



MEC

Mortgage Educators
and Compliance

Course Syllabus and Time Allocations
NMLS Course Approval #10106
16 Hour SAFE CORE: Pre-Licensure Course 12-Day Track
Online Instructor Led

Mortgage Educators and Compliance
NMLS Provider #1400062
Mortgage Educators & Compliance Inc.
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NMLS Rules of Conduct



Rules of Conduct for NMLS Approved Pre-Licensure (PE) and Continuing Education (CE) Courses

The Secure and Fair Enforcement for Mortgage Licensing Act (SAFE Act) requires that state-licensed MLOs complete pre-licensing (PE) and continuing education (CE) courses as a condition to be licensed. The SAFE Act also requires that all education completed as a condition for state licensure be NMLS approved. Since 2009, NMLS has established course design, approval, and delivery standards which NMLS approved course providers are required to meet. To further ensure students meet the education requirements of the SAFE Act, NMLS has established Rules of Conduct (ROC). The ROC, which have been approved by the NMLS Mortgage Testing & Education Board, and the NMLS Policy Committee, both of which are comprised of state regulators, are intended to stress that NMLS approved education be delivered and completed with integrity. As an individual completing either pre-licensure education (PE) or continuing education (CE), I agree to abide by the following rules of conduct:

1. I attest that I am the person who I say I am and that all my course registration information is accurate.
2. I acknowledge that I will be required to show a current government-issued form of identification prior to, and during the course, and/or be required to answer questions that are intended to verify/validate my identity prior to, and during the course.
3. I understand that the SAFE Act and state laws require me to spend a specific amount of time in specific subject areas. Accordingly, I will not attempt to circumvent the requirements of any NMLS approved course.
4. I will not divulge my login ID or password or other login credential(s) to another individual for any online course.
5. I will not seek or attempt to seek outside assistance to complete the course.
6. I will not give or attempt to give assistance to any person who is registered to take an NMLS approved pre-licensure or continuing education course.
7. I will not engage in any conduct that creates a disturbance or interferes with the administration of the course or other students' learning.
8. I will not engage in any conduct that would be contrary to good character or reputation, or engage in any behavior that would cause the public to believe that I would not operate in the mortgage loan business lawfully, honestly or fairly.
9. I will not engage in any conduct that is dishonest, fraudulent, or would adversely impact the integrity of the course(s) I am completing and the conditions for which I am seeking licensure or renewal of licensure.

I understand that NMLS approved course providers are not authorized by NMLS to grant exceptions to these rules and that I alone am responsible for my conduct under these rules. I also understand that these rules are in addition to whatever applicable rules my course provider may have.

I understand that the course provider or others may report any alleged violations to NMLS and that NMLS may conduct an investigation into alleged violations and that it may report alleged violations to the state(s) in which I am seeking licensure or maintain licenses, or to other states.

I understand the CSBS Privacy Notice is applicable to these Rules of Conduct. The CSBS Privacy Notice can be found here:

[https://nationwidelicensingsystem.org/about/policies/NMLS%20Document%20Library/CSBS%20External%20Privacy%20Notice-6.18%20\(1\).pdf](https://nationwidelicensingsystem.org/about/policies/NMLS%20Document%20Library/CSBS%20External%20Privacy%20Notice-6.18%20(1).pdf)

I further understand that the results of any investigation into my alleged violation(s) may subject me to disciplinary actions by the state(s) or the State Regulatory Registry (SRR), including removal of any course from my NMLS record, and/or denial or revocation of my license(s).

Course Instruction

Welcome to Mortgage Educators and Compliance! We are so pleased that you chose to complete your education requirements with us. To access your course online go to <http://www.MortgageEducators.com>. To begin the course:

1. Click on **"My Courses"** in the top right corner.
2. Find the **course** that you would like to start and click the **link**.

The course introduction explains how the course works and what is required. After you complete the introduction, each section will start with an average duration of **five minutes**. After each five-minute section, an activity will follow.

Case studies can be found intermittently throughout the course. At the end of each chapter, there is a **chapter quiz**, and at end of course there is a course assessment.

Students must complete **all** presentation and activity sections, **all** quizzes, and the end of course assessment. You are able to **pause, restart, and rewind** the presentation as needed. After completing the course, you will have access to your certificate of completion.

Online Instructor Led Courses

Online Instructor Led Courses (OILs) have additional requirements. This 12-day Track course must be completed within 12 days from the start date. If you are unable to complete the course within 12 days, you may reach out to us at 877-403-1428 or email us at support@mortgageeducators.com. Each course has homework assignments. These assignments are graded by our group of instructors. These assignments must be passed to receive credit for the course.

We ask that you wait at least one (1) business day for your homework assignment to be graded.

To ensure that the homework assignment is passed on the first try, make sure to answer all parts of the question. Pay close attention to the homework assignments and be sure to respond if the instructor asks for additional information. You cannot pass the course unless all homework assignments have been passed.

Receiving Course Credit

After passing the End-of-Course Assessment, you must click the Next button  and then the play icon  to receive credit for this course. Answers given on the End-of-Course Survey will not be graded. Your NMLS ID # and Last Name, exactly as registered with the NMLS, are required in order to receive course credit.

