

## 2 Hour OR SAFE: Oregon Mortgage Continuing Education

### Course Provider:

OnlineEd, LLC.  
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### NMLS Course Provider ID:

1400327

### Course Approval Date:

February 27, 2024

### Date of Course Content:

February 13, 2024





## **Rules of Conduct for NMLS Approved Pre-Licensure (PE) and Continuing Education (CE) Courses**

**The Secure and Fair Enforcement for Mortgage Licensing Act (SAFE ACT) requires state-licensed MLO's to complete pre-licensing (PE) and continuing education (CE) courses as a condition of licensure. The SAFE Act also requires all education completed as a condition for state licensure be NMLS approved. Since 2009 NMLS has established course design, approval, and delivery standards, which NMLS approved course providers are required to meet. To further ensure students meet education requirements of the SAFE Act, NMLS established Rules of Conduct (ROC). The ROC, which have been approved by the NMLS Mortgage Testing & Education Board (MTEB), and the NMLS Policy Committee, both of which are comprised of state regulators, are intended to stress that NMLS approved education be delivered and completed with integrity.**

### **Rules of Conduct**

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 these rules are in addition to whatever applicable rules the course provider may have set.

Additionally, I understand that the course provider or others may report any alleged violations to NMLS. NMLS may conduct an investigation into alleged violations and may report alleged violations to the state(s) in which I am seeking licensure or maintain licenses, or to other states.

As an individual completing PE or CE I attest the course format I am being credit banked for has been entirely completed by myself alone and have met the below requirements:

#### **Classroom (live)**

- Completed sign-in by providing my signature prior to the start of the course
  - Provided government issued ID at time of sign-in of the course to verify who I say I am
- Engaged with other students and instructor(s)
- Returned from breaks and lunches on time as required
- Participated and was engaged throughout the entire course
  - Properly completed the entire seat-time the SAFE Act required for the approved NMLS course in order to receive an end-of-course completion certificate

#### **Classroom Equivalent (webinar)**

- Provided at the time of entering the webinar platform:
  - Government issued ID
  - Knowledge-Based Authentication
- Returned from breaks and lunches on time as required
- Properly completed the entire seat-time the SAFE Act required for the approved NMLS course in order to receive an end-of-course completion certificate by the following means:

- Provided adequate camera access to ensure visibility for the entire duration of the course by enabling the proctor to ensure I was visible from the shoulders up
- Understand that if I fail to maintain camera presence for a period of greater than 10 minutes I will be removed from the class and not receive credit
- Engaged and completed all course quizzes and case studies
- Engaged and completed all polls
- Understand at various times during the CEQ/webinar course, I will be required to authenticate my identity and engagement.
- Engaged with other students and facilitators/instructor(s)

**Online Instructor-Led (online with instructor)**

- Provided at the time of entering the Learning Management System (LMS):
  - Personal identification requirements set forth by the provider
- Have not and will not divulge my login ID or password or login credentials to another individual for any online course
- Used my own personal login information to complete the NMLS approved online course
- Properly completed the entire seat-time the SAFE Act required for the approved NMLS course in order to receive an end-of-course completion certificate by the following means:
  - Provided adequate camera access to ensure visibility for the entire duration of the course by enabling the proctor to ensure I was visible from the shoulders up
- Engaged and completed all course quizzes and case studies
- Engaged with other students and facilitators/instructor(s)

**Online Self-Study (online without instructor)**

- Provided at the time of entering the Learning Management System (LMS):
  - Personal identification requirements set forth by the provider
  - Used and authenticated my own personal login for BioSig to enter and complete the NMLS approved online course
- Have not and will not divulge my login ID or password or login credentials to another individual for any online course
- Understand at various times during the online course, I will be required to authenticate my identity through a biometric system.
- Properly completed the entire seat-time the SAFE Act required for the approved NMLS course in order to receive an end-of-course completion certificate by the following means:
  - Engaged with all the course content and completed all course quizzes and case studies

