2-Hour UT-DRE: Requirements and Prohibitions

Course Syllabus

Course Overview

Welcome to the 2-Hour Utah-DRE: Requirements and Prohibitions 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 2-Hour Utah-DRE: Requirements and Prohibitions course is designed to meet NMLS continuing education requirements.

Course Description:

This course satisfies the continuing education requirement as a condition for maintaining a mortgage loan originator (MLO) license with the Utah Division of Real Estate (DRE). This course will highlight existing law and more importantly, its affect on MLO's daily work.

interspersed throughout the course are case studies reinforcing the Utah laws and regulations for residential mortgage lending professionals.

Required Topics:

Residential Mortgage Practices and Licensing Act – 15 min.

Mortgage Administrative Rule – 10 Min.

Mortgage Commission Suggested Topic – 15 min.

Mortgage Licensing and Disciplinary Actions – 60 min.

Course Objectives:

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

- Discuss how the Utah's residential mortgage regulatory structure and processes work
- Apply Utah licensing law to your daily work and to your annual renewals
- Use your knowledge of the regulations, along with Operational Restrictions to keep your license in good standing

Course Outline:

Introduction

Module 1 - (20 minutes estimated time for completion)

- State Agencies and Regulators
    - Powers and Duties
    - Residential Mortgage Regulatory Commission
    - Statutes and Administrative Code

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- Investigations and Enforcement
    - Legal Terms
    - Adjudicative Proceedings
    - Citation authority
    - Disciplinary Actions
    - Civil Actions
- Module summary and quiz

Module 2 - (30 minutes estimated time for completion)

- Licensing Requirements
    - Applicability and Exemptions
    - Individual Licensing Requirements
        - Lending Manager requirements
        - Case Studies in Character, Competency and Financial Responsibility

Module summary and quiz

Module 3 - (20 minutes estimated time for completion)

- Reporting of Changes
- Notifications
- Sponsorship
- Education
    - Continuing Education
    - Provider Requirements
    - UST and Post-licensing education
- Record Retention
- Reports and Timing
- Module summary and quiz

Module 4 - (20 minutes estimated time for completion)

- Operational Restrictions
    - Referrals
    - Loan Modification Fees
    - Appraisal Independence
    - Advertising prohibited acts
    - Deceptive Trade Practices
- Module summary and quiz

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.

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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.

Instructor Biographies:

Diane Erbeznik has 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.

Instructor contact information: Please feel free to contact our instructors at 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.

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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. 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% 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% 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 and a Flash Player version 6 or newer. The following browsers are acceptable: 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 8:00am – 5:00pm Central Time.

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Help and Contact Information:

Please feel free to contact our industry experts by emailing learning@elliemae.com. 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 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.

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