**On-boarding Checklist**

1. Verify program eligibility
   1. Obtain last five year’s income statements in Form IE-1
   2. Obtain completed Application Form BWH-4
   3. Complete background check, as documented in Procedure 32B
2. Schedule applicants for training classes
   1. Program Overview and Expectations Class
   2. Construction Safety Class
   3. Home Maintenance and Upkeep Strategies Class

**Extra requirements for those who will also participate in Mentor Training**

1. Verify Part 3 eligibility
   1. Mentor Eligibility Class
   2. Presentation Skills Class