Important: We have seven calendar days to report completion to the NMLS.

NMLS Functional Specifications

Mortgage Educators and Compliance (Course Provider # 1400062) is an NMLS-approved course provider; therefore, MEC must follow all requirements for NMLS-approved courses. The NMLS requires a timeout. You will be timed out for inactivity. **You will not be warned that the timeout is going to occur.**

- The NMLS restricts our video content to **five minutes**, followed by an activity.
- Each course is required to include at least one case study, chapter quizzes, and an end of course assessment. The final assessment will range from **15 to 35 questions**, depending upon the credit hours for the course. **The minimum passing score is 75%.**
- This is an Online Instructor Led Course. You will be required to complete homework assignments that are graded by an instructor. Please keep in mind that if you do not pass the graded assignments, you must re-do them and get a passing score before you will be able to complete the course. This is an NMLS requirement.

System Requirements

Mortgage Educators and Compliance courses can run on any of several different hardware and software platforms. The following are minimum recommendations for hardware, software, and network connectivity.

Software Requirements:

- Internet Browser
 - o Google Chrome 23 or above for PC, Mac, and Linux
 - o Mozilla Firefox 16 or above for PC, Mac, and Linux

- o Internet Explorer 9 or above for PC
 - o Safari 6 or above for Mac
- Adobe Flash Player Version 11.2 or later

Network Connectivity Requirements:

- All systems require an Internet connection of 1 mbps or faster (DSL or Broadband)

Windows 7, 8, or 10:

- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- 2 gigabyte (GB) RAM (32-bit) or 4 GB RAM (64-bit)
- DirectX 10 graphics device with WDDM 1.1 or higher driver
- Sound card and speakers/headphones
- Screen resolution 1024x768 or better, 65,000 colors or more

Macintosh OS X v10.7 "Lion" and newer:

- x86-64 CPU or better
- 2GB of RAM or more
- Speakers/headphones (sound chip is built-in)
- 1024x768 Screen resolution or better, 65,000 colors or more

Contact Information & Technical Support

For all content-related questions, use the internal email system. The internal email system is the recommended form of student-to-instructor contact by the NMLS.

For customer service or questions about course materials use the following contact information:

Phone: (877) 403-1428

Email: Support@MortgageEducators.com

Website: www.MortgageEducators.com

Address: Mortgage Educators
486 W 50 N
American Fork, UT 84003

Technical Support

Technical Support will be provided for all technology-based issues that you may encounter. Before sending an e-mail to Technical Support please visit:

<https://support.mortgageeducators.com/hc/en-us> for our frequently asked questions.

Please note: Tech support agents will not be able to answer questions regarding the course material itself.

Covered tech support issues include:

- Video display issues
- Document download issues
- Learning progress advancement issues
- Forum issues
- Mailbox issues

All content-related questions should be sent via email to the instructor(s) or posted on the course content question forum.

Phone: (877) 403-1428; option 2

Availability: Monday – Thursday

9:00 AM – 5:00 PM MT (Mountain Time)

Friday

9:00 AM- 2:00 PM MT

You may also reach technical support by email at support@mortgageeducators.com.

Please include the following information in the email:

- Name
- Phone Number
- Username
- Course
- Description of issue

Course Objectives

Welcome to the 16 Hour CORE Pre-Licensure Course! This course is meant to fulfill 16 of 20 hours of pre-licensing education required for all licensed mortgage loan originators (MLOs) by the S.A.F.E. Act. This course will cover:

- 3 Hours of Federal Law
- 3 Hours of Ethics
- 2 Hours on Non-Traditional Mortgage Products
- 8 Hours of Undefined Electives

Chapter 1: Becoming an MLO

In Chapter 1, we will start our journey to becoming an MLO. Before we can tackle the ins and outs of the products, programs and processes, we need to understand what an MLO is, which other players exist in the industry and how to become an MLO. This chapter sets the foundation for students to successfully complete the licensing process and understand the required license maintenance practices.

Learning Objectives for Chapter 1

- ☐ Describe the roles of an MLO
- ☐ Understand the mortgage cycle and the roles of each major player in the industry
- ☐ List the requirements of obtaining and maintaining an MLO license
- ☐ Restate what is considered prohibited conduct and how prohibited conduct is punished
- ☐ Describe compensation, and what is required under the LO Comp Rule
- ☐ Redefine key terms and acronyms

Chapter Time: 110 minutes

This chapter covers Federal Law, Uniform State Test Content, and Ethics

Chapter 2: Learning the Products & Programs

Now that we know what an MLO is and what their responsibilities are, we will move on to learning about the products and programs under various government and government-sponsored agencies. We will begin with a conversation about the types of products that an MLO might be able to offer a borrower like fixed-rate, adjustable-rate, and various other types of loans. We will then transition into the programs under Fannie Mae and Freddie Mac, the FHA, VA, and USDA. We will end our conversation discussing non-traditional mortgage products like subprime, non-QM, high-cost, and higher priced loans, as well as the QM and ATR Rules under TILA.

