

Frequently Asked Questions

Why are you asking for my demographic information?

Demographic information is used for reporting purposes to our funding agencies and is never tied to your name or contact information. Our workshops are open to anyone 18 and over regardless of income, Boulder County residency, referral source or other answers provided. All are welcome!

What if I Forget My Username or Password?

If you forgot your username or password, you can select the Forgot Password? Or Forgot Username? links below the Log In to request to receive an your username and/or temporary password by email. If you no longer have access to your email or have created multiple accounts with the same email. Please call the Workforce Boulder County front desk to resolve the issue: 720-776-0822.

How do I Change My Password?

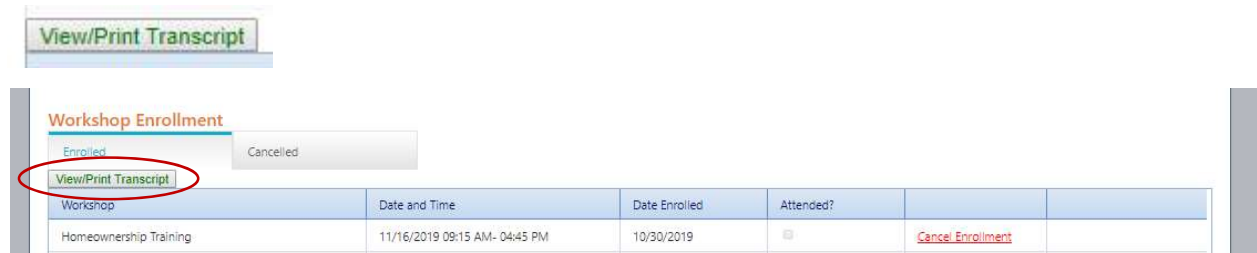
Once you have logged into your account, select the change password link located at the top of your account information. Enter your new password and confirm the spelling of your password and hit submit.

How do I print a Certificate?

From your User Dashboard, scroll down to the Workshop Enrollments section. Click on the [View Certificate](#) link to the right of the workshop.

How do I print my transcript?

You can view and print your transcript – the entire list of all the workshop you have signed up for/attended. From your User Dashboard, scroll down to the Workshop Enrollments section and select:



The screenshot shows a 'Workshop Enrollment' section with a table of workshops. A 'View/Print Transcript' button is circled in red. The table has columns for Workshop, Date and Time, Date Enrolled, and Attended?.

Workshop	Date and Time	Date Enrolled	Attended?
Homeownership Training	11/16/2019 09:15 AM- 04:45 PM	10/30/2019	<input type="checkbox"/>

Why don't I see a green registration button?

If the workshop is full, the green registration button will not appear. Instead, you will see an indication that the workshop is full.

What do I do if Homeownership Training is full?

Step 1 - Make sure that you have created an account on your LEARNS registration system.

Step 2 - Continue to check periodically prior to the workshop to see if spaces open up. It is common for the workshop to fill up early and also for there to be cancelations as the day of the class approaches. It is always best to be registered so that you are guaranteed a seat. Even if you are unable to register prior to the workshop, you are welcome to show up the day of the workshop to see if enrolled participants do not show and seats become available.

Do I need to Pre-Register in order to Attend a Homeownership Training?

Yes, please make sure that you have created an account on the LEARNS registration system, so we ensure you receive the emails with workshop information and your certificate after attending the workshop. If you have trouble creating an account please email ceinfo@bouldercounty.org.

What food is provided for the Homeownership Training?

We are unable to provide food at the CHFA Approved Homeownership Training Class at this time. Water will be made available and you are welcome to bring any food you will need for the day.

How do I Cancel my Workshop Registration?

On the **User Dashboard**, click Cancel Enrollment to the right of the workshop you want to cancel.

Workshop	Workshop Date and Time	Date Enrolled	Attended?	
CHFA Approved Homeownership Training Class - IN PERSON	09/06/2024 11:30 AM- 06:30 PM	8/27/2024	<input type="checkbox"/>	Cancel Enrollment

Will the Homeownership Training meet my requirements for my affordable purchase program, down payment assistance program, my CFHA loan, or other types of loans?

Generally yes, and you should always speak to the person, program, or lender you are working with to ensure this workshop will meet their requirements.

How long is my certificate good for?

In most cases, 12 months from the date of completing the workshop.