

COURSE SYLLABUS

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

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

**Reference Guide:
Citing Sources and Regulations in Course Materials
Version 2 February 5, 2014**

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“Use of Multiple Content Formats: The purpose of providing citations is to provide a reference for the material presented to the student. However, each course is unique in what types of materials and how the materials are used to instruct. When using multiple types of material to present the same information (i.e. the use of a text and a PowerPoint presentation), citations should be placed in (the format) intended for or most likely to be used by the student as a source of future reference.”
(emphasis added)

NOTE TO EVALUATOR ABOUT OUR COURSE WORKBOOK

Our course utilizes workbook, PowerPoint, and textbook content formats. Student – instructor interaction utilizes PowerPoint slides to support workbook content. The citations are placed in the textbook format in the Student Supplement because it is the format intended for and most likely to be used by the student as a source of future reference.

INTRODUCTION

All pre-licensure courses are drafted by the Larson Educational Services curriculum development department. Pre-licensure instructors are required to follow the curriculum as written and are not allowed to make material changes. All qualifying pre-licensure 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

Course Title

The title of this course is:

20 Hour FL SAFE Comprehensive Mortgage Loan Originator Course

The Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (SAFE Act) requires that state-licensed mortgage loan originators (MLOs) complete pre-licensure education at an NMLS-approved school. This course meets the pre-licensure 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.

INSTRUCTOR AND 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

SUCCESS REQUIREMENTS FOR COURSE COMPLETION

Attendance is monitored and verified during class. Successful completion of the course requires full-time attendance and participation in classroom activities. Upon check-in each attendee will be issued a LarsonTrak ID card after showing an approved government issued ID. Each LarsonTrak card has a unique QR code that is tied to your individual LarsonTrak account. It is your responsibility to:

- a. attend each unit in its entirety (there is no provision for partial credit).
- b. keep your LarsonTrak ID card readily accessible.
- c. scan in with the instructor at the beginning of each unit to verify attendance.
- d. scan out with the instructor at the completion of each unit to verify attendance.

If we have received full tuition payment and all units have been completed, a Certificate of Completion will be uploaded to your **LarsonTrak Student Portal** once you have passed the end of course exam. We will also notify the appropriate agencies that you have successfully completed your pre-licensure education as required by the SAFE Act.

Courses must be completed within one year (12 months) of registration. Should you miss any portion of a class, simply call our registration office at (239) 344-7510 to arrange for a make-up time and location.

As a courtesy to others tablets, mobile phones, and laptop computers must be silenced during class

Restrooms, complimentary coffee, tea and water are available in the commons area

Course Schedule

The course is a total of 21 50-minute classroom hours broken into, six 3.5-hour units. The course and unit schedule is:

Day 1

8:30 am – noon	Unit 1
10:30am – 1:00 pm	Lunch (on your own)
1:00 – 4:30 pm	Unit 2

Day 2

8:30 am – noon	Unit 3
Noon – 1:00 pm	Lunch (on your own)
1:00 – 4:30 pm	Unit 4

Day 3

8:30 am – noon	Unit 5
Noon – 1:00	Lunch (on your own)
1:00 – 4:30 pm	Unit 6 and Final Exam

EVIDENCE OF UNDERSTANDING

The student's understanding of key information will be measured both formally and informally.

Informal

The Socratic style of instruction is used for this course. Each key item of information is covered four times and in four different ways:

1. Printed in the student workbook
2. Explained by the instructor
3. Written by the student
4. Tested in the Unit and Final Review Exams

Formal

End-of-Unit Review Exams are completed as home study and self-graded to measure the student's understanding of key information. A passing score of 70% is required on the 25-question final exam. If a passing score is not achieved, a second 25-question final exam will be administered immediately following the issuance of a failing score. The final exam is designed to provide sufficient rigor and support the course's learning objectives, test the student's knowledge, and ensure the student's comprehension and retention of the material. Students are given 15 minutes in class to complete the course Final Exam. When the time limit has been reached, the instructor will cover the questions and answers with the class. The instructor will respond to any incorrectly answered questions, utilizing the final exam as another teachable moment.

