



NATIONAL ASSOCIATION OF MORTGAGE BROKERS COURSE APPROVAL PROCESS & GUIDELINES

The National Association of Mortgage Brokers (NAMB) is committed to the provision of continuing education opportunities to the mortgage brokering industry. We offer an array of courses covering important issues and compliance.

As a nonprofit, professional association we are committed to offering high quality courses to all interested students at reasonable prices. Our goal is to enhance the professional development of our industry professionals and provide educational classes that meet state licensing requirements.

We understand that there are other persons and companies that share our commitment to education and would like to add their courses to our curriculum. We welcome the opportunity to share additional courses with students in our industry. To do so, we must require that any courses that might become a part of the NAMB education program meet stringent requirements related to course content, relevance to the industry, and legal review.

The following is an outline of the submission and review process for courses outside vendors wish to submit to NAMB as a possible addition to the NAMB education curriculum.

I. Submission of