



4 Hour MS SAFE Review of Mortgage License Law

Course Syllabus (Online Instructor-Led)

ProEducate

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

Instructor Backgrounds:

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.

Kat Johnson-Crappel

- Kat joined the lending industry in 1984 and has a diverse real estate background spanning 25-plus years. She obtained her sound skills and extensive knowledge beginning early on as a loan processor in the secondary market; she quickly learned and perfected loan procedures and compliance measures.
- To further her growth Kat joined a real estate attorney's firm as a paralegal to learn the legal side of the industry. While in this position she communicated with buyers, sellers, agents and lending institutions and prepared documents pertaining to FHA, Conventional, VA, Assumptions and FNMA/HUD repossessions. She also used this opportunity to become a Notary Public, a title she still maintains today.
- She then moved into the appraisal sector as office manager for an appraisal firm. While assisting in the preparation of appraisal reports, she further advanced her lending knowledge.
- These lending-related job experiences enabled Kat to maintain a finely tuned perception of the different areas relating to real estate, thus keeping her connected in the mortgage lending field. Once her goals were accomplished, she returned to the industry as a mortgage loan originator. In this position she organized, designed and participated in marketing events and public relations activities on both local and statewide levels. She has also held numerous positions on the Board of Director's and on numerous committees in the local realtor and homebuilder arena.

Course Description:

This course is a 4 hour comprehensive review of Mississippi Mortgage License Law, including the Mississippi SAFE Mortgage Licensing Act of 2009.

This course will cover information relating to the responsibilities and limitations of the Mississippi Department of Banking and Consumer Finance; the Nationwide Mortgage Licensing System and Registry (NMLS&R); standard terminology associated with the Mississippi SAFE Mortgage Licensing Act of 2009; licensing requirements and exemptions; mortgage broker, lender, and originator license qualifications and application process; maintaining a license; required disclosures and agreements; prohibited conduct and practices; causes for license suspension and/or revocation; and procedures, penalties, and fines associated with disciplinary action which may be required.

This course also includes a variety of learning activities and resources, an extensive glossary, student forums, and interactive assignments, all designed to meet course objectives.

Course Objectives, Goals, and Purpose:

This 4 hour course was designed to meet the requirements as set out in Chapter 18 – Mississippi SAFE Mortgage Licensing Act of 2009. It introduces the Department of Banking and Consumer Finance of the state of Mississippi and describes the scope of its authority. It also discusses specific Mississippi law related to the licensing and activities of mortgage licensees.

Required Course Material:

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

REQUIRED HARDWARE and SOFTWARE (Internet-Based Courses):

- All course content is available online. To access, a student will need access to the Internet via a dial-up service, cable modem, ISDN, DSL, or T-1 connection. The only software needed is access to the Internet browser Internet Explorer 6.0 or higher.
- For most courses, students should utilize a connection that is faster than dial-up to fully appreciate the visual aesthetics of the material.
- 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 and all final exams before the course expiration date.
 - Course completion will include completion of all group discussions and case studies.
 - The final exam questions are presented in multiple-choice format requiring a passing score of 75% or higher

- Our online Instructor-led courses have a definite fixed start date and time, as well as a definite fixed end date and time for each scheduled course.
 - The username and password will be deactivated after the course expiration date has passed.
 - Due to the fixed start date and time of the course, if the course is not completed by the scheduled end date of the course, we are unable to provide an extension for the course; however, we can provide the option to re-register for an upcoming course at a discounted tuition rate.
- 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 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 and 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.
- All students required to exercise "chat room netiquette" when participating in group discussions.
 - Unlike a private conversation with a single person via the Internet, the chat room means that many people will read your conversation. It's rather like talking loudly in a crowded restaurant. One of the goals of chat room etiquette is to keep conversations short and to the point. Longer comments and questions are usually better directed in e-mails. Keep conversations on topic.
 - Rules to follow in a chat room:
 - Introduce yourself.
 - State your question clearly.
 - Be civil to others. Be friendly, and respect others in the room.
 - Give the room a chance to answer you. Patience is a virtue.
 - Do not spam or flood the room with repeated questions, statements, or links.
 - Avoid using font colors other than black.
 - Avoid typing in all caps.
 - Do not use any inappropriate or suggestive language.
 - Do not mention names of specific lenders or companies in the business.
 - Do not discuss hiring practices or job offers you have received.
 - Do not pose questions of a legal nature.