LEARNING EXPERIENCES AND TEACHING

Our goal at Larson Educational Services is to promote understanding, interests and excellence. Part of our effectiveness lies in understanding how adults learn best. We have identified the following characteristics of adult learners:

- Students are *autonomous* and *self-directed*.

We actively involve adult participants in the learning process and serve as facilitators for them. Specifically, we will get students' perspectives about topics and show participants how the class will help them reach their goals.

1. **Instructor-to-student:** The instructor will read the main points of the material to the class, and then conduct short reviews and in-class discussions to ensure students' understanding of the learning objectives. Questions from the students will be answered as they relate to the course material and learning objectives. Instructor notes will be provided to indicate how the course materials will be presented.
2. **Student-to-content:** Student notes will be provided to indicate how the student is meant to view the course material and to easily facilitate further review of the material even after the course is taught. The students will complete end-of-unit quizzes to determine proficient understanding of the material, as well as an end of course exam to showcase full understanding of the entire course. The quizzes and final exam will focus on the main learning objectives of the course.

- Students have accumulated a foundation of *life experiences* and *knowledge* that include work-related activities and previous education.

We will connect learning to this knowledge/experience base. We will draw out participants' experience and knowledge which is relevant to the topic. We will relate theories and concepts to the participants and recognize the value of experience in learning.

- Students are *goal-oriented*.

The classification of goals and course objectives is done early in the course. Upon enrolling in this course, students know that the goal is to become a mortgage loan originator. We, therefore, deliver an educational program that is organized and has clearly defined elements. Instructors show participants how this class will help them attain their goals.

- Students are *relevancy-oriented*.
We understand and explain the reason for learning this information. Our instructors identify objectives for students before the course begins. This

means that theories and concepts are related to a setting familiar to students.

- Students are *practical*, focusing on the aspects of a lesson most useful to them in their work.

Our instructors will explain how the concepts taught will be useful to them on the job.

- Students need to be shown *respect*.

Students are treated as equals in experience and knowledge and allowed to voice their opinions freely in class.

LEARNING OBJECTIVES

KEY OBJECTIVES OF THE COURSE

Overall Course Objectives

The Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (SAFE Act) requires that state-licensed mortgage loan originators (MLOs) complete pre-licensure education at an NMLS-approved school. This course meets the pre-licensure 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 manual to include the mandated hours and topics and to reflect the body of information required for an entry-level mortgage loan originator.

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 pre-licensure education as required by the SAFE Act.

The course is updated as necessary to reflect ongoing changes within the mortgage industry.

The course will be taught in a professional classroom setting with student chairs and tables, instructor podium and whiteboards and full climate control. The physical environment of the course is conducive and appropriate for adult education.

The course location will reasonably accommodate the number of students registered and each student will be provided with a designated area that provides the opportunity to focus on the course material delivered.

Key Objectives of the Course by Unit

It is recommended that students focus their studies on the following mandated and elective topics:

Unit 1: Florida Specific Laws and Rules – Learning Objectives

In Unit 1 students will learn the laws and rules that oversee mortgage loan originators in Florida. At the conclusion of this unit, students should be able to:

1. UNDERSTAND STATE LAW AND REGULATION DEFINITIONS
2. EXPLAIN FLORIDA LICENSE LAW AND REGULATION
3. DESCRIBE COMPLIANCE AND DISCIPLINARY ACTION
4. UNDERSTAND UNIQUE STATE AREAS

Unit 2: General Mortgage Knowledge and Standards for Non-Traditional Mortgage Products – Learning Objectives

In Unit 2 students will learn the foundation of the real estate and mortgage industry, including ownership, title insurance and the mortgage documents. Students will also learn the standards for 15 different non-traditional mortgage products. In addition, they will also review current financing products and learn about the current upfront and annual premium computations. At the conclusion of this unit, students should be able to:

