



**3 Hour SC SAFE:
South Carolina Mortgage Laws &
Regulations**

COURSE SYLLABUS

*Roy L. Ponthier, Ph.D., Ed.D., CDEI, DREI
Executive Director*

Instructor Background:

Roy L. Ponthier, Ph.D., Ed.D., CDEI, DREI

- Dr. Ponthier is a licensed Louisiana real estate broker, certified real estate and appraisal instructor, and Director of Executive Training Centers, LLC, an educational services company which offers in-class training in real estate, mortgage finance and appraisal, as well as online training through ProEducate, the company's web-based education division which offers real estate and mortgage finance related courses throughout the United States.
- Dr. Ponthier holds a B.S. degree from Southeastern Louisiana College. His graduate training was taken at Tulane University (M.S. and Ph.D.) and the University of New Orleans (M.Ed. and Ed.D.). He holds the Certified Distance Education Instructor (CDEI) certification awarded by the International Distance Education Certification Center (IDECC), as well as the Distinguished Real Estate Instructor (DREI) designation awarded by the Real Estate Educators Association in recognition of exceptional effectiveness in the classroom. Dr. Ponthier has served on the faculty of three Universities, currently teaches classes for The Real Estate Law Society of Loyola University Law School and has chaired college divisions of Computer Science, as well as Education. Since 1988 he has taught real estate related subjects to more than 63,000 students. He is a member of five academic honor societies, as well as MENSA, and author of more than two dozen internationally published scientific papers. He was Director of The Center for Computer Education, Inc., which trained teachers in computer science, and was president of Worldwide Information Network, Inc., a provider of Internet and television marketing in real estate. He has owned two mortgage companies, as well as a business brokerage company and a residential and commercial real estate company.
- Since early 2009, Dr. Ponthier has served on a work group for the Nationwide Mortgage Licensing System & Registry (NMLS&R) to help develop the functional specifications for mortgage pre-licensing and continuing education programs taught in the U.S. He is a member of the Real Estate Educator's Association, The South Central Educators Group, and the Louisiana Mortgage Bankers Association, for which he is Chair of the education committee. Dr. Ponthier's achievements have been documented in Who's Who (Oxford Edition), American Men and Women of Science, and the International Who's Who in Education.

Erika del Pilar Burton-Minard, Ph.D.

- **EDUCATION**
 - Ph.D. Political Science/Comparative Politics and International Relations 2014 (University of New Orleans, New Orleans, Louisiana)
 - M.A. Political Science 2011 (University of New Orleans, New Orleans, Louisiana)
 - B.A. Political Science 2009 (Loyola University, New Orleans, Louisiana)
- **WORK EXPERIENCE**
 - Licensed Mortgage Loan Officer (NMLS 1379216), Southwest Funding, LP September 2015-Currently
 - Licensed to originate mortgage loans; responsible for conducting financial analyses and analyzing clients' financial risk to determine their financial standing with regards to a mortgage loan
 - Adjunct Professor, Department of Political Science, Tulane University January 2015- Currently
 - Comparative Politics Professor
 - Responsible for the creation of the course, teaching and giving 40 undergraduate students per class overall comprehension of comparative politics in the political science field, prepared and conducted daily lectures and created and graded assignments, quizzes, and exams
 - Dissertation Research, Department of Political Science, University of New Orleans 2013-2014
 - Performed research and data collection in various comparative subjects within Latin American countries (economy, social welfare, female political representation), created different quantitative models and conducted quantitative analyses using statistical software

- Teaching Assistant, Department of Political Science, University of New Orleans 2012
 - Course Instructor- Introduction to Comparative Politics
 - Responsible for the creation of the course, responsible for teaching and giving 30 undergrad students overall comprehension of comparative politics in the political science field, prepared and conducted daily lectures, created and graded assignments, quizzes and exams
 - Responsible for transforming non-digitalized data into digitalized data for new database, updated database files, organized Fulbright Scholar files dating back for a period of decades, ran extensive search for current whereabouts of scholars, assisted incoming scholars with application process, managed office and reception.
- **PROFESSIONAL DEVELOPMENT**
 - Passed the National and Louisiana State examination created by the Nationwide Mortgage Licensing System and Registry (NMLS) and received a Mortgage Loan Originator License to operate as a Loan Officer in the State of Louisiana.
 - Certificate of Achievement for IS-00200.b from FEMA's Emergency Management Institute, October 10, 2014

Course Description:

This is a 3-hour overview of South Carolina laws and regulations relating to the residential mortgage industry. This course meets the pre-license education requirement for MLO licensing in South Carolina.