Learning Objectives for Chapter 2

- ☐ Redefine all the different mortgage products like fixed, ARM, construction, and bridge loans
- ☐ Explain the basic qualifications for conventional, VA, FHA, and USDA loans
- ☐ Describe mortgage insurance, loan-to-value, bankruptcy, debt-to-income, down payment, loan limits, seller concessions, and reserves
- ☐ Outline the QM and ATR Rules
- ☐ Understand non-traditional and non-QM loans
- ☐ Restate the requirements under HOEPA and Section 35 of TILA

Chapter Time: 160 minutes

This chapter covers Federal Law, Non-Traditional Mortgage Products & General Mortgage Knowledge

Chapter 3: The Initial Application

Moving forward from the basic understanding of different products and programs, we will dive into the mortgage origination process. This chapter will cover advertising, the initial interview, the Truth in Lending Act, the MAP Rule, suitability of products and programs, and the initial disclosures required under various federal laws. We will also talk about the requirements under two anti-discrimination laws, HMDA and ECOA, as they relate to taking an application.

Learning Objectives for Chapter 3

- ☐ Explain the TILA umbrella and what TILA considered an advertisement
- ☐ Restate the advertising requirements under TILA and the MAP Rule
- ☐ Outline all the initial disclosures required at the time of application
- ☐ Understand what constitutes an application under
- ☐ Restate the requirements under ECOA and HMDA

Chapter Time: 155 minutes

This chapter covers Federal Law, Mortgage Loan Originator Activities & General Mortgage Knowledge

Chapter 4: Processing & Underwriting

Moving forward from the initial application, we will discuss processing and underwriting of mortgage loans. The process of analyzing a borrower and analyzing the mortgage take center stage in this chapter. We will discuss analyzing a borrower's income, liabilities, credit report and qualifying ratios. We will also go over credit and the requirements under both FCRA and FACTA. We will talk about analyzing a mortgage, including the costs associated with the loan. The chapter will also introduce RESPA and the USA Patriot Act.

Learning Objectives for Chapter 4

- ☐ Describe the different types of income and how to calculate them
- ☐ Explain how to analyze a borrower's liabilities, qualifying ratios, and credit reports
- ☐ Restate the requirements under FCRA and FACTA related to credit reports
- ☐ Outline the requirements under RESPA and the USA Patriot Act
- ☐ Understand what constitutes net tangible benefit

Chapter Time: 130 minutes

This chapter covers Federal Law, Mortgage Loan Originator Activities, Ethics & General Mortgage Knowledge

Chapter 5: Funding & Closing

After we've processed and underwritten a loan, it's time to close the loan. Chapter 5 will deal with funding and closing and what can happen even after the loan closes. We will discuss, in depth, the Closing Disclosure, the right of rescission, settlement and closing agents and escrow accounts, and explanation of documents. We will discuss the Bank Secrecy Act/Anti-Money Laundering (BSA/AML) and the prevention of money laundering. We will talk about GLBA as it relates to safeguarding a borrower's nonpublic personal information. The chapter will also discuss transfer of servicing.

Learning Objectives for Chapter 5

- ☐ Describe what is required on each page of the Closing Disclosure
- ☐ Explain how the Right of Rescission works and when it applies
- ☐ Restate the requirements under GLBA and BSA/AML
- ☐ Outline how settlement and closing agents participate in the closing and how the documents are explained at closing

Chapter Time: 85 minutes

This chapter covers Federal Law, Mortgage Loan Originator Activities, Ethics & General Mortgage Knowledge

Chapter 6: Mortgage Ethics

Throughout the course we've tackled some ethical dilemmas and federal laws that directly relate to ensuring that the mortgage industry behaves ethically. In this final chapter, we will go more in depth about what ethics is, what types of fraud exist in the industry, UDAAPs, predatory lending, and steering, as well as fair lending and federal telemarketing laws. By the end of this chapter, students should have a good grasp on what they should avoid as they enter into their new careers.

Learning Objectives for Chapter 6

- ☐ Redefine ethics and morals
- ☐ Explain the different types of mortgage fraud that exist
- ☐ Restate the different types of UDAAPs that exist
- ☐ Relate what is considered predatory lending and steering
- ☐ Understand the requirements under the Telemarketing and Consumer Fraud and Abusive Prevention Act
- ☐ Describe the key terms related to fair lending

Chapter Time: 135 minutes

This chapter covers Ethics.

Final Learning Path & End-of-Course Assessment

The Final Learning path or chapter in the course is comprised of two final case studies, the last homework assignment, and the end of course assessment. The End of Course Assessment is a 25-question final exam with a pool of 50 questions addressing all information covered in the course. The student will have 15 minutes to complete this End of Course Assessment. The final learning path is a total of 25 minutes.

The minimum passing score is 75%.

After passing the End-of-Course Assessment, you must click the Next Button  and then the play icon  to get credit, your hours will be banked **within seven calendar days** in accordance with NMLS requirements. You may also fill out an optional End-of-Course Survey to provide feedback to the instructor.

Final Exam Time: 15 minutes

Case Studies/Final Homework: 10 minutes

Total Duration: 25 minutes

Total Course Time: 800 minutes