

COURSE SYLLABUS

This Course Syllabus is designed to share important information for each student. This document includes the following:

- A. Identification of the course and success requirements
- B. Lists the key objectives of the course
- C. Identifies specific points or concepts that students need to focus on
- D. Identifies the instructor and contact information

INTRODUCTION

All continuing education courses are drafted by the Larson Educational Services curriculum development department. Continuing education instructors are required to follow the curriculum as written and are not allowed to make material changes. All qualifying continuing education courses include a course syllabus in the front of the student course manual. The syllabus communicates Larson Educational Services' attitude towards students and learning.

IDENTIFICATION OF THE COURSE

The title of this course is:

8 Hour MN SAFE Comprehensive Continuing Education for 2021

This course is designed to ensure students understand the Federal laws, such as RESPA, ECOA and TILA, in order to operate legally and ethically. Students will learn the requirements for delivery of the Integrated Disclosures, and general requirements for the Closing Disclosure. We'll explain how the CFPB supervises and examines financial service providers, and how to recognize types of mortgage fraud schemes and crimes. We'll also cover the Minnesota Department of Commerce defined topics.

CONTACT INFORMATION

Larson Educational Services is an NMLS approved course provider with permanent office and classroom facilities located at:

Larson Educational Services
Royal Palm Square
1400 Colonial Boulevard, Suite #44
Fort Myers, Florida 33907
Office phone (239) 344-7510
Website: www.LarsonEd.com

General Manager: Amanda Larson amanda@LarsonEd.com (239) 344-7519

Director of Education: Richard Larson rick@LarsonEd.com (239) 344-7510

Training and Instructor Director: Caroline Boland caroline@LarsonEd.com (239) 344-7510

LARSON EDUCATIONAL SERVICES LICENSE INFORMATION

NMLS Provider ID: 1400171

Florida Real Estate School License Number: ZH1002299

PURPOSE AND KEY OBJECTIVES OF THE COURSE

Overall Course Objective

The Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (SAFE Act) requires that state licensed mortgage loan originators (MLO's) complete continuing education at an NMLS approved school. This course meets the continuing education requirements.

At the conclusion of this course, students will be armed with the knowledge to legally, safely and efficiently serve the needs of today's borrowers and lenders in real estate financing transactions.

Course Structure

The curriculum development team at Larson Educational Services has thoroughly researched the requirements and has developed the course to include the mandated hours and topics to reflect the body of information required for the ongoing continuing education of today's MLO.

The course workbook combines detailed text, student notes, and sample questions. The content (upon approval) has been determined to be appropriate with respect to satisfying continuing education requirements as required by the SAFE act. This course is updated as necessary to reflect ongoing changes within the mortgage industry.

Course Schedule

The course is a total of 8 hours broken into 4 Units covering the required course information. The course and unit schedule is:

Introduction and ROC

8:30 am – 8:40 am

Unit 1 – 3 Hours Federal Mortgage-Related Laws

8:40 am – 11:30 am

Lunch Break

11:30 am – 12:00 pm

Unit 2 – 2 Hours Ethics and Consumer Protection

12:00 pm – 1:50 pm

Unit 3 – 2 Hours Non-Traditional Mortgage Standards

2:00 pm – 3:50 pm

Course Assessment

3:50 pm – 4:10 pm

Unit 4 – 1 Hour MN Defined Elective

4:10 pm – 5:10 pm

CEQ COURSE DELIVERY PLATFORM

We will be using **REcampusLIVE**, which can host up to 100 attendees at one time. Please see attached PDF titled "REcampusLIVE – How to Run a Live Online Class" to see screenshots and platform features. The platform allows for synchronous audio and video presentation, as well as a chat box feature for communication between students, instructors, and facilitators. Our video presentation component will include a live feed of our instructor as well as the PowerPoint slides. You can see a demo of one of our real estate classes on this platform at this link - <https://vimeo.com/404175434/3324b3ee9e>

Course materials will be emailed as a PDF prior to class start date.

ISSUANCE AND COLLECTION OF RULES OF CONDUCT

A PDF version of the ROC form will be delivered to each student prior to the class start date. Students are required to deliver the completed ROC to us at least 24 hours prior to the class start time. Our instructor will then explain the ROC at the start of each class.

COURSE DELIVERY PERSONNEL

Our instructors, Cal Walls and Jerry Anderson, are well respected and extremely popular with our students.

