

# 1 Hour MA SAFE CE: Requirements and Prohibitions

## Course Syllabus

### Course Overview

Welcome to the 1 Hour MA SAFE CE: 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 1 Hour MA SAFE CE: Requirements and Prohibitions course is designed to meet NMLS continuing education requirements.

### Course Description:

The One-Hour MA CE: Requirements and Prohibitions course meets SAFE Act continuing education requirements for licensed entities through review of the state's regulatory agencies and laws, and analysis of the violations and penalties. Fraud and advertising prohibitions will be reviewed in the context of an MLOs daily responsibilities, along with information regarding general business prohibitions.

### Course Objectives:

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

- Explain the agencies that regulate Massachusetts non-depository mortgage lenders
- Adhere to all licensing regulations to avoid violating prohibitions
- Describe the differences between prohibitions that apply to schemes to defraud, unfair and deceptive practices
- Avoid violations of prohibitions surrounding general business practices

### Course Outline:

#### Introduction

#### Module 1 -MA Mortgage Lending Regulations (10 minutes estimated time for completion)

- Massachusetts Regulatory Authorities
- Massachusetts Mortgage Lending Regulations
- Prohibited Practice Introduction
  - Module summary and quiz

#### Module 2 -Massachusetts Licensing Prohibitions (10 minutes estimated time for completion)

- Originating without a license
- Misrepresenting license type
- Aiding origination with unlicensed person
- Making false statements
  - Module summary and quiz

#### Module 3 – Massachusetts Fraud and Advertising Prohibitions (15 minutes estimated time for completion)

- Employ schemes to defraud
- Unfair and deceptive practices
- Obtaining property by fraud
- Advertising terms not available

- Bait and switch
- Case study
  - Module summary and quiz

#### Module 4 – General Business Prohibitions (10 minutes estimated time for completion)

- Applicant loan files
- Accounting
- Best effort contracts
- Failure to disclose
- Prohibited fees
- Property Insurance
- Influencing others
  - Module summary and quiz

Final Assessment: 10 minutes (For 1 Hour Course)

### 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:

The industry expert who was the key author of the course is Donna Bradshaw. Donna has been involved in the mortgage lending industry for nearly 40 years with duties ranging from abstracting to operations management and compliance management, including state licensing, and quality control. She began her career as a title company receptionist and occupied progressively more responsible positions up to Senior Vice President for a large multi-state mortgage lender. Donna is presently semi-retired working part time with a local title company assisting with their compliance, best practices, escrow services and title researching.

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. 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 three 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.

#### 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 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.