



# **8 Hour SAFE Comprehensive: Compliance for 2018**

## **Course Syllabus (Online Self-Study)**

### **ProEducate**

**4200 S. I-10 Service Rd., W., Suite 134**

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**Office Hours:**

**Monday-Friday, 8am – 5pm CT**

**[www.ProEducate.com](http://www.ProEducate.com)**

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

## Instructor Backgrounds/Resumes:

### **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.
- Dr. Ponthier has contracted with Loyola University of New Orleans, College of Law, to be the exclusive provider of online Continuing Legal Education (CLE) for the University.

- **EDUCATION**

- PhD. 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 course satisfies the required 8 hours of mortgage continuing education, as specified in the SAFE Act, that includes 3 hours of federal laws, 2 hours of ethics, 2 hours of non-traditional mortgage products, and 1 hour of undefined instruction (elective) on mortgage origination. It is also a composite of updates and reviews of regulations and legislative actions important to mortgage loan originators who are active in the business.

## **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 the course, the student will need a PC, tablet, or other mobile device to access the Internet. 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 group discussions and 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 70%
    - Quiz questions will be displayed one at a time.
    - Upon submission of the student's response (answer) to each presented quiz question, the system will display the correct/incorrect answer, as well as an explanation of the answer for the student's review.
  - The final exam questions are also presented in multiple-choice format requiring a passing score of 70% or higher
  - The username and password will be deactivated after the course expiration date has passed.
- Course completion the course completion certificate will be issued to the student and completion will be banked on the NMLS website 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](mailto:StudentServices@ProEducate.com) and [Instructor@ProEducate.com](mailto:Instructor@ProEducate.com)
- Instructors may not, in any venue, answer questions of a personal, professional, business, or legal nature, and students should not interpret any information received from instructors, or course content, as being legal or professional advice.
- The instructional staff will respond to questions by e-mail as quickly as possible. In general, questions received by noon on any business day are responded to by 5 pm the following business day. Students who abuse the e-mail opportunity may be dropped from the course, solely at the discretion of the school, without penalty to the school beyond refund of tuition.

### School Contact Information:

- **By Phone:** For questions regarding **administrative** issues, 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:** Ask technical or course content questions 24 hours a day by e-mailing the school office at the addresses listed below. A response will typically be received by close of business on the next business day.
  - **StudentServices@ProEducate.com** for questions or comments about registration, technical assistance, administrative issues, or purchases from the online store.
  - [Instructor@ProEducate.com](mailto:Instructor@ProEducate.com) for questions regarding course content.
- **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.
- Students will be issued a completion certificate upon successful completion of the course. Course completion will be banked on the NMLS website within 7 days of the end of the course.
- 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.
- Instructors are constantly monitoring the student's progress throughout the each module of the course.
  - Instructors will contact each student enrolled in the course via e-mail correspondence to offer encouragement and motivation, as well as assistance with course content.
  - If a student is not progressing well within the course, they will be contacted by the instructor who will offer their assistance to the student.
- During the course, if the students have questions about the course content, they may click on the "e-mail instructor" button and send a question to the instructor.
  - E-mails received by 3 PM on any business day will be responded to on the next business day.
  - Students are asked to please be very specific about the location of the content they are questioning (lesson #, topic, etc.)
    - Instructors are permitted to respond only to questions specifically related to the course content.
    - Questions regarding personal situations, unrelated to the specific course material or of a legal nature, may not be responded to.
- 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, Modules (Lessons), Assignments, and Outline:

<b>8 Hour SAFE Comprehensive: Compliance for 2018</b>			
<b>Module/Lesson</b>	<b>Learning Objectives</b> <i>Upon Completion of each lesson, each student will be able to:</i>	<b>Assignments and Materials Utilized</b>	<b>Segment Time in Minutes</b>
<b>MODULE 1: FEDERAL LAWS (3 hours)</b>			
<b>Truth-in-Lending (TILA)</b>	<ul style="list-style-type: none"> <li>Be familiar with TILA provisions</li> <li>Be familiar with loans covered by TILA</li> <li>Be familiar with finance charges on the Loan Estimate</li> </ul>	PowerPoint/Audio presentation; downloadable handouts pertaining to lesson content; extensive glossary to view online or print; and lesson quiz.	49
Lesson Quiz			3
<b>Real Estate Settlement Procedures Act (RESPA)</b>	<ul style="list-style-type: none"> <li>Recognize the Real Estate Settlement Procedures Act and documentation required</li> <li>Know the types of loans to which RESPA is applicable</li> <li>Know the steps in the foreclosure process</li> <li>Understand which payments are prohibited by the Marketing Service Agreements</li> </ul>	PowerPoint/Audio presentation; downloadable handouts pertaining to lesson content; extensive glossary to view online or print; and lesson quiz.	116
Lesson Quiz			3
<b>Equal Credit Opportunity Act (ECOA) – Regulation B</b>	<ul style="list-style-type: none"> <li>Explain the purpose of the Equal Credit Opportunity Act</li> <li>Discuss the ECOA disclosure</li> <li>Understand required collection of information</li> </ul>	PowerPoint/Audio presentation; downloadable handouts pertaining to lesson content; extensive glossary to view online or print; and lesson quiz.	25
Lesson Quiz			3
<b>MODULE 2: NON-TRADITIONAL MORTGAGE PRODUCTS (2 hours)</b>			
<b>FHA Mortgage Program</b>	<ul style="list-style-type: none"> <li>Understand FHA's different programs</li> <li>Comprehend graduated payment mortgages</li> <li>Compute FHA insurance premiums</li> <li>Know about sales concessions such as seller contributions</li> <li>Understand secondary financing and FHA loans</li> <li>Become familiar with the assumption rules for FHA loans</li> </ul>	PowerPoint/Audio presentation; downloadable handouts pertaining to lesson content; extensive glossary to view online or print; and lesson quiz.	51
Lesson Quiz			3
<b>Adjustable Rate Mortgages (ARMs)</b>	<ul style="list-style-type: none"> <li>Recognize the difference between a qualified mortgage and a non-qualified mortgage</li> <li>Be familiar with Adjustable Rate Mortgages</li> <li>Be familiar with the different terminology regarding Adjustable Rate Mortgages</li> <li>Be familiar with the different types of Adjustable Rate Mortgages</li> </ul>	PowerPoint/Audio presentation; downloadable handouts pertaining to lesson content; extensive glossary to view online or print; and lesson quiz	49
Lesson Quiz			3

<b>MODULE 3: ETHICS (2 hours)</b>			
<b>Ethics and Fraud in Real Estate Finance – Part I</b>	<ul style="list-style-type: none"> <li>Students should be familiar with ethical behavior surrounding the mortgage lending industry</li> <li>Students should be able to recognize fraud in different scenarios</li> <li>Students should be familiar with different types of fraud</li> </ul>	PowerPoint/Audio presentation; downloadable handouts pertaining to lesson content; extensive glossary to view online or print; and lesson quiz	78
Lesson Quiz			3
<b>Ethics in Real Estate Financing – Part II</b>	<ul style="list-style-type: none"> <li>Be familiar with ethics and Federal Lending Laws</li> <li>Be familiar with what characterizes ethical behavior in the mortgage lending industry</li> <li>Recognize the disclosures involved in fair lending laws</li> </ul>	PowerPoint/Audio presentation; downloadable handouts pertaining to lesson content; extensive glossary to view online or print; and lesson quiz	59
Lesson Quiz			3
<b>MODULE 4: ELECTIVE (1 hour)</b>			
<b>Mortgage Loan Origination Terms and Activity</b>	<ul style="list-style-type: none"> <li>Be able to discuss terminology encompassing the mortgage lending process</li> <li>Understand loan origination activities</li> <li>Know how to determine if a potential borrower qualifies for a loan program prior to filling out an application.</li> </ul>	PowerPoint/Audio presentation; downloadable handouts pertaining to lesson content; extensive glossary to view online or print; and lesson quiz.	54
Lesson Quiz			3
<b>Case Studies</b>			5
<b>Final Exam</b>	Measures student's competency.	Exam in multiple-choice format.	10
<b>End-of-Course Survey</b>	Measures course presentation, materials, content and instructor competency.	Survey questions provided to students to rate course/instructor/materials.	5
<b>Total Minutes</b>			525

## **8 Hour SAFE Comprehensive: Compliance for 2018 Course Outline**

### **Lesson 1: Truth-in-Lending (TILA) {Federal Laws}**

- Overview
- Lesson Objectives
- The Truth in Lending Act (TILA)
  - Amendments
  - Open-End and Closed-End Credit Transactions
- Mortgage Disclosure Improvement Act
  - Amendments
  - 3-7-3 Rule
  - Advertising Rules
- Finance Charges
  - Types of Charges
  - Excluded Charges
  - Security Interest Charges
  - Using the term "Finance Charge"
- Summary
- Lesson Quiz



## **Lesson 2: RESPA** *{Federal Laws}*

- Overview
- Lesson Objectives
- Real Estate Settlement Procedures Act (RESPA)
  - RESPA Covered Transactions
  - RESPA Exemptions
  - RESPA – Definitions
- Disclosures Required at Loan Application
- Disclosures After Settlement
- Consumer Protections and Prohibited Practices
- RESPA Enforcements
- Escrow Accounts and RESPA
- Home Mortgage Disclosure Act - Regulation C 12 CFR, Part 1003
- TRID
- Introduction
  - Consumer Financial Protection Bureau (CFPB) New Integrated Disclosures
  - The Loan Estimate
  - Delivery of the Loan Estimate
  - The Loan Estimate Document Regulation Z
- The Closing Disclosure
- Summary
- Lesson Quiz