Required Course Material:

This course is entirely self-contained and does not require additional study materials.

REQUIRED HARDWARE and SOFTWARE:

- All course content is available online. To access, a student will need access to the Internet via a cable modem, ISDN, DSL, or T-1 connection. The only software needed is an Internet browser such as Google Chrome, Firefox, Safari, etc.
- Any additional software, such as Adobe Reader, needed to access PDF files, is available in the course for immediate and free download.

Completion Expectations:

Prerequisites:

- There are no educational prerequisites for this course; however, students are expected to have high school level reading and mathematics ability.

Upon registering:

- Students must complete the course lessons/modules and the final exam before the course expiration date.
 - Course completion will include completion of all case studies.
 - Each lesson/module will have a quiz at the end that must be passed in order to continue to the next lesson/module.
 - The quiz will consist of multiple-choice format questions requiring a minimum passing score of 75%.
 - Quiz questions will be displayed one at a time.
 - The final exam questions are also presented in multiple-choice format requiring a passing score of 75% or higher.
 - The username and password will be deactivated after the course expiration date has passed.
- Course completion will be banked on the NMLS website and the course completion certificate will be issued to the student within 7 days of the scheduled end of the course.

School Policies:

Registration:

- The student is responsible for verification of qualifications for licensing, before registering for a course of study.
- Registrants with any form of criminal history, including misdemeanor or felony convictions, or who are currently on parole, must contact the relevant licensing agency before registering for any pre-licensing or pre-certification course.
- An e-mail account is essential to participate in the online program.
- Any attempt to take the course under an assumed identity, or to accept assistance from others in completing any portion of the course, may result in rejection of a license application, revocation of an existing license, fines, or other penalty provided by law governing the relevant state regulatory agency to whom the student submitted documentation.

Course Participation:

- Students are asked to please be certain that their address book is updated to include acceptance of e-mails from StudentServices@ProEducate.com.

School Contact Information:

- **By Phone** - The administrative offices may be contacted by phone at (504) 454-9866 or (800) 966-9866, weekdays between 8 a.m. and 5 p.m. central time.
- **By E-mail** - Send questions to the addresses listed below:
 - **StudentServices@ProEducate.com for questions or comments about registration, administrative issues, or purchases from the online store.**
- **In Person** - We are in the office to assist you with administrative questions Monday - Friday 8:00 a.m. to 5:00 p.m. central time. We are located at 4200 S. I-10 Service Rd. W., Suite 134, Metairie, Louisiana 70001 (Boy Scouts of America Building).

Additional Information Regarding the Online Course:

- During the allotted class time, students will have access to the course 24 hours a day and may login and work on the assignments at their convenience.
- Course completion will be banked on the NMLS website and the course completion certificate will be issued to the student (delivered to the student's e-mail address) within 7 days of course completion.
- The NMLS unique identifier will be requested when each student first begins the course, or they may e-mail it to StudentServices@ProEducate.com at any time while enrolled in the course.
- The course also makes a detailed glossary available to the students. Students may click on the glossary to study the definition of terms with which they are not familiar.
- The "Resources" section of the course makes forms and documents available to assist students in their studies.
- Upon completion of the course material, each student will be required to respond to a course evaluation in addition to a multiple choice final examination.

LEARNING OBJECTIVES, LESSONS and ASSIGNMENTS:

South Carolina Mortgage Laws and Case Studies

Upon completion of this lesson, each student will have an understanding of:

- Be able to discuss the authority, structure, and responsibilities of the South Carolina Department of Consumer Affairs and the South Carolina State Board of Financial Institutions
- Understand different definitions included in the state laws and regulations
- Know some of South Carolina Laws and Regulations as they pertain to mortgage loan originators
- Know what activities require a mortgage loan originator license
- Understand what the law requires of persons wanting to become licensed as mortgage loan originators and what the application process is like for a license
- Know the requisites to maintain a mortgage loan originator license as well as the reasons for the denying of a license
- Recognize prohibited conduct and practices for licensees
- Know the different disclosures and agreements licensees encounter in their activities as mortgage loan originators
- Know how what is required of licensees if they want to advertise for business
- Understand what state law states disciplinary action should be for licensees that violate state provisions

