



BAI Mortgage Series

Mortgage Lending Curriculum Plan

This Curriculum Plan recommends courses based on typical tasks completed by Mortgage 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
30401M – Regulation B: Comprehensive
30402M – Regulation B: Essentials
31403M - Mortgage Origination: Completing the Application
31410M - Mortgage Processing: Providing Disclosures
31411M - Mortgage Processing: Ordering Reports
31431M - Mortgage Underwriting: Examining Collateral
31433M - Mortgage Underwriting: Examining Character
31460M - Mortgage Closing: Explaining Fees and Disclosures
30420M - Reg Z: Fundamentals for Real Estate
31514M - Consumer Lending: Marketing and Social Media
31502M - Consumer Lending: Understanding the Application Process
31510M - Consumer Lending: Private Education Loans
31512M - Consumer Lending: Credit Cards
31511M - Consumer Lending: Home Equity Loans
31520M - Consumer Lending: Addressing Borrower Concerns
31521M - Consumer Lending: Borrower Protections
31540M - Consumer Lending: Considerations at Closing
31412M - Mortgage Processing: Verification and Documentation
31432M - Mortgage Underwriting: Examining Capacity and Capital
30411M - Appraisals and Evaluations: Essentials
30123M - Understanding the Fair Debt Collection Practices Act (FDCPA)
30313M - Identity Theft Prevention: Safeguarding Information
30450M - Real Estate Settlement Procedures Act (RESPA): Essentials
30417M - Mortgage Basics: Laws and Regulations
30418M - Mortgage Basics: Products, Documents, and Costs
30413M - The SAFE Act Compliance
30440M - HMDA Fundamentals
30003M – OFAC: Addressing Risks and Red Flags
30404M – Fair Lending: Comprehensive



30408M – Servicemember Series: Servicemember Civil Relief Act (SCRA) Protections
30410M – Flood Disaster Protection Act (FDPA) Compliance
30502M – BSA and AML: Essentials
31400M – Mortgage Origination: Marketing
31401M – Mortgage Origination: Matching Products
31402M – Mortgage Origination: Pulling Credit Reports
31404M – Mortgage Origination: Collecting Information and Documentation
31461M – Mortgage Closing: BSA and Suspicious Activity
31513M – Consumer Lending: Ethics
34022M – Regulation Z: HPMLs and the Escrow Rule
31490M – HOEPA Loan Fundamentals
34023M – Right of Rescission and Required Disclosures
30141M – Loan Documentation: Completing and Enforcing the Note
30441M – HMDA Loan/Application Register Scenarios
34024M – Advertising: Home Equity Loans and Lines of Credit

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

Regulation	Job-Specific Task(s)	Recommended Courses
Appraisal Rules and Regulations	<p>Know what constitutes a valid appraisal</p> <p>Exempt certain transactions from appraisal requirements</p> <p>Keep appraisers separate from lending function</p> <p>Select and retain an appraiser</p> <p>Review an appraisal in connection with a loan</p> <p>Properly handle readdressed appraisals</p> <p>Order an evaluation instead of an appraisal when appropriate</p> <p>Understand USPAP's role in appraisals</p>	<p>30411M– Appraisals and Evaluations: Essentials</p>



Bank Bribery Act	<p>Know limitations on what to accept from customers</p> <p>Refuse gifts offered in return for business preferences</p>	31513M – Consumer Lending: Ethics
Bank Secrecy Act (BSA)	Recognize and report suspicious activity	31461M – Mortgage Closing: BSA and Suspicious Activity
	<p>Be aware of the stages of money laundering under AML guidelines</p> <p>Deal with customers under Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD) programs</p>	30502M – BSA and AML: Essentials
	Collect and verify information according to CIP (USA Patriot Act)	31404M – Mortgage Origination: Collecting Information and Documentation
Equal Credit Opportunity Act (ECOA/ Reg. B)	<p>Treat customers fairly and equally</p> <p>Avoid discriminating on a prohibited basis in any aspect of a credit transaction</p> <p>Handle distressed borrowers and past-due loans</p> <p>Analyze inherent and residual risk of all customers, products, and geographies for fair lending risk</p> <p>Evaluate application utilizing any information that the applicant provides</p> <p>Use discretion when granting exceptions or waivers</p>	30404M – Fair Lending: Comprehensive
	<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>30401M – Regulation B: Comprehensive</p> <p>30402M – Regulation B: Essentials</p> <p>31401M - Mortgage Origination: Matching Products</p>