- Do not ask or pose questions about your personal situation; ask questions pertaining only to course material.
- Avoid disclosing or asking personal information.
- When you are ready to leave the chat room, chat room etiquette suggests that you say a general goodbye to the group, just as you might when leaving a party.

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.
 - **Help@ProEducate.com for technical assistance.**
 - **StudentServices@ProEducate.com for questions or comments about registration, administrative issues, or purchases from the online store.**
 - **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).

Learning Objectives, Modules (Lessons), Assignments, and Outline:

4 Hour MS Review of Mortgage License Law			
Module	Learning Objectives <i>Upon Completion of Module, each student will have an understanding of:</i>	Assignments and Materials Utilized	Segment Time in Minutes
<u>Module 1:</u> Mississippi Department of Banking and Consumer Finance	The regulatory authority of the Mississippi Department of Banking and Consumer Finance; Responsibilities and limitations of the Mississippi Department of Banking and Consumer Finance; The Nationwide Mortgage Licensing System and Registry (NMLS&R)	Text-based lesson content; lesson quiz; forum discussions; homework assignment for instructor and student direct communication; downloadable and printable handouts; lesson follow-up provided by instructor to student via e-mail	10
<u>Module 2:</u> State Law and Regulation Definitions	The terminology associated with the Mississippi SAFE Mortgage Licensing Act of 2009	Text-based lesson content; lesson quiz; forum discussions; homework assignment for instructor and student direct communication; downloadable and printable handouts; lesson follow-up provided by instructor to student via e-mail	20
<u>Module 3:</u> License Law and Regulation	Who is required to be licensed; Exemptions to the licensing requirements; The licensee qualifications for mortgage brokers, lenders, and originators; The application process for mortgage brokers, lenders, and originators; Grounds for license denial; The regulations associated with maintaining a license	Text-based lesson content; lesson quiz; forum discussions; homework assignment for instructor and student direct communication; downloadable and printable handouts; lesson follow-up provided by instructor to student via e-mail	50
<u>Module 4:</u> Compliance	Prohibited conduct and practices; Required conduct; Required disclosures and agreements	Text-based lesson content; lesson quiz; forum discussions; homework assignment for instructor and student direct communication; downloadable and printable handouts; lesson follow-up provided by instructor to student via e-mail	25
<u>Module 5:</u> Disciplinary Action	Causes for suspension and/or revocation of a license; Notifications, hearings, and appeals associated with disciplinary action; Penalties and fines	Text-based lesson content; lesson quiz; forum discussions; homework assignment for instructor and student direct communication; downloadable and printable handouts; lesson follow-up provided by instructor to student via e-mail	25
<u>Module 6:</u> Guidance on Non-Traditional Mortgage Product Risks	The focus of this guidance is on the higher risk elements of certain non-traditional mortgage products.	Text-based lesson content; lesson quiz; downloadable and printable handouts; lesson follow-up provided by instructor to student via e-mail	25
Assignments	To demonstrate the student's understanding of the lesson content	Case studies presented to student with instructor feedback	20
End-of-Course Survey	Measures course presentation, materials, content and instructor competency	Survey questions provided	5
Final Exam	Measures student's competency	Examination in multiple-choice format with passing score of 75%	10
Total Minutes			200

4 Hour MS Review of Mortgage License Law Course Outline

- I. Mississippi Department of Banking and Consumer Finance
 - A. Introduction
 - B. Regulatory Authority (*MS Law Section 81-18-2*)
 - C. Department/Agency - Responsibilities and Limitations (*MS Law Section 81-18-40*)
 - D. Confidentiality (*MS Law Section 81-18-63*)
 - E. Module 1 Discussion in Forum
 - F. Lesson Quiz
 - G. Homework Assignment