Each class offering will have at least two (2) facilitators. Facilitators are employees of Larson Educational Services. Facilitators will be responsible for student login, communication between students and instructors, technical support, and instructor support. Our CE class sizes are typically in the 40-60 student range so having 2 facilitators available meets the recommended ratio guidelines.

INTERACTION REQUIREMENTS

We will have a 5-question quiz at the end of each class unit. These quizzes are already in the approved course materials. Additionally, we will have 2 polling questions incorporated into each unit of instruction. The polling will be moderated by our class facilitator.

REcampusLIVE includes a chat box feature to allow for student questions and interaction. A class facilitator will monitor this chat box for relevant questions from students to be asked to the instructor.

VERIFYING FULL ATTENDANCE

The verifying of full attendance of our students will be accomplished with multiple features.

1. REGISTRATION:

All students will have to register individually to attend the class, using their full name, phone number, email address and NMLS number. Each registrant will receive a personal event attendance URL. Registrants are not allowed to share this personal URL and there can only be one participant within a session using this URL.

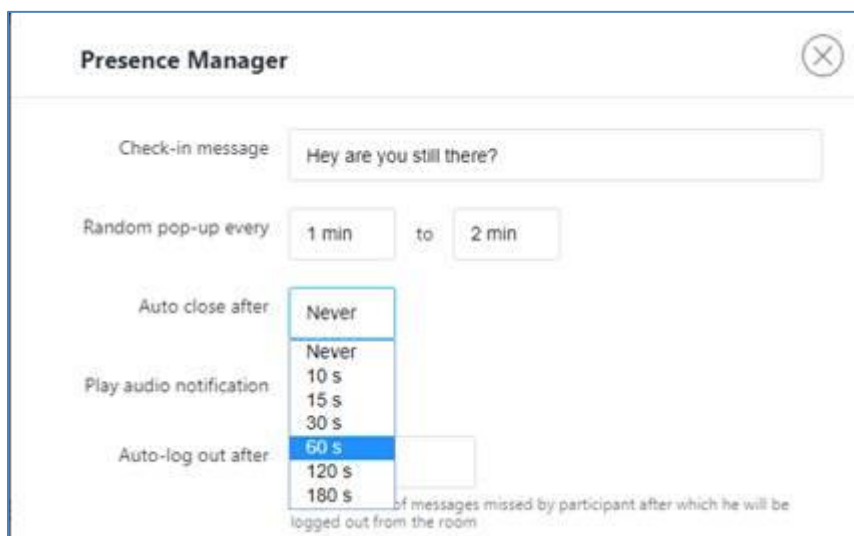
Student Authentication is accomplished through **Knowledge-Based Authentication**. Student responses acquired through the course registration process are match to our student records database and the NMLS consumer access website.

2. LOG IN:

Students must log in to the class no more than 20 minutes after the class start time. We will not provide credit to students who log in later than 20 minutes after start time.

3. ONGOING MONITORING:

REcampusLIVE has a feature called "Presence Manager" (see below) that allows for automatic reminders to students to ensure they are still present in the class and includes automatic logouts based on parameters we select. We will confirm presence 2-3 times per hour. Students who have 2 or more logouts will not receive credit.



The screenshot shows the "Presence Manager" configuration window. It includes a close button (X) in the top right corner. The configuration options are as follows:

- Check-in message: Hey are you still there?
- Random pop-up every: 1 min to 2 min
- Auto close after: Never (selected)
- Play audio notification: Never, 10 s, 15 s, 30 s
- Auto-log out after: 60 s (selected), 120 s, 180 s

Below the "Auto-log out after" dropdown, there is a text label: "of messages missed by participant after which he will be logged out from the room".

4. ATTENDANCE REPORTING:

At the conclusion of each course, we will run an attendance report (see attached sample) from the *REcampusLIVE* platform that shows:

- a. when each student logged in,
- b. if they left the class and when,
- c. how long they were logged in for,
- d. the device and web browser they used,
- e. city, zip code and time zone they were in,
- f. and their IP address

5. COURSE ASSESSMENT:

Our 25-question course assessment will be administered utilizing the “polling” feature in the *REcampusLIVE* platform. This will allow us to display each question individually, allow students to read and then answer the question within 15-30 seconds. If the poll shows that 100% of students got the question correct, we will simply move on to the next question. If we see incorrect answers selected, the instructor will quickly review the question content to further the understanding of the students regarding the question topic. This should take about 20 minutes to facilitate.