	Retain proper records for ECOA compliance	31403M - Mortgage Origination: Completing the Application 31404M - Mortgage Origination: Collecting Information and Documentation 31410M - Mortgage Processing: Providing Disclosures 31411M - Mortgage Processing: Ordering Reports 31431M - Mortgage Underwriting: Examining Collateral 31433M - Mortgage Underwriting: Examining Character 31460M - Mortgage Closing: Explaining Fees and Disclosures
	Provide loans in the name of one or both applicants	30401M – Reg B: Comprehensive
	Provide denial notices when applications are turned down	30401M – Regulation B: Comprehensive 30402M – Regulation B: Essentials 31401M - Mortgage Origination: Matching Products 31403M - Mortgage Origination: Completing the Application 31404M - Mortgage Origination: Collecting Information and Documentation 31410M - Mortgage Processing: Providing Disclosures



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	Record government monitoring information (GMI) on written application forms	30402M – Regulation B: Essentials
	Place the applicant into the 'right' loan based on their credit profile	31401M – Mortgage Origination: Matching Products
Fair Credit Reporting Act (FCRA)	Pull consumer reports, including bad check reports Respond to a fraud or other alert on a consumer credit report Provide customers copies of their credit reports Resolve disputes based on information bank is reporting to the bureau Send proper notice for denied applications Receive and process opt-out decisions for consumer information Submit accurate information to credit bureaus Properly handle medical information provided by customers	31402M – Mortgage Origination: Pulling Credit Reports



	<p>Respond when customer 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 customer presents</p>	
Fair Debt Collection Practices Act (FDCPA)	<p>Know whether the bank is considered a debt collector, or falls under an exemption</p> <p>Make collection efforts and speak with delinquent borrowers</p>	30123M – Understanding the Fair Debt Collection Practices Act (FDCPA)
Fair Housing Act (FHA)	<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>	30404M – Fair Lending: Comprehensive
Flood Insurance	<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 even if it lapses or borrower refuses it</p>	30410M – Flood Disaster Protection Act (FDPA) Compliance



	<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>	
Home Mortgage Disclosure Act (Reg. C)	<p>Know where HMDA public file information is located</p> <p>Know whether bank is covered by HMDA</p> <p>Request the proper information from the applicant(s) for proper application types</p>	30440M – HMDA Fundamentals
Homeowners Protection Act (PMI Rules)	<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>	30417M – Mortgage Basics: Laws and Regulations
Information Security	Protect company assets - physical and information	30313M – Identity Theft Prevention: Safeguarding Information
OFAC Regulations	<p>Check SDN List when appropriate</p> <p>Block or reject funds as required</p> <p>Identify a general or specific license</p>	30003M – OFAC: Addressing Risks and Red Flags
Real Estate Lending Standards (LTV Rules)	Understand LTV standards and limits	30418M – Mortgage Basics: Products, Documents, and Costs



RESPA	<p>Make RESPA-covered loans</p> <p>Provide the Info Booklet for proper type of loans</p> <p>Provide GFE in timely manner to applicant(s) in covered loans</p> <p>Close RESPA-covered loans on appropriate settlement statement</p> <p>Complete the Settlement Statement</p> <p>Provide copy of settlement statement to borrower at least 1 day before closing if borrower requests</p> <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>	<p>30450M– Real Estate Settlement Procedures Act (RESPA): Essentials</p>
Secure and Fair Enforcement for Mortgage Licensing (SAFE) Act	Register with NMLS if definition of mortgage loan originator is met	<p>30413M– The SAFE Act Compliance</p>
Servicemember Civil Relief Act (SCRA)	Assist borrowers who are active-duty military personnel	<p>30408M – Servicemember Series: Servicemember Civil Relief Act (SCRA) Protections</p>



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>	<p>30420M – Reg Z: Fundamentals for Real Estate Loans</p>
	<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>30420M - Reg Z: Fundamentals for Real Estate</p> <p>31514M - Consumer Lending: Marketing and Social Media</p> <p>31502M - Consumer Lending: Understanding the Application Process</p> <p>31510M - Consumer Lending: Private Education Loans</p> <p>31512M - Consumer Lending: Credit Cards</p> <p>31511M - Consumer Lending: Home Equity Loans</p> <p>31520M - Consumer Lending: Addressing Borrower Concerns</p> <p>31521M - Consumer Lending: Borrower Protections</p> <p>31540M - Consumer Lending: Considerations at Closing</p> <p>31404M – Mortgage Origination: Collecting Information and Documentation</p>



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	Provide proper disclosures for HELOC advertisements Provide proper disclosures for closed-end credit ads	31400M – Mortgage Origination: Marketing
	Explain right of rescission	34023M – Right of Rescission and Required Disclosures
	Provide disclosures for high-rate, high-fee (HOEPA or Section 32) mortgage loans Understand restrictions placed on HOEPA/Section 32 mortgages	31490M – HOEPA Loan Fundamentals
	Provide disclosures for Higher Priced Mortgage Loans (HPMLs)	34022M – Regulation Z: HPMLs and the Escrow Rule