



BAI Credit Union Series

Real Estate Lending Curriculum Plan

This Curriculum Plan recommends courses based on typical tasks completed by Real Estate Lending Personnel and is intended to serve as a resource when planning curriculums or Rules. In addition to these recommended courses, there may be other training requirements of your specific regulator, state, or financial institution. The courses included here mainly include subject-based courses. It is not inclusive of [role-based](#) or [mini-courses](#) that may be more appropriate for your institution.

Recommended Courses
30003C – OFAC: Addressing Risks and Red Flags
30123C - Understanding the Fair Debt Collection Practices Act (FDCPA)
30313C - Identity Theft Prevention: Safeguarding Information
30401C - Regulation B: Comprehensive
30402C - Regulation B: Essentials
30404C – OFAC: Addressing Risks and Red Flags
30408C – Servicemember Series: Servicemember Civil Relief Act (SCRA) Protections
30410C – Flood Disaster Protection Act (FDPA) Compliance
30411C - Appraisals and Evaluations: Comprehensive
30413C - The SAFE Act Compliance
30417C - Mortgage Basics: Laws and Regulations
30418C - Mortgage Basics: Products, Documents, and Costs
30420C - Reg Z: Fundamentals for Real Estate
30440C - HMDA Fundamentals
30450C - Real Estate Settlement Procedures Act (RESPA): Essentials
30502C – BSA and AML: Essentials
30504C - USA PATRIOT Act: Managing Compliance
31120C - Frontline: Privacy Considerations
31133C – Frontline: Robbery and Security
31400C – Mortgage Origination: Marketing
31401C – Mortgage Origination: Matching Products
31402C – Mortgage Origination: Pulling Credit Reports
31403C - Mortgage Origination: Completing the Application
31404C – Mortgage Origination: Collecting Information and Documentation
31410C - Mortgage Processing: Providing Disclosures
31411C - Mortgage Processing: Ordering Reports
31412C - Mortgage Processing: Verification and Documentation
31431C - Mortgage Underwriting: Examining Collateral
31432C - Mortgage Underwriting: Examining Capacity and Capital



31433C - Mortgage Underwriting: Examining Character
31460C - Mortgage Closing: Explaining Fees and Disclosures
31461C – Mortgage Closing: BSA and Suspicious Activity
31502C - Consumer Lending: Understanding the Application Process
31510C - Consumer Lending: Private Education Loans
31511C - Consumer Lending: Home Equity Loans
31512C - Consumer Lending: Credit Cards
31513C – Consumer Lending: Ethics
31514C - Consumer Lending: Marketing and Social Media
31520C - Consumer Lending: Addressing Borrower Concerns
31521C - Consumer Lending: Borrower Protections
31540C - Consumer Lending: Considerations at Closing
31805C - Commercial Banking: Considerations at Closing
20319 – Servicing Consumer Loans
20500C – Reg Z: HMPLs and the Escrow Rule
20503C – Reg Z: Right of Rescission
20504C – Reg Z: Section 32 (HOEPA)
20505C – Reg Z: Reverse Mortgages

View the recommended courses by regulation and job-specific task below.

Regulation	Job-Specific Task(s)	Recommended Courses
Appraisal Rules and Regulations	Know what constitutes a valid appraisal Exempt certain transactions from appraisal requirements Keep appraisers separate from lending function Select and retain an appraiser Review an appraisal in connection with a loan Properly handle readdressed appraisals	30411C - Appraisals and Evaluations: Comprehensive



	Order an evaluation instead of an appraisal when appropriate Understand USPAP's role in appraisals	
Bank Bribery Act	Know limitations on what to accept from members Refuse gifts offered in return for business preferences	31513C – Consumer Lending: Ethics
Bank Secrecy Act (BSA)	Recognize and report suspicious activity	31461C – Mortgage Closing: BSA and Suspicious Activity
	Deal with members who potentially be Politically Exposed Persons (PEPs)	30504C – USA PATRIOT Act: Managing Compliance
	Be aware of the stages of money laundering under AML guidelines Deal with members under Member Due Diligence (CDD) and Enhanced Due Diligence (EDD) programs	30502C – BSA and AML: Essentials
	Collect and verify information according to MIP (USA Patriot Act)	31404C – Mortgage Origination: Collecting Information and Documentation
Credit Union Security Procedures	Follow credit union's security procedures and robbery response program	31133C – Frontline: Robbery and Security
Equal Credit Opportunity Act (ECOA/ Reg. B)	Treat members fairly and equally Avoid discriminating on a prohibited basis in any aspect of a credit transaction Handle distressed borrowers and past-due loans Analyze inherent and residual risk of all members, products, and geographies for fair lending risk Evaluate application utilizing any information that the applicant provides	30404C – Fair Lending: Comprehensive



	Use discretion when granting exceptions or waivers	
	<p>Provide applicant with a copy of appraisal report used in evaluation of certain applications</p> <p>Furnish credit information to credit bureaus when dealing with accounts held by spouses</p> <p>Retain proper records for ECOA compliance</p>	<p>30401C - Regulation B: Comprehensive</p> <p>30402C - Regulation B: Essentials</p> <p>31805C – Commercial Banking: Considerations at Closing</p> <p>31401C - Mortgage Origination: Matching Products</p> <p>31403C - Mortgage Origination: Completing the Application</p> <p>31404C - Mortgage Origination: Collecting Information and Documentation</p> <p>31410C - Mortgage Processing: Providing Disclosures</p> <p>31411C - Mortgage Processing: Ordering Reports</p> <p>31431C - Mortgage Underwriting: Examining Collateral</p> <p>31433C - Mortgage Underwriting: Examining Character</p> <p>31460C - Mortgage Closing: Explaining Fees and Disclosures</p>
	Provide loans in the name of one or both applicants	<p>30401C – Regulation B: Comprehensive</p>
	Provide denial notices when applications are turned down	<p>30401C - Regulation B: Comprehensive</p> <p>30402C - Regulation B: Essentials</p> <p>31805C – Commercial Banking: Considerations at Closing</p>



		<p>31401C - Mortgage Origination: Matching Products</p> <p>31403C - Mortgage Origination: Completing the Application</p> <p>31404C - Mortgage Origination: Collecting Information and Documentation</p> <p>31410C - Mortgage Processing: Providing Disclosures</p> <p>31411C - Mortgage Processing: Ordering Reports</p> <p>31431C - Mortgage Underwriting: Examining Collateral</p> <p>31433C - Mortgage Underwriting: Examining Character</p> <p>31460C - Mortgage Closing: Explaining Fees and Disclosures</p>
	Record government monitoring information (GMI) on written application forms	30402C – Regulation B: Essentials
	Place the applicant into the 'right' loan based on their credit profile	31401C – Mortgage Origination: Matching Products
Fair Credit Reporting Act (FCRA)	<p>Pull consumer reports, including bad check reports</p> <p>Respond to a fraud or other alert on a consumer credit report</p> <p>Provide members copies of their credit reports</p> <p>Resolve disputes based on information bank is reporting to the bureau</p>	31402C – Mortgage Origination: Pulling Credit Reports



	<p>Send proper notice for denied applications</p> <p>Receive and process opt-out decisions for consumer information</p> <p>Submit accurate information to credit bureaus</p> <p>Properly handle medical information provided by members</p> <p>Respond when member is a victim of fraud or related identity theft</p> <p>Process address change and new card requests</p> <p>Resolve issues when address on credit report is different from that reported directly from the applicant/borrower</p> <p>Observe red flag guideline events</p> <p>Make prescreened credit offers based on pre-established criteria</p> <p>Resolve differences in identifying information on consumer report and what member presents</p>	
<p>Fair Debt Collection Practices Act (FDCPA)</p>	<p>Know whether the credit union is considered a debt collector, or falls under an exemption</p> <p>Make collection efforts and speak with delinquent borrowers</p>	<p>30123C – Understanding the Fair Debt Collection Practices Act (FDCPA)</p>
<p>Fair Housing Act (FHA)</p>	<p>Avoid discriminating on a prohibited basis in any aspect of a housing-related transaction</p> <p>Include the "Equal Housing Lender" logo or statement on written or verbal advertisements of residential loan products</p>	<p>30404C – Fair Lending: Comprehensive</p>



<p>Flood Insurance</p>	<p>Know when flood insurance requirements apply</p> <p>Require escrow accounts for loans that require flood insurance</p> <p>Perform a flood insurance determination on a covered loan</p> <p>Maintain flood insurance coverage on a covered loan even if it lapses or borrower refuses it</p> <p>Assess determination fees (initial and life-of-loan) against the borrower</p> <p>Inform applicant that flood insurance will be required for the loan</p> <p>Provide flood insurance on loans secured by condos</p> <p>Calculate how much insurance to require on a covered loan</p> <p>Resolve issues when flood insurance policy is written for a different flood zone than that shown on the determination form</p>	<p>30410C – Flood Disaster Protection Act (FDPA) Compliance</p>
<p>Home Mortgage Disclosure Act (Reg. C)</p>	<p>Know where HMDA public file information is located</p> <p>Know whether credit union is covered by HMDA</p> <p>Request the proper information from the applicant(s) for proper application types</p>	<p>30440C – HMDA Fundamentals</p>
<p>Homeowners Protection Act (PMI Rules)</p>	<p>Know when PMI is required for loans</p> <p>Provide proper PMI disclosures for covered loans</p> <p>Cancel or terminate PMI as appropriate</p>	<p>30417C – Mortgage Basics: Laws and Regulations</p>