- II. Mississippi State Law and Regulation Definitions
 - A. Introduction
 - B. Definitions (*MS Law Section 81-18-3*)
 - C. Module 2 Discussion in Forum
 - D. Lesson Quiz
 - E. Homework Assignment

- III. Mississippi License Law and Regulation
 - A. Introduction
 - B. Persons Required to be Licensed
 - 1. Loan Originators (*MS Law Section 81-18-7*)
 - 2. Loan Processor or Underwriter (*MS Law 81-18-61*)
 - 3. Exemptions (*MS Law Section 81-18-5*)
 - C. Licensee Qualifications and Application Process (*MS Law Section 81-18-9*)
 - 1. Application for License and Submission
 - 2. Licensing Procedures and Criteria
 - D. Financial Responsibility - Surety Bond (*MS Law Section 81-18-11*)
 - E. Background Check and Fingerprints (*MS Law Section 81-18-13*)
 - F. Prelicensing Education and Experience (*MS Law Section 81-18-14*)
 - G. Grounds for Denying a License (*MS Law Section 81-18-13*)
 - 1. Criminal Convictions
 - 2. Previous Revocation
 - H. License Maintenance (*MS Law Section 81-18-15*)
 - 1. Continuing Education
 - 2. License Fee
 - 3. Renewal
 - I. Personal Information Updates and Required Notifications (*MS Law Section 81-18-17*)
 - J. Record Keeping and Reporting (*MS Law Section 81-18-35*)
 - K. Module 3 Discussion in Forum
 - L. Lesson Quiz
 - M. Homework Assignment

- IV. Compliance
 - A. Introduction
 - B. Prohibited Conduct and Practices (*MS Law Section 81-18-27*)
 - C. Fees and Charges
 - 1. Lock-In Fees (*MS Law Section 81-18-28*)
 - 2. Funds paid to mortgage company for payment of taxes or insurance premiums (*MS Law Section 81-18-36*)
 - D. Advertising (*MS Law Section 81-18-31*)
 - E. Module 4 Discussion in Forum
 - F. Lesson Quiz
 - G. Homework Assignment

V. Disciplinary Action

- A. Introduction
- B. Cease and Desist Order (*MS Law Section 81-18-39*)
- C. Suspension and Revocation of Licenses (*MS Law Section 81-18-37*)
- D. Penalties and Fines (*MS Law Sections 81-18-40 and 81-18-43*)
- E. Notifications, Hearings, and Appeals (*MS Law Section 81-18-43*)
- F. Civil and Criminal Liability (*MS Law Section 81-18-47*)
- G. Module 5 Discussion in Forum
- H. Lesson Quiz
- I. Homework Assignment

VI. Guidance on Non-Traditional Mortgage Product Risks

- A. Introduction
- B. Background
- C. Definitions
- D. CSBS-AARMR Guidance on Non-Traditional Mortgage Product Risks
- E. Risk Management Practices
- F. Consumer Protection Issues
- G. Recommended Practices for Addressing the Risks Raised by Non-Traditional Mortgage Products
- H. Lesson Quiz

VII. Course Evaluation

VIII. Final Exam

Additional Information Regarding the Online Instructor-Led Course:

- Instructor-led courses taught online have a definite fixed start date and time, as well as a definite fixed end date and time. Consequently, students will be given access to this course no sooner than 10:00 AM Eastern Time on the first day of class, and course access will expire at 11:59 PM Eastern Time on the last day of class.
 - 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 may begin working on the course anytime after 10:00 AM Eastern Time on the first day of the course. All course content, including the exit examination and the course evaluation, must be completed by 11:59 PM Eastern Time on the last day of class.
 - 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 the scheduled 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, students will be instructed to make postings to the online "FORUM."
 - Postings to the FORUM are a required part of the course.
 - Instructors will review student input and may respond accordingly.
- 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 Resource Materials” section of the course makes forms and documents available to assist students in their studies. 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.
- Upon completion of the course material, each student will be asked to respond to a course evaluation in addition to a multiple choice final examination.