1. EXPLAIN GOVERNMENTAL RIGHTS AND INTERESTS IN REAL ESTATE, CONVEYING OWNERSHIP, TITLE INSURANCE AND THE MORTGAGE DOCUMENTS
2. UNDERSTAND THE DIFFERENCES BETWEEN TRADITIONAL AND NON-TRADITIONAL MORTGAGES
3. EXPLAIN THE HISTORY OF NON-TRADITIONAL LENDING AND DESCRIBE CURRENT NON-TRADITIONAL FINANCING TRENDS
4. QUALIFY BUYERS FOR APPROPRIATE FHA PROGRAMS
5. DESCRIBE AT LEAST 5 DIFFERENT FHA FINANCING ALTERNATIVES
6. COMPUTE MORTGAGE INSURANCE PREMIUM (MIP)
7. EXPLAIN THE KEY DIFFERENTIATIONS AMONG 5 ALTERNATIVE FINANCING CHOICES
8. QUALIFY A VETERAN PURCHASER FOR A VA GUARANTEED LOAN PROGRAM
9. DESCRIBE VA ELIGIBILITY AND ENTITLEMENT REQUIREMENTS
10. UNDERSTAND RURAL AND FARM LOAN ALTERNATIVES
11. EXPLAIN THE QUALIFYING REQUIREMENTS FOR UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) RURAL HOUSING SERVICE LOAN, GUARANTEE, SELF-HELP AND HOME REPAIR LOAN AND GRANT PROGRAMS

Unit 3: Federal Mortgage-Related Laws Part 1 – Learning Objectives

In Unit 3 students will learn to operate legally within strict guidelines and specifications of the 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:

1. DODD-FRANK WALL STREET REFORM AND CONSUMER PROTECTION ACT
2. TRUTH IN LENDING ACT (TILA) AND ASSOCIATED SECTIONS
3. REAL ESTATE SETTLEMENT PROCEDURES ACT (RESPA) AND ASSOCIATED REGULATIONS

Unit 4: Federal Mortgage-Related Laws Part 2 – Learning Objectives

In Unit 4 students will learn to operate legally within strict guidelines and specifications of the 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:

1. HOME OWNERSHIP AND EQUITY PROTECTION ACT (HOEPA)
2. EQUAL CREDIT OPPORTUNITY ACT (ECOA) (REG. B)
3. FAIR CREDIT REPORTING ACT
4. FAIR AND ACCURATE TRANSACTION ACT (FACTA)
5. HOMEOWNERS PROTECTION ACT (HPA)
6. GRAMM-LEACH-BLILEY ACT (GLB)
7. TELEMARKETING SALES RULE / DO NOT CALL REGISTRY
8. BANK SECRECY ACT / ANTI-MONEY LAUNDERING
9. MORTGAGE ACTS AND PRACTICES – ADVERTISING (REGULATION N)

Unit 5: Mortgage Loan Originator Practices – Learning Objectives

In Unit 5 students will learn to originate loans through an understanding of Conventional loan types and the qualifying process. At the conclusion of this unit, students should be able to:

1. PERFORM THE FOLLOWING MORTGAGE MATH CALCULATIONS
 - LOAN-TO-VALUE RATIO
 - YIELD AND DISCOUNT POINTS
 - EQUITY
 - AMORTIZATION AND MONTHLY LOAN PAYMENTS
 - ESCROWED ITEMS
 - TOTAL INTEREST ON A LOAN
 - APR AND AMOUNT FINANCED
 - RATIO CALCULATIONS
 - INCOME CALCULATIONS
2. EXPLAIN FNMA MORTGAGE ELIGIBILITY REQUIREMENTS
3. UNDERSTAND THE LOAN UNDERWRITING GUIDELINES
4. LIST QUALIFYING ASSETS AND ACCEPTABLE AND NON-ACCEPTABLE FUNDS FOR CLOSING
5. PERFORM THE FOLLOWING MORTGAGE QUALIFYING CALCULATIONS
 - MONTHLY HOUSING EXPENSES:
 - MONTHLY DEBT OBLIGATIONS:
 - INCOME TO DEBT RATIOS
 - PRIMARY HOUSING EXPENSE /INCOME RATIO:
 - TOTAL OBLIGATIONS/INCOME RATIO
6. DESCRIBE THE CREDIT ANALYSIS PROCESS

