

## 2 Hour OR SAFE: Mortgage Lending Laws and Regulations

**Review Date:** DEC 2021

**Course ID#** 13904

**Approval Date:** APR 2022

### Course Syllabus

#### Course Overview

Welcome to the **2 Hour OR SAFE: Mortgage Lending Laws and Regulations** 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 state of Oregon has established specific criteria for course providers as a condition for NMLS course approval to satisfy continuing education requirements. This course meets the content standards by including information about the Oregon Mortgage Lender Law.

#### Course Description

Throughout this course, we will be discussing the Oregon Mortgage Lender Law and reference relevant Oregon statutes (Oregon Revised Statutes, or ORS) and supplemental regulations provided under the Oregon Administrative Rules (OAR) pertaining to licensing.

The Oregon Division of Financial Regulation (the Division or DFR) has regulatory authority over mortgage brokers, lenders, independent processor contractors, and mortgage loan originators conducting business in Oregon.

Independent contractor processors and mortgage loan originators are required to obtain mortgage loan originator licenses.

#### Course Objectives

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

- Outline key requirements for license renewal and operation of mortgage brokers, bankers, and loan originators
- Review standards for records, financial statements, and reports as a licensee
- Summarize specifications for escrow and trust accounts
- Identify appropriate disclosures and advertising standards
- Discuss conditions and limitations of certain mortgage transactions
- Define residential mortgage loans
- List prohibited acts

## Course Outline

### Course Introduction (3 minutes)

### Module 1: Licensing Renewal and Operation of Mortgage Brokers, Mortgage Bankers and Mortgage Loan Originators (30 minutes)

- Review licensing requirements to include:
  - Initial license applications
  - Renewal applications
  - Education requirements
  - List surety bond requirements
  - Providing financial advice
  - Professional Designations
- Recall when a notice of significant events is required
- Describe disclosure of NMLS unique identifier requirements
- Rules for Assumed Business Name

#### Module 1 Activities

- 1A— Case Study
- 1B—Module Quiz. Participants must achieve a score of 70% or greater to advance in the course

### Module 2: Loan Application and Disclosure Requirements (15 minutes)

- Recall loan application and disclosure requirements for residential mortgage loans
- List requirements for when disclosures are required in a language other than English
- Review negative amortization disclosure requirements
- Review disclosure requirements for reverse mortgage loan transactions

#### Module 2 Activities

- 2A—Module Quiz. Participants must achieve a score of 70% or greater to advance in the course

### Module 3: Requirements for Handling of Client Funds (15 minutes)

- Recall the requirements for establishing trust fund accounts
- List reconciliation and reporting requirement for Client Trust Fund Accounts
- Review deposit and withdrawal requirements for Client Trust Fund Accounts

#### Module 3 Activities

- 3A B, and C —Knowledge Checks
- 3D—Module Quiz. Participants must achieve a score of 70% or greater to advance in the course

### Module 4: Record keeping Requirements (15 minutes)

- Recall record keeping requirements for mortgage loan transactions
- Review record retention period requirements
- List financial records that must be maintained
- List borrower transaction records that must be maintained
- Review record retention requirements for advertising and borrower/investor complaints

#### Module 4 Activities

- 4A —Knowledge Checks

- 4B—Module Quiz. Participants must achieve a score of 70% or greater to advance in the course

#### **Module 5: Advertising Requirements and Prohibitions (15 minutes)**

- Recall advertising record retention requirements
- List prohibited advertisements and activities

#### **Module 5 Activities**

- 5A —Knowledge Checks
- 5B—Module Quiz. Participants must achieve a score of 70% or greater to advance in the course

#### **Module 6: Advertising Requirements and Prohibitions (20 minutes)**

- Define manipulative, deceptive or fraudulent
- List grounds for denying, suspending, or revoking licensing for violations
- Recall prohibited conduct or activities related to residential mortgage loan transactions
- Review additional disclosure requirements related to prepayment penalties or servicing transactions

#### **Module 6 Activities**

- 6A —Scenario
- 6B—Module Quiz. Participants must achieve a score of 70% or greater to advance in the course

**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 percent (70%) or better to pass.

### **Instructor Biography**

This course does not have an instructor. This course was developed through content contributions from Diane Erbeznik.

**Diane Erbeznik** has more than 20 years of residential mortgage regulatory compliance experience, as well as secured and unsecured consumer lending. She has worked for top national lenders including Wells Fargo and First Union (The Money Store), regional banks including Bank of Hawaii and Washington Mutual, and is currently First Vice President/Regulatory Control Manager within Consumer Fair and

Responsible Banking for a southeast regional bank. She received a Bachelor of Science degree in Business Management from the University of Phoenix. In addition, she is an active member of the American Bankers Association and has earned the Certified Regulatory Compliance Manager (CRCM) professional certification. She is also an active member of the National Association of Legal Assistants and has earned the Certified Legal Assistant (CLA) professional certification.

Contact information: Please feel free to contact our contributors 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), you are required to abide by the [NMLS Rules of Conduct](#).

NOTE: Proceeding to the course indicates your acceptance to abide by the NMLS Rules of Conduct.

Any violation of this standard could lead to automatic withdrawal from the course without credit or refund. 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 complete the course and receive CE credit with the NMLS for this course, students must:

- Review the syllabus
- Complete the course
- Pass the Final Assessment with a score of 70 percent or better
- 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, satisfy the course seat time requirement, 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, an ethernet connection is preferred rather than Wi-Fi. The most recent versions of the following browsers are acceptable: Chrome, Edge, Internet Explorer, or Firefox. 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, 8:00 a.m.–5:00 p.m. Central Time.

## Help and Contact Information

Please feel free to contact our industry experts by submitting a case to our support team, please visit the [Resource Center](#). Need access? [Start here](#). Please include the course title and related slide number(s) in your communication.

## Continued Learning

After completing this course, you may be interested in other courses to enhance your knowledge. Visit [Ice Mortgage Technology Mortgage Education Packages](#) for a list of all course offerings. In addition to self-paced online courses, ICE Mortgage Technology offers instructor-led, onsite classroom courses; instructor-led virtual classroom courses; and single session webinars on key issues impacting the mortgage industry. ICE Mortgage Technology also may be able to meet your customized training needs.