## **Lesson 3: ECOA** *{Federal Laws}*

- Overview
- Lesson Objectives
- Purpose of the Act
- ECOA Guidelines
- Spouse or Former Spouse Info
- Age Discrimination
- Childbearing, Childrearing
- Required Disclosures
- Additional Regulations
- Notice of Adverse Action
- Appraisal Notification
- Summary
- Lesson Quiz

## **Lesson 4: FHA Mortgage Program** *{Non-Traditional Mortgage Products}*

- Overview
- Lesson Objectives
- Characteristics of FHA Loans
- FHA Loan Programs
- Minimum Cash Investment & LTV
- Sales Concessions
- Seller Contributions
- Inducements to Purchase
- Secondary Financing
- Cash Investment
- Base Loan

- Assumption of FHA Loans
- Assumption Charges
- FHA Underwriting
- Income Analysis
- Calculating Debt to Income Ratio Example
- Assets for Closing
- Other Closing Requirements
- FHA Insurance Premiums
  - Upfront MIP
  - Annual Premiums
  - Annual Premium Cancellation
- Summary
- Lesson Quiz

## **Lesson 5: Adjustable Rate Mortgages** *{Non-Traditional Mortgage Products}*

- Overview
- Lesson Objectives
- Qualified Mortgages vs. Non-Qualified Mortgages
- Non-Traditional Mortgage Products
- Adjustable Rate Mortgages
  - The London Interbank Offered Rate, or LIBOR
  - The 11<sup>th</sup> District Cost Of Funds Index
  - Constant Maturity Treasury
  - The 12 Month Treasury Average Index
  - Certificate of Deposit Index
- How Adjustable Rate Mortgages Work
- Caps and ARMs
  - The lifetime cap
  - The periodic cap
  - The payment cap
- Why choose an Adjustable Rate Mortgage?
- Types of Adjustable Rate Mortgages- Option ARMs
  - Hybrid Adjustable Rate Mortgages
  - Interest-Only Adjustable Rate Mortgages
  - Payment-Option Adjustable Rate Mortgages
  - Cash Flow Adjustable Rate Mortgage
  - Convertible Adjustable Rate Mortgages
- Terms Related to Adjustable Rate Mortgages
  - Amortization Cap
  - Prepayment penalties
- Conclusion
- Summary
- Lesson Quiz

## **Lesson 6: Ethics in Real Estate Financing – Part I** *{Ethics}*

- Overview
- Lesson Objectives
- Ethics
  - What is ethics?
  - How to recognize ethical behavior vs. unethical behavior...
  - Ethics and Business
- Fraud
  - Fraud in the Mortgage Lending Industry
  - Different Types of Fraud in the Mortgage Lending Industry
    - Straw Borrower
    - Flips Fraud
    - Air Loan Fraud
    - Identity Theft
    - Credit Fraud
    - Affinity Fraud
    - Sales Contract Fraud
    - Application Fraud
  - More Types of Fraud
    - Fraud For Profit
    - Fraud For Housing
    - Occupancy Fraud
    - Asset or Down Payment Fraud
    - Income Fraud
    - Appraisal Fraud
- Fair Credit Reporting Act (FCRA)
  - Identity Theft Prevention Program
  - Red Flags
  - Preventing and Mitigating Identity Theft
  - Updating the Identity Theft Prevention Program
  - Administering the Identity Theft Prevention Program
  - Oversight of Service Provider Arrangements
- 
- Conclusion
- Summary
- Lesson Quiz

## **Lesson 7: Ethics in Real Estate Financing – Part II** *{Ethics}*

- Overview
- Lesson Objectives
- The Fair Housing Act
  - The Fair Housing Act and Ethical Behavior
- The Equal Credit Opportunity Act
  - The Equal Credit Opportunity Act and Ethical Behavior
- The Gramm-Leach-Bliley Act
  - The Privacy Rule
  - The Gramm-Leach-Bliley Act and Ethical Behavior
- The Bank Secrecy Act
  - The Bank Secrecy Act and Ethical Behavior
- The Mortgage Assistance Relief Service Rule

- Secure and Fair Enforcement for Mortgage Licensing Act (SAFE Act)
  - The SAFE Act
  - Ethical Behavior
- Conclusion
- Summary
- Lesson Quiz

### **Lesson 8: Mortgage Loan Origination Terms and Activity** *{Elective}*

- Overview
- Lesson Objectives
- Mortgage Loan Originations Terminology
  - Encumbrance
  - Mortgage
  - Note
  - Deed of Trust
  - Prepayment Penalties
  - Assumption
  - Title
    - Joint tenancy
    - Tenancy in common
    - Tenants by entirety
    - Sole ownership
    - Community Property
  - Contract for Deed
  - Junior Loans
- Loan Origination Activities
- How can I make the home buying process easier on my customers?
- Summary
- Lesson Quiz

### **Case Studies**

### **End of Course Survey**

### **Final Exam**

**Assignments and Materials Utilized in Each Module (Lesson) Include:** PowerPoint/Audio presentation; exercise presented through forum for class discussion; downloadable handouts pertaining to lesson content; extensive glossary to view online or print; daily assignments; and end of lesson quiz.