Additionally, I

1. Attest that I am the person who I say I am and that all my course registration information is accurate.
2. Acknowledge that I am required to show a current government issued form of identification prior to class entry and that the name on the identification matches the name as it appears on this course registration.
3. 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. I will not use or attempt to use any artificial intelligence and/or large language model chatbots and/or other assistance to complete any NMLS approved course.
4. Will not give or attempt to give assistance to any other person who is registered to take an NMLS approved pre-licensure or continuing education course

5. Understand that the course provider has the right to dismiss anyone from class that creates a disturbance or interferes with the administration of the course or other students' learning, including, but not limited to cell phone/smart watch usage.
6. Acknowledge that any outside activities are prohibited while attending class and grounds for immediate removal from class.
7. 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.
8. Will not engage in any conduct that is dishonest, fraudulent, or would adversely impact the integrity of the course(s) I am completing or the conditions for which I am seeking licensure or renewal of licensure.
9. Understand and acknowledge my responsibility to report any violations or misconduct involving any of the above Rules of Conduct to the Mortgage Testing and Education Board (MTEB).
10. Understand the CSBS Privacy Notice is applicable to these Rules of Conduct. The CSBS Privacy Notice can be found here:

<https://www.csbs.org/privacy-policy>

By signing below, I understand the ROC listed above, and that any violations to these rules will be subject to an investigation by the state(s)/jurisdiction (s) in which I am seeking licensure in or maintaining a license in. The results of any investigation may subject me to disciplinary actions by the state(s) or the State Regulatory Registry, including but not limited to:

- Revocation, suspension, or denial of license
- Disqualification from receiving class credit
- Retraction of class credit
- Fines and/or administrative penalties.
- Additional education

Print Name: \_\_\_\_\_

Course Number(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

Email: \_\_\_\_\_

NMLS ID# \_\_\_\_\_

# 2 Hour OR SAFE: Oregon Mortgage Continuing Education

## Course Syllabus

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### ***Course Description***

This course will cover several fundamental state regulations that Oregon mortgage loan originators must be familiar with. Being familiar with important laws in Oregon's residential mortgage loan industry will ensure that mortgage loan originators are compliant with the state's expectations of MLO behavior.

This five-module course starts out with a description of the Department of Consumer and Business Services (DCBS) and its Division of Financial Regulations (DFR). We'll then review licensing requirements, financial statements, reporting changes to the DCBS, and MLO restrictions on working for a single entity in the second module of the course. The third module covers consumer disclosures in certain residential mortgage transactions, handling client trust funds, and regulations with advertising mortgage products, including the updated disclosure rules when advertising reverse mortgages. The fourth module covers various prohibited acts that licensees cannot participate in during the course of business, and the fifth module explains the DCBS investigation process.

### ***Topics and Learning Objectives***

This course consists of five modules and a final exam:

1. Overview of the DCBS and DFR (8 minutes)
2. Oregon Licensing Definitions and Requirements (22 minutes)
3. Disclosures, Limitations, Client Funds, and Advertising (32 minutes)
4. Prohibited Acts (13 minutes)
5. DCBS Investigations (15 minutes)
6. Final exam (10 minutes)

**Total study time: 2 credit hours** (100 minutes)

### **Module 1: Overview of the DCBS and DFR**

The Oregon Division of Financial Regulation (DFR) is tasked with authorizing those who are working in the mortgage industry. The DFR is just one of several state agencies under the Department of Consumer and Business Services (DCBS). In this module we will review both agencies.

At the end of this module, you will be able to:

- Outline the structure of the DCBS and identify the ten divisions within the Department
- Describe the purpose of the DFR

## **Module 2: Oregon Licensing Definitions and Requirements**

In this module we'll go over general loan and licensing regulations. You'll review the licensing requirements for MLOs, mortgage bankers, mortgage brokers, and mortgage lenders, and understand when an individual is exempt from obtain a mortgage loan originator's license. We'll also go over financial records and reporting changes to licensee information to the DCBS.

