

# 1 Hour AZ SAFE: Avoiding Violations

Content Date: DEC 2020 | Approval Date: JAN 2021

Course ID#12645

## Course Syllabus

### Course Overview

Welcome to the 1 Hour AZ SAFE : Avoiding Violations 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: Avoiding Violations course is designed to meet NMLS continuing education requirements.

### Course Description:

The 1 Hour AZ SAFE : 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 Valorie Kacherian.

### Instructor Biographies:

This course does not have an instructor. The industry expert that was the key author of the course is Valorie Kacherian.

Valorie Kacherian is an industry veteran and has been working in the consumer financial industry for over thirty years, primarily focused on state and federal regulatory compliance, both from an origination and mortgage loan servicing perspective. She has held senior management positions in mortgage loan originations, mortgage originations compliance and mortgage loan servicing compliance. Her extensive and varied experience brings a unique perspective and capability to all things related to consumer finance.

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), 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.

#### 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 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 a.m.– 5 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 <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; and single session webinar on key issues impacting the mortgage industry. AllRegs by Ellie Mae also may be able to meet your customized training needs.