



# **NMLS Course Evaluator Job Description**

**May 24, 2018**

## **Summary**

The State Regulatory Registry (SRR) is seeking subject matter experts to serve as course evaluators to assist in the evaluation and approval of pre-licensure (PE) and continuing education (CE) courses. These courses will be taken by individuals seeking to satisfy the state licensure requirements for Mortgage Loan Originators (MLOs).

SRR is required by the Secure and Fair Enforcement Mortgage Licensing Act of 2008 (SAFE Act) to review and approve all courses that are to be offered to state- licensed MLOs. SRR is looking to add to its existing team of course evaluators who are subject matter experts (SMEs) in the areas of federal and state mortgage loan origination laws and regulations.

## **Responsibilities**

Course evaluators, under the direction of the Sr. Director of Mortgage Education, are responsible for reviewing all aspects of pre-licensure (PE) and continuing education (CE) courses required to be completed by state-licensed mortgage loan originators. Evaluators must be able to perform the following tasks:

- Review and evaluate all aspects of course content to ensure information is current, accurate, and of sufficient detail and relevance to the course topic.
- Validate that course learning objectives are clear and support the learning outcomes associated with the course topic.
- Assess the difficulty of course content and course structure and ensure they are appropriate for the experience level of the MLO target audience.
- Ensure the course has sufficient content and/or is configured appropriately to meet time requirements.
- Validate that the course meets the technical requirements as detailed in the NMLS Functional Specification.
- Provide written documentation on course deficiencies and provide direction to course providers how deficiencies need be addressed.

## **Qualifications and Experience**

Evaluators must be able to meet the following qualifications:

- Be able to demonstrate through experience, credentials, or other means that he/she is a SME in areas of mortgage loan origination laws and practices including but not limited to:
  - o Federal laws and regulations (including recently enacted final rules from

- the Consumer Finance Protection Bureau (CFPB))
    - State laws and regulations (for one or more states and/or agencies)
    - General mortgage origination knowledge and practices
  - It is expected that industry professional course evaluators have a minimum five (5) years of responsible experience in the industry in a position (or positions) that bears directly on mortgage loan origination practices including but not limited to origination, underwriting, secondary marketing, operations, compliance, quality control, or other comparable positions.
- OR,
- It is expected that regulatory evaluators (state or federal) must have at least five (5) years of responsible experience in a regulatory position (or positions) including the conduct or supervision of mortgage company examinations (brokers and/or lenders), consumer complaint investigation and resolutions, or mortgage legal affairs.
  - It is preferred but not necessary, that evaluators have some experience evaluating courses related to the industry.
- OR
- It is expected that evaluators formerly or currently associated with Mortgage GSEs must have a minimum of five (5) years of responsible experience in a position that's comparable to either the industry professional or regulator positions described above.
  - For any evaluator, a minimum five (5) years' experience in mortgage education and training is preferred. This could include but not be limited to:
    - Design and development of training and education programs (classroom and/or online)
    - Delivery of training and education programs
    - At the discretion of SRR, the evaluator may have less than the minimum years of education and training experience.
  - It is preferred but not required that the evaluator have a BA/BS degree from a regionally accredited institution or equivalent experience and credentials.
  - The evaluator must meet the minimum requirements for a criminal background check that are included in the SAFE Act. (See section 1505(b)(1 –3))
  - The evaluator must have at least two references with at least one of them from a supervisory level federal or state regulatory official. The non-regulatory reference(s) must be from an industry professional who holds an executive or managerial level position in the mortgage industry, an affiliated industry, or a mortgage trade association.

### **Knowledge and Skills**

- Must be a SME in either federal or state mortgage laws or practices.
- Be capable of working remotely and be able to receive course material electronically via an online portal.
- Must have full-time access to the Internet and be able to send/receive files and e-mail on a regular basis and through an SRR designated portal.

- Be willing to learn and/or be comfortable reviewing online courses.
- Excellent written communication skills.
- Be proficient in MS Office.
- Maintain confidentiality with regard to documents and information.
- Be capable of reporting hours and submitting invoices for payment.

### **Work Arrangement**

- Course Evaluators are required to serve in this role as Independent Contractors.
  - o Are required to sign a professional services contract.
  - o Are required complete and sign a W-9 form.
  - o Are required to have a home office or a comparable work arrangement.
  - o Be able to participate in periodic conference calls.
  - o It will not be required but may be requested that the evaluator be able to travel to at least one annual meeting with other evaluators (SRR to pay travel and expenses).

### **How to Apply**

- Candidates wishing to be considered as a Course Evaluator are required to send resume or CV and a cover letter detailing qualifications to: Richard Madison, Sr. Director, Mortgage Education, at [rmadison@csbs.org](mailto:rmadison@csbs.org)
- Candidates are also required to submit along with the resume and cover letter at least two signed reference letters.

**Please note:** in order to avoid any conflict of interests, NMLS approved course providers, instructors for course providers, and/or those education providers who may be seeking to become an NMLS approved course provider are ineligible to be course evaluators.