKE ~	Average completion time 3 hours 39 minutes Time to complete			
Completed Module 4: Shopping for a Home with a Real Estate Agent Mandatory EN E-learning 23m 30s Course completed	TAKE ~	Unlimited access Completion time 09/30/2024 09:36:26 am Certificate			
Module 5: Making an Offer on a Home Mandatory EN E-learning 27m 30s Course completed	TAKE ~	You earned the learning plan conveste. Download certificate. Learning plan ID LP-E0JM0Z			
Completed Module 6: Getting Ready to Close on Your Loan Mandatory EN E-learning 27m 30s Course completed R	etake v				

4. Si completaste todos los módulos y ya aprobaste la evaluación, verás el certificado en tu carpeta de descargas (downloads) al completar el paso #3. Si no ves el certificado en tu carpeta de descargas, regresa al paso #3 y asegúrate de haber hecho clic en Download certificate.



 Si estás tomando este curso para cumplir con los requisitos de un prestamista, el nombre en tu certificado de finalización debe coincidir con el nombre en la documentación del préstamo. Para correcciones, <u>sigue</u> <u>los pasos aquí</u>.