At the end of this module, you will be able to:

- Identify Oregon's definition of residential mortgage loan and how it differs from TILA.
- Describe when a company may allow a MLO to originate Oregon loans.
- Review the licensing prerequisites for mortgage lenders, mortgage brokers, and mortgage bankers.
- Explain Oregon's restriction on originating for more than one mortgage banker or broker.
- Recognize the licensee's obligations for keeping the NMLS record up-to-date and responding to deficiencies timely.

## **Module 3: Disclosures, Limitations, Client Funds, and Advertising**

Several disclosures are required to be given to consumers who are involved in a mortgage transaction. In this module we'll review consumer protections relating to certain types of residential mortgage loans. We'll also go over the licensee's responsibilities when accepting funds to be held in trust for the benefit of the borrower. We will also go over proper mortgage advertising practices.

At the end of this module, you will be able to:

- Discuss Oregon's rate-lock disclosure form
- Identify the disclosures that are required to be provided in a language other than English
- Describe the limitations on negative amortization loans
- Discuss the special disclosure for reverse mortgage loans
- Explain new requirement for reverse mortgages in which lender must send a notice on property taxes unless the loan includes a reserve account for taxes.
- Know that MLO is required to sign initial and final loan applications
- Explain the requirements for handling of client funds, including determining when funds are considered trust funds, refunds of funds as well as manner of deposit and disbursement of trust funds.
- Know the requirement to keep copies of correspondents with applicants
- Demonstrate the advertising requirements and prohibitions

## Module 4: Prohibited Acts

In this module we'll review the various acts that licensees are prohibited from participating in as defined by Oregon law.

At the end of this module, you will be able to:

- Explain the definition of dishonest, fraudulent, unfair and unethical practices and prohibited activities for loan originators.
- Define acts or conditions that could result in sanctions.
- Outline various acts that mortgage licensees are specifically prohibited from participating in.
- Describe the proper use of professional designations or certificates.

## Module 5: DCBS Investigations

The Director of the Department of Consumer and Business Services has the authority to investigate potential Oregon law violations against mortgage licensees, invoke civil penalties and fines for discovered violations, and even order license suspension, revocation, or cease and desist orders. This module will review the investigation process available to the DCBS and possible sanctions against licensees for license violations.

At the end of this module, you will be able to:

- Outline the Director's authority over administrative hearings against licensees.
- Describe the types of file the Director may request as part of an investigation.
- List the fines and penalties that can be ordered against a guilty party.

## NMLS ID Required

You must have an NMLS ID to receive credit for this course. You will need this number before you begin the course.

If you already have an NMLS ID but don't remember what it is:

- Login into NMLS
- Click on the **Composite View** tab.
- Click **View Individual** on the sub-header row.
- The number that appears in parentheses after your name is your NMLS ID number.

If you do not have an NMLS ID and need to obtain one, use the instructions available in the NMLS Resource Center:

<https://mortgage.nationwidelicensingsystem.org/licensees/resources/LicenseeResources/Create-an-Individual-Account-Quick-Guide.pdf>

## ***Technical Requirements***

Students only need a computer with a functioning and accessible internet connection. This course works on all modern browsers and operating systems including Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari, and Opera. Students are responsible for all hardware and internet service charges.

## ***Completion Requirements***

This is an online mastery-based course. Students must complete all reading materials, question assessments, and pass end-of-section quizzes to make progress. Quizzes require a 70% or higher passing score, and can be taken as many times as necessary in order to pass.

Completion of the course requires passing a final examination of 15 multiple choice questions with a minimum score of 70%. Students that fail a final exam may retake the final exam as many times as needed to pass. The course is expected to take approximately 2 clock hours to complete.

## ***Course Activities***

The course contains segments that include reading, question assessments, quizzes, and a final exam. Students are expected to interact and complete all activities to make course progress.

Students will be provided with the course content online. Students will be tested at the end of each section to determine if they are meeting the objectives and developing a working knowledge that will help them to successfully use what they are learning.