LESSONS

- South Carolina State Content - Part 1
 - South Carolina Department of Consumer Affairs and South Carolina Board of Financial Institutions
 - OVERVIEW
 - Learning Objectives
 - South Carolina Department of Consumer Affairs
 - South Carolina State Board of Financial Institutions
 - South Carolina Law and Regulation Definitions - The South Carolina Mortgage Lending Act
 - South Carolina Law and Regulation Definitions - The High Cost and Consumer Home Loan Act
 - South Carolina Law and Regulation Definitions - Consumer Protection Code, Chapter 3 and Chapter 10
 - Chapter 3
 - Chapter 10
 - Conclusion
 - Lesson Summary
 - Lesson Quiz
- South Carolina State Content - Part 2
 - South Carolina License Law and Regulation
 - OVERVIEW
 - Learning Objectives
 - South Carolina License Law and Regulation
 - Persons Required to be Licensed
 - Licensee Qualifications and Application Process
 - License Maintenance
 - Grounds for Denying a License
 - Conclusion
 - Lesson Summary
 - Lesson Quiz
- South Carolina State Content - Part 3
 - Compliance and Disciplinary Action
 - OVERVIEW
 - Learning Objectives
 - Compliance
 - Prohibited Conduct and Practices; Required Conduct
 - Fees and Charges
 - Disclosures and Agreements
 - Advertising

- Disciplinary Action
 - Notifications, Hearings, and Appeals
 - Suspension, Revocation, and Rescission of Licenses
 - Penalties/Fines
- Civil and Criminal Liability
 - Civil Penalties
 - Criminal Penalties
- Conclusion
- Lesson Summary
- Lesson Quiz
- Case Studies

Final Examination and End-of-Course Evaluation

Students will be administered a timed final examination consisting of multiple-choice questions.

The examination is a multiple-choice style timed examination.

The minimum passing score is 75%.

Students who fail the examination may retake throughout the duration of their course.

End-of-Course Evaluation

NMLS requires that each student complete an end-of-course survey which indicates the student's evaluation of both the course and instructional services. This survey will take only a few moments to complete, but is required before a certificate of completion can be issued.

AMOUNT OF TIME ALLOCATED FOR EACH MODULE (LESSON):

South Carolina Mortgage Law/Case Studies (Text-Based Content)	
Lesson	Time
Part 1: South Carolina Department of Consumer Affairs/ SC State Board of Financial Institutions	
SC Department of Consumer Affairs	5:00
Student Response	1:00
SC State Board of Financial Institutions	5:30
Student Response	1:00
SC Law and Regulations Definitions P1	9:00
Student Response	1:00
SC Law and Regulations Definitions P2	9:00
Student Response	1:00
SC Law and Regulations Definitions P3	9:00
Student Response	1:00
Lesson Summary	4:30
Quiz Part 1	3:00
Part 2: South Carolina License Law and Regulation	
License Law and Regulation	4:00
Student Response	1:00
Persons Required to be Licensed	3:00
Student Response	1:00
Licensee Qualifications and Application Process	8:30
Student Response	1:00
License Maintenance	9:00
Student Response	1:00
Grounds for Denying a License	5:30
Student Response	1:00
Lesson Summary	10:00
Quiz Part 2	3:00
Part 3: Compliance and Disciplinary Action	
Prohibited Conduct and Practices; Required Conduct	5:30
Student Response	1:00
Fees and Charges	4:00
Student Response	1:00
Disclosures, Agreements, and Advertising	4:30
Student Response	1:00
Notifications, Hearings, Revocation, and Rescission of Licenses	5:00
Student Response	1:00
Penalties/Fines	7:00
Student Response	1:00
Lesson Summary	9:00
Quiz Part 3	3:00
Case Studies	

Case Study 1	5:26
Response to Case Study 1	5:00
Review of Feedback	3:00
Case Study 2	3:59
Response to Case Study 2	5:00
Review of Feedback	3:00
End of Course	
NMLS End-of-Course Survey	5:00
Final Exam	20:00

Assignments and Materials Utilized in Each Module (Lesson) Include PowerPoint text-based presentation; downloadable handouts pertaining to lesson content; extensive glossary to view online or print, end of lesson quiz.