Unit 6: Mortgage Loan Originator Processes and Ethics in the Mortgage Industry – Learning Objectives

In Unit 6 students will learn to originate loans through an understanding of credit, loan documentation and the loan application process. Additionally, students will learn how to operate legally and ethically as loan originators through their understanding of mortgage fraud, Federal credit laws, appraisal fraud, ethical considerations, and fair lending issues. At the conclusion of this unit, students should be able to:

1. UNDERSTAND LOAN APPLICATION ACCURACY AND REQUIRED INFORMATION
2. COMPLETE THE FNMA LOAN APPLICATION FORM 1003
3. EXPLAIN THE REQUIRED DISCLOSURE FORMS AND NOTICES
4. UNDERSTAND THE INTERAGENCY CSBS / AARMR / NACCA STATEMENT ON SUBPRIME LENDING AND GUIDANCE ON NONTRADITIONAL MORTGAGE PRODUCT RISK
5. EXPLAIN NONTRADITIONAL MORTGAGE PRODUCT RISK CHARACTERISTICS
6. DESCRIBE MORTGAGE FRAUD CATEGORIES
7. LIST TYPES OF FRAUD
8. RECOGNIZE FRAUD WARNING SIGNS
9. UNDERSTAND APPRAISAL FRAUD
10. DESCRIBE LOAN ORIGINATOR ETHICAL BEHAVIOR AS DEFINED BY REGULATION Z AND CFPB RULES
11. EXPLAIN SAFE HARBOR TO FACILITATE LOAN ORIGINATOR COMPLIANCE
12. DESCRIBE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)
13. DESCRIBE CONSUMER FINANCIAL PROTECTION BUREAU (CFPB)

TIMED OUTLINE

This Timed Outline shows the Unit-by-Unit course content in 50 classroom-hour increments.

UNIT 1: Florida Specific Laws and Rules

Day 1: 8:30am – 12:00pm

3.5 classroom hours

8:30am – 9:20	Introduction, Rules of Conduct, Class Overview State Law and Regulation Definition	50 minutes
9:20 – 9:30	Break	10 minutes
9:30 – 10:20	License Law and Regulation	50 minutes
10:20 – 10:30	Break	10 minutes
10:30 – 11:20	Compliance and Disciplinary Action	50 minutes
11:20 – 11:30	Break	10 minutes
11:30 – 12pm	Unique State Areas	30 minutes
End Unit 1		3.5 Hours

UNIT 2: General Mortgage Knowledge and Standards for Non-Traditional Mortgage Products

Day 1: 1:00pm – 4:30 pm

3.5 classroom hours

1:00pm – 1:50	Governmental Rights and Interests in Real Estate Conveying Ownership Title Insurance Mortgage Documents	50 minutes
1:50 – 2:00	Break	10 minutes
2:00 – 2:50	Understand the Difference Between Traditional and Non-Traditional Mortgages History of Non-Traditional Lending and Current Trends FHA Programs FHA-Insured Loans Loan-to-Value Ratio	50 minutes
2:50 – 3:00	Break	10 minutes
3:00 – 3:50	Mortgage Insurance Premium (MIP) Upfront and Annual Mortgage Insurance Premiums (MIP) Cancellation and Refund of MIP Alternative Financing	50 minutes
3:50 – 4:00	Break	10 minutes
4:00 – 4:30	VA Programs Rural and Farm Loans United States Department of Agriculture (USDA) Rural Housing Service	50 minutes
End Unit 2 End Day 1		3.5 Hours 7 Hrs Total