## ***Testing and Completion Expectations***

Online, timed, and active participation is required to apply the learned material to case study material. Students will be tested periodically through the course to verify they understand the course material. Assessments are graded automatically upon student submission.

A final exam is given at the end of the two-hour. The final exam consists of 15 questions in multiple choice format. The student must score 70% or above. Course credit will not be issued until the final exam has been successfully passed. Final exams may be retaken without limit if failed.

## ***Issuance of Credit***

After successfully passing the final exam, OnlineEd will notify the Nationwide Multistate Licensing System (NMLS) that the continuing education has been completed by the student. It is OnlineEd policy to have credit uploaded to the NMLS by the end of the following business day.

The student will have a printable course completion certificate available after passing the course final exam. The certificate is for the student's personal records and is not confirmation that the NMLS has received the notification that the student has completed the course final exam.



## ***Policies on Cheating and Misrepresentation***

Misrepresentation of personal identity is strictly forbidden for all OnlineEd courses. Falsifying personal information, forgery, and misrepresentation may result in immediate suspension. Additional actions by state and federal agencies may include loss or suspension of a license, failure to grant a license, fees, or criminal prosecution.

Cheating on courses that supply completion certificates, designations, or official credit is not tolerated. OnlineEd is not obligated to continue to furnish credit or continued support for students caught cheating on any part of the coursework or testing.

## ***Breaks***

This course is a self-paced online course. Students are free to stop for a break at any time during the course for any length of time. Progress in the course is saved automatically. Breaks and periods of inactivity will not count towards the required seat time. Students will automatically be logged out after 6 minutes of inactivity and the inactive time will not count towards seat time.

## ***Availability***

This online course is available all day, every day after enrollment unless there is scheduled system maintenance. Courses are made available to students immediately upon purchase. Technical support is available during normal office hours of 8:00 am to 5:00 pm Pacific Time on Monday through Friday, excluding holidays. **Online access to this course is available until midnight Pacific Time on December 31, 2024**, unless stated otherwise.

Course content will continue to be available to students for 180 days after course completion.

## ***Instructor Support***

NMLS policy states that online self-study courses (OSS) do not include instructor support. Technical support questions should be directed to OnlineEd.

## ***Refund Policy***

All tuition and fees paid for the course are refundable when: (a) the course of instruction is discontinued by OnlineEd and such discontinuation has prevented a student from completing the course; or (b) the enrollment of the student was procured as a result of any misrepresentation in promotion materials of the school, or representation made by an owner or employee of the school. All refunds will be completed within 30 days after the effective date of enrollment termination. Refunds will not be given to any student after the student has successfully registered in a course or courses, as once registered, student has access to the registered courses. In hardship cases, OnlineEd may issue a refund at its sole discretion. OnlineEd does not issue retroactive partial refunds for courses that are subsequently discounted or put on sale after a student makes a purchase.

## ***Non-Discrimination Policy***

OnlineEd does not discriminate for admission on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability.

## ***Introduction to the Provider***

### **OnlineEd**

OnlineEd, LLC is an NMLS approved course provider based in Portland, Oregon, and has been offering courses over the internet since 1998.

### **NMLS Provider ID: 1400327**

This course is developed and published by OnlineEd. Completion certificates and other school functions will also be handled by OnlineEd.

All of our teaching and instruction is done via the internet and through our unique course management system. We actually write and publish our own course material for an exclusive online experience. All course materials are written by knowledgeable, experienced industry professionals and instructors.

OnlineEd has physical offices in Portland, Oregon, and is not a call center, shady P.O. box, or other fly-by-night operation. Feel free to give us a call during office hours and talk with an actual person!

### **Contact information:**

14355 SW Allen Blvd., Suite 240  
Portland, OR 97005  
(503) 670-9278

<http://www.OnlineEd.com/>

[mail@OnlineEd.com](mailto:mail@OnlineEd.com)

### **Our Mission Statement**

“To provide superior distance education that exceeds industry standards and expectations in course content and delivery methods to those who seek to enter a new profession and those engaged in a profession.”