

# 1 Hour AZ SAFE CE: Avoiding Violations in Arizona

## Course Syllabus

### Course Overview

Welcome to the 1 Hour AZ SAFE CE: Avoiding Violations in Arizona course. In this document, you will learn about the scope of the course, as well as administrative specifics, such as grading and certificates.

### Course Purpose:

The 1 Hour AZ SAFE CE: Avoiding Violations in Arizona course is designed to meet NMLS continuing education requirements.

### Course Description:

The 1 Hour AZ SAFE CE: Avoiding Violations in Arizona course meets the SAFE Act continuing education requirements for licensees through the review and analysis of the prohibited acts and practices for mortgage loan originators, mortgage bankers, and mortgage brokers. Learners will be presented with several scenarios and a case study to demonstrate how these prohibitions may occur in the course of day-to-day business activities.

### Course Objectives:

Upon completion of this course, you should be able to:

- Identify the authority of the Department of Financial Institutions
- Explain the 17 prohibited acts and practices in Arizona specific to mortgage loan originators (MLOs)
- Recognize the prohibitions for mortgage bankers and mortgage brokers

### Course Outline:

Introduction (3 minutes)

Module 1 - (20 minutes)

- Department of Financial Institutions
  - Roles and Responsibilities
  - Enforcement
  - Examinations
- MLO Prohibitions
  - Working on Behalf of an Employer
  - License Required
  - Advertisements
  - Loan Requirements
  - Employment & Compensation
  - False Promises & Misrepresentations
  - Accounting for Funds & Disbursements
  - Improper Business Practices
  - Property Insurance
  - Employment for Licensee or Exempt Entity
  - Advertisement Contents
  - Recordkeeping
  - Loan Processor & Underwriters
- Module summary and quiz

#### Module 2 - (10 minutes)

- Mortgage Banker & Mortgage Broker Prohibitions
  - Blank Spaces
  - Advertisements
  - Escrow Requirements
  - Exclusive Dealings
  - Closing Delays
  - Recording Documents
  - Supervision of Employees
- Module summary and quiz

#### Case Study - (7 minutes)

Final Assessment: 10 minutes

#### Required Course Materials:

All materials required for the course are contained within the learning management system or provided via links within the course. No other materials are required. This course does not have to be completed in one sitting, but it is recommended for your learning retention that each component of the course be completed in one sitting. If you begin the course and you are timed out due to six minutes of inactivity, you will be returned to the first page of the unit of instruction within the module. If you begin the course and choose to leave the course you may re-access the course at any time without starting from the beginning. When re- entering the course, you will be asked if you would like to continue where you left off, simply answer OK to continue through the material. You must have pop-ups enabled and toolbars disabled. You may review any course materials you have already completed by using the navigation tools located in the course, menus and course index page. You must have Adobe Reader to view the supplemental materials/handouts in the course.

#### Final Course Assessment

After completing the course materials, you will need to pass a multiple-choice assessment. You must receive a score of 70% or better to pass.

#### Instructor(s) Background:

This course does not have an instructor. This course was developed through content contributions from Diane Erbeznik, David Fabrizio, Katherine Z. Jones, and Valorie Kacherian.

#### Instructor Biographies:

Alyshia Steele is currently a Regulatory Compliance Consultant for a large southeastern bank and is responsible for complex functional segments of the Consumer Servicing and Default, Operations Compliance program, evaluating information from specific business lines and products while ensuring compliance programs meet all applicable laws and regulations. Alyshia graduated with a Bachelor of Science in Real Estate and Finance from Virginia Commonwealth University in 2006. She has spent over fifteen years working in the mortgage banking industry in such roles as an underwriting, ops management, compliance and fraud investigation.

Instructor contact information: Please feel free to contact our instructors at [learning@elliemae.com](mailto:learning@elliemae.com)

## Course Administration

### Rules of Conduct:

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 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).

Any violation of this standard could lead to automatic withdrawal from the course without credit or refund. The course should be taken in a quiet, distraction free area. NMLS has established a mandatory, automatic, log-out and after six minutes of inactivity, you will be logged out of the course. On logging back in, you will return to either the page where inactivity was detected or the start of the unit of instruction. Units of instruction are indicated in the Course Outline section of this syllabus.

### Course Deadline:

Students have until December 31 in the year in which the course is purchased to complete the course. You may complete the course at any time during this period. However, course providers are afforded seven calendar days to credit the student's NMLS account following successful completion of the course. It is strongly advised that you complete the course at least one week prior to the December 31 deadline.



### Grading Policy:

Successfully completing a module:

To receive CE credit with the NMLS for this course, students must successfully complete the following items:

- Review the syllabus
- Complete the course
- Final Assessment with a score of 70 percent or better – students are allowed two attempts
- Receive (download) the Certificate of Completion

Successfully completing a module:

This course is broken into modules. Each module contains activities such as scenarios, videos, review questions and a module quiz. Students must successfully complete these activities and pass the module quiz with a grade of 70 percent or better to complete that module.

### Course Evaluation:

After you have completed the course and final assessment, please take a moment to complete the course evaluation. Your feedback will help us improve our courses and develop new offerings.

### Technical Requirements/Support

Computer and internet requirements:

Students must have an Internet connection, for best performance, ethernet versus Wi-Fi is preferred. The following browsers are acceptable: Chrome, Edge, Internet Explorer (version 7 or later; but not IE9), Firefox, Safari, or Opera. You must have Adobe Reader to view the supplemental materials/handouts in the course. Make sure you disable toolbars in your browser and enable popups.

If you can't find what you are looking for, contact our support staff at (800)848-4904 Monday–Friday 8 a.m.– 5 p.m. Central Time.

### Help and Contact Information:

Please feel free to contact our industry experts by emailing [learning@elliemae.com](mailto:learning@elliemae.com). Please include the course title and related page in your communication.

### Continued Learning:

After completing this course, you may be interested in other courses to enhance your knowledge. Visit <http://elliemae.com/education/continuing-education> for a list of all course offerings. In addition to self-paced online courses, AllRegs by Ellie Mae offers instructor-led onsite, classroom courses, instructor-led virtual classroom courses, single session webinars on key issues impacting the mortgage industry, and may be able to meet your customized training needs.