UNIT 3: Federal Mortgage-Related Laws Part 1

Day 2: 8:30am – 12:00 pm

3.5 classroom hours

8:30am – 9:20	Chronology of Federal Financing Law Dodd-Frank Wall Street Reform and Consumer Protection Act Truth in Lending Act (TILA) and Associated Sections	50 minutes
9:20 – 9:30	Break	10 minutes
9:30 – 10:20	TILA Continued	50 minutes
10:20 – 10:30	Break	10 minutes
10:30 – 11:20	Real Estate Settlement Procedures Act (RESPA) and Associated Regulations	50 minutes
11:20 – 11:30	Break	10 minutes
11:30 – 12pm	RESPA Continued	30 minutes
End Unit 3		3.5 Hours 10.5 Hrs Total

UNIT 4: Federal Mortgage-Related Laws Part 2

Day 2: 1:00pm – 4:30 pm

3.5 classroom hours

1:00pm – 1:50	Home Ownership and Equity Protection Act (HOEPA) Equal Credit Opportunity Act (ECOA) (Reg. B)	50 minutes
1:50 – 2:00	Break	10 minutes
2:00 – 2:50	ECOA Continued	50 minutes
2:50 – 3:00	Break	10 minutes
3:00 – 3:50	Fair Credit Reporting Act Fair and Accurate Transaction Act (FACTA) Homeowners Protection Act (HPA) Gramm-Leach-Bliley Act (GLB)	50 minutes
3:50 – 4:00	Break	10 minutes
4:00 – 4:30	Telemarketing Sales Rule / Do Not Call Registry Bank Secrecy Act / Anti-Money Laundering Mortgage Acts and Practices – Advertising (Regulation N)	30 minutes
End Unit 4 End Day 2		3.5 Hours 14 Hrs Total

UNIT 5: Mortgage Loan Originator Practices

Day 3: 8:30am – 12:00 pm

3.5 classroom hours

8:30am – 9:20	Mortgage Terms and Calculations: Loan-to-Value Ratio Yield and Discount Points Equity	50 minutes
9:20 – 9:30	Break	10 minutes
9:30 – 10:20	Mortgage Terms and Calculations (cont.): Amortization and Monthly Loan Payments Escrowed Items Total Interest on a Loan	50 minutes
10:20 – 10:30	Break	10 minutes
10:30 – 11:20	Qualifying Buyers FNMA ELIGIBILITY Loan Underwriting Guidelines	50 minutes
11:20 – 11:30	Break	10 minutes
11:30 – 12pm	The 4 C's of Underwriting: Capacity Character Capital Collateral	30 minutes
End Unit 5		3.5 Hours 17.5 Hrs Total

UNIT 6: Mortgage Loan Originator Processes and Ethics in the Mortgage Industry

Day 3: 1:00pm – 4:30 pm

3.5 classroom hours

1:00pm – 1:50	Application Accuracy and Required Information Case Study: Fannie Mae Form 1003	50 minutes
1:50 – 2:00	Break	10 minutes
2:00 – 2:50	Interagency CSBS / AARMR / NACCA Statement on Subprime Lending and Guidance on Nontraditional Mortgage Product Risk Mortgage Fraud Categories Appraisal Fraud	50 minutes
2:50 – 3:00	Break	10 minutes
3:00 – 3:50	Loan Originator Ethical Behavior as Defined by Regulation Z and CFPB Rules Safe Harbor to Facilitate Loan Originator Compliance Department of Housing and Urban Development (HUD) Consumer Financial Protection Bureau (CFPB)	50 minutes
3:50 – 4:00	Break	10 minutes
4:00 – 4:30	Course Evaluation and Final Exam Instructions FINAL EXAM Final Exam Grading	10 minutes 15 minutes 5 minutes
End Unit 6 End Day 3		3.5 Hours 21 Hrs Total