TIMELINE JUSTIFYING THE HOURS REQUESTED AND LEARNING OBJECTIVES

Introduction and ROC	8:30 – 8:40am	10
UNIT 1 – 3 Hours Federal Mortgage-Related Laws		
<i>In Unit 1, students will learn to operate legally within strict guidelines and specifications of Federal laws. At the conclusion of this unit, students should be able to understand and explain the key provisions of the following laws regarding loan origination</i>		
Understand provisions of the Truth-in-Lending Act (TILA)	8:40 – 8:30	50
Understand provisions of the Real Estate Settlement Procedures Act (RESPA)	9:30 – 10:20	50
Understand provisions of the Equal Credit Opportunity Act (ECOA)	10:20 – 11:10	50
Understand provisions and prohibitions of Higher Priced Mortgage Loans (HPML), and Gramm-Leach-Bliley (GLB) Act	11:10 – 11:25	15
Unit 1 Progress Test	11:25 – 11:30	5
CUMULATIVE TIME		180 min
<i>Lunch Break</i>	11:30 – 12:00 pm	30 min
UNIT 2 – 2 Hours Ethics and Consumer Protection		
<i>In Unit 2, students will learn about the CFPB consumer complaint purpose, its process, and the scope of consumer financial protection. They will also be able to describe types of mortgage fraud and how to recognize fraud schemes and crimes. Through interesting case studies and discussion, students will gain insight on how to operate as mortgage loan originators ethically and legally.</i>		
Understand the failed to comply with Bank Secrecy Act/Anti-Money Laundering and Suspicious Activity Report filing requirements.	12:00 – 12:10	10
Explain the process in which the CFPB handles consumer complaints and how a consumer can file a complaint through the CFPB database.	12:10 – 12:40	30
Describe identity theft programs and types of mortgage fraud and how to recognize fraud schemes and crimes.	12:40 – 12:55	15
Recognize illegal business practices and understand how those practices could have changed in order to operate legally and ethically.	12:55 – 1:10	15
Through analysis of Case Studies, identify potential illegal activity in the mortgage marketplace.	1:10 – 1:45	35
Unit 2 Progress Test	1:45 – 1:50	5
CUMULATIVE TIME		300 min

UNIT 3 – 2 Hours Non-Traditional Mortgage Standards –		
<i>In Unit 3, students will get an update on current FHA qualifying and property standards. They will get a valuable update covering upfront and annual premium computations and credit score qualifying guidelines. In addition, students will learn about the CSBS/AARMR Guidance on Nontraditional Mortgage Product Risks, and other nontraditional mortgage products, such as ARMS and reverse mortgages.</i>		
Explain FHA annual and upfront mortgage insurance premiums and how the premiums are computed	2:00 – 2:30	30
Explain the duration of MIP based on the amortization term and LTV ratio at origination	2:30 – 2:45	15
Understand the CSBS/AARMR Guidance on Nontraditional Mortgage Product Risks	2:45 – 3:15	30
Describe other nontraditional mortgage products, such as ARMs and reverse mortgages	3:15 – 3:45	30
Unit 3 Progress Test	3:45 – 3:50	5
CUMULATIVE TIME		420 min
COURSE ASSESSMENT	3:50 – 4:10	20
UNIT 4 – 1 Hour MN Defined Elective		
<i>In Unit 4, students will cover the required Minnesota topics as defined by the Minnesota Department of Commerce.</i>		
Describe the State Law and Regulation Definitions	4:10-4:25	15
Understand Compliance and Standards of Conduct	4:25-4:50	25
Explain Record Keeping, Notification and Financial Requirements	4:50 – 5:05	15
Unit 4 Progress Test	5:05-5:10	5
CLASS DISMISSAL	5:10pm	
CUMULATIVE TIME		480 min



EDUCATIONAL SERVICES

Continuing Education Course Evaluation

Course Title: _____

Course Location:

Fort Myers, Royal Palm Square

Course Start Date: _____

Other: _____

1. How would you describe your overall classroom experience with us?

2. How was this course in comparison to others you have taken in the past?

3. Would you recommend this course to a friend, family member, or colleague? Why or why not?

4. Do you have any suggestions for improvement?

5. How did you hear about this class?

My Manager Direct Mail Internet Search I'm a Larson Grad Friend

Other: _____

6. How was the quality of the course in terms of organization and comprehension?

Excellent Very Good Average Below Average Poor

Please Evaluate the Instructor(s):					
Instructor:	Demonstrated knowledge and ability to answer questions	Explained material effectively and accurately	Motivated you through example, challenge and enthusiasm	Showed respect and consideration for students	Overall effectiveness
5=Excellent	4=Above Average	3=Average	2=Below Average	1=Poor	

Name (optional)