



# **4 Hour MS SAFE Comprehensive: Financing Residential Real Estate**

## **Course Syllabus**

**(Online Self-Study)**

### **ProEducate**

**4200 S. I-10 Service Rd., W., Suite 134  
Metairie, LA 70001**

**Phone: 800-966-9866**

**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 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 4-hour overview of Mississippi laws and regulations relating to the residential mortgage industry. This course meets the pre-license education requirement for MLO licensing in Mississippi.

### **Course Objectives. Goals. and Purpose:**

This 4-hour course was designed to meet the requirements as set out in the Mississippi S.A.F.E. Mortgage Lending Act of 2009. It introduces the Mississippi Department of Banking and Consumer Finance and describes the scope of its authority. This course 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:**

- 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 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.

## 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).

## Additional Information Regarding the Online Self-Study 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 during that period.
- 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.
- 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 required to respond to a course evaluation in addition to a multiple-choice final examination.

<b>4 Hour MS Mortgage Laws and Regulations</b>		
	<b>MS Department of Banking and Consumer Finance</b>	5:24
	Student Response	1:00
	<b>Quiz</b>	3:00
	<b>MS Mortgage Law and Regulation Definitions</b>	
	Part 1	4:06
	Student Response	1:00
	Part 2	4:15
	Student Response	1:00
	Part 3	4:46
	Student Response	1:00
	Part 4	4:36
	Student Response	1:00
	<b>Quiz</b>	3:00
	<b>MS Mortgage License Law and Regulations</b>	
	Part 1	4:36
	Student Response	1:00
	Part 2	4:43
	Student Response	1:00
	Part 3	4:56
	Student Response	1:00
	Part 4	4:23
	Student Response	1:00
	Part 5	4:37
	Student Response	1:00
	Part 6	5:02
	Student Response	1:00
	Part 7	4:58
	Student Response	1:00
	Part 8	4:12
	Student Response	1:00
	Part 9	3:56
	Student Response	1:00
	Part 10	3:24
	Student Response	1:00
	<b>Quiz</b>	3:00
	<b>MS Compliance</b>	
	Part 1	5:21
	Student Response	1:00
	Part 2	5:19
	Student Response	1:00
	Part 3	5:37
	Student Response	1:00
	<b>Quiz</b>	3:00
	<b>MS Disciplinary Action</b>	
	Part 1	2:50

	Student Response	1:00
	Part 2	3:44
	<b>Quiz</b>	3:00
	<b>CASE STUDIES</b>	
	Case Study 1	5:28
	Response to Case Study 1	5:00
	Review of Feedback	3:00
	Case Study 2	5:08
	Response to Case Study 2	5:00
	Review of Feedback	3:00
	Case Study 3	5:22
	Response to Case Study 3	5:00
	Review of Feedback	3:00
	Case Study 4	4:29
	Response to Case Study 4	5:00
	Review of Feedback	3:00
	Case Study 5	5:49
	Response to Case Study 5	5:00
	Review of Feedback	3:00
	Case Study 6	4:29
	Response to Case Study 6	5:00
	Review of Feedback	3:00
	<b>End of Course</b>	
	NMLS End-of-Course Survey	5:00
	Final Exam	15:00
	<b>Total</b>	<b>223:30</b>

## 4 Hour MS Mortgage Laws and Regulations Course Outline

### Cover Page, NMLS Rules of Conduct for Students, and Course Syllabus

#### Mississippi Department of Banking and Consumer Finance

- Regulatory Authority
- Department/Agency - Responsibilities and Limitations
- Confidentiality
- Lesson Quiz

#### Mississippi State Law and Regulation Definitions

- Definitions
- Lesson Quiz

#### Mississippi License Law and Regulation

- Persons Required to be Licensed
  - Loan Originators
  - Loan Processor or Underwriter
  - Exemptions
- Licensee Qualifications and Application Process
  - Application for License and Submission
  - Licensing Procedures and Criteria
- Financial Responsibility - Surety Bond
- Background Check and Fingerprints
- Pre-licensing Education and Experience
- Grounds for Denying a License
  - Criminal Convictions
  - Previous Revocation
- License Maintenance
  - Continuing Education
  - License Fee
  - Renewal
- Personal Information Updates and Required Notifications
- Record Keeping and Reporting
- Retail Sellers of Manufactured Homes
- Lesson Quiz

#### Compliance

- Prohibited Conduct and Practices
- Fees and Charges
  - Lock-In Fees
  - Funds paid to mortgage company for payment of taxes or insurance premiums
- Advertising
- Lesson Quiz

#### Disciplinary Action

- Cease and Desist Order
- Suspension and Revocation of Licenses
- Penalties and Fines
- Notifications, Hearings, and Appeals
- Civil and Criminal Liability
- Lesson Quiz

#### Case Studies

End of Course Survey

Final Exam

**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.