



BAI Mortgage Series

Basic Compliance Requirements

Based on the insights and recommendations of BAI's panel of compliance experts, the following regulations require training. These training topics should be a part of each financial institution's training plans. Learners may need to be trained on additional topics based on individual institutional and personnel needs.

Topic	Topics included in the requirement:	Role(s)	Required Training Timeframe
Fair Lending and Equal Treatment	Underwriting policies	Institution's discretion based on role	Annual
	Advertising and promotions	Institution's discretion based on role	
	Lending hiring practices	Management and/or Human Resources	
	Subtle forms of discrimination	Institution's discretion based on role	
	Equal Credit Opportunity Act	Institution's discretion based on role	
	Home Mortgage Disclosure Act	N/A for any institution that does not have to comply with HMDA. Many financial institutions do not have to comply. For those that do, this based on role within the institution.	
	Fair Housing Act	N/A for those outside the mortgage loan space	
	American with Disabilities Act	All	
BSA and AML	Timely and accurate reporting	Institution's discretion based on role	Annual
	Maintenance of the BSA Program	Not applicable to line staff	
	Money laundering dangers	All	
	Oversight over relevant procedures	Not applicable to line staff	
	AML training	All	
	Periodic testing of the BSA program	Not applicable to line staff	
	Appropriate staff receives training	Management and/or HR only	



Topic	Topics included in the requirement:	Role(s)	Required Training Timeframe
Privacy of Consumer Fin. Information	Disclosing information on customers to third parties	All; RFPA is compliance only	Annual
	Providing disclosures		
	When to provide disclosures		
	Protecting customer information		
	Right to Financial Privacy Act		
Information Security	Current identity theft scams	All	Annual
	Types of sensitive customer information		
	How to prevent identity theft by protecting information		