Information Security	Protect company assets - physical and information	30313C – Identity Theft Prevention: Safeguarding Information
IRS Reporting Requirements	Answer basic questions on 1098s	20319C – Servicing Consumer Loans
OFAC Regulations	Check SDN List when appropriate Block or reject funds as required Identify a general or specific license	30003C – OFAC: Addressing Risks and Red Flags
Privacy of Consumer Financial Information	Distinguish between consumers and members of the credit union Provide initial or annual privacy notice disclosure Receive and process opt-out decisions for personal financial information Avoid providing personal information to a non-affiliated third party	31120C – Frontline: Privacy Considerations
Real Estate Lending Standards (LTV Rules)	Understand LTV standards and limits	30418C – Mortgage Basics: Products, Documents, and Costs
RESPA	Make RESPA-covered loans Provide the Info Booklet for proper type of loans Provide GFE in timely manner to applicant(s) in covered loans Close RESPA-covered loans on appropriate settlement statement Complete the Settlement Statement Provide copy of settlement statement to borrower at least 1 day before closing if borrower requests	30450C - Real Estate Settlement Procedures Act (RESPA): Essentials



	<p>Assess charges for document preparation</p> <p>Assess or collect fees only for work actually done by a third party</p> <p>Refer settlement services to parties that are affiliated with the lender</p> <p>Receive and process loan payments, including escrow portion</p> <p>Provide proper disclosure upon loan origination and transfers of servicing rights</p>	
SAFE Act	Register with NMLS if definition of mortgage loan originator is met	30413C – The SAFE Act Compliance
Servicemember Civil Relief Act (SCRA)	Assist borrowers who are active-duty military personnel	30408C – Servicemember Series: Servicemembers Civil Relief Act (SCRA) Protections
Truth in Lending (Reg. Z)	<p>Meet requirements when ownership of mortgage loan is transferred to a new party</p> <p>Know what loans are covered by Reg. Z</p> <p>Calculate the finance charge and APR for loans</p> <p>Provide disclosures for mortgages and refinances</p>	30420C – Reg Z: Fundamentals for Real Estate Loans
	<p>Provide disclosures for HELOCs</p> <p>Provide periodic statements</p> <p>Assist borrowers with periodic statement items</p> <p>Receive and process loan payments</p> <p>Refund balance or terminate account when requested</p>	<p>30420C - Reg Z: Fundamentals for Real Estate</p> <p>31514C - Consumer Lending: Marketing and Social Media</p> <p>31502C - Consumer Lending: Understanding the Application Process</p> <p>31510C - Consumer Lending: Private Education Loans</p>



		<p>31512C - Consumer Lending: Credit Cards</p> <p>31511C - Consumer Lending: Home Equity Loans</p> <p>31520C - Consumer Lending: Addressing Borrower Concerns</p> <p>31521C - Consumer Lending: Borrower Protections</p> <p>31540C - Consumer Lending: Considerations at Closing</p> <p>31404C - Mortgage Origination: Collecting Information and Documentation</p> <p>31410C - Mortgage Processing: Providing Disclosures</p> <p>31412C - Mortgage Processing: Verification and Documentation</p> <p>31460C - Mortgage Closing: Explaining Fees and Disclosures</p> <p>31400C - Mortgage Origination: Marketing</p> <p>31401C - Mortgage Origination: Matching Products</p> <p>31432C - Mortgage Underwriting: Examining Capacity and Capital</p>
	<p>Provide proper disclosures for HELOC advertisements</p> <p>Provide proper disclosures for closed-end credit ads</p>	<p>31400C – Mortgage Origination: Marketing</p>
	<p>Explain right of rescission</p>	<p>20503C – Reg Z: Right of Rescission</p>
	<p>Provide disclosures for high-rate, high-fee (HOEPA or Section 32) mortgage loans</p>	<p>20504C – Reg Z: Section 32 (HOEPA) Loans</p>



	Understand restrictions placed on HOEPA/Section 32 mortgages	
	Provide disclosures for reverse mortgages	20505C – Reg Z: Reverse Mortgage
	Provide disclosures for Higher Priced Mortgage Loans (HPMLs)	20500C – Reg Z: HPMLs and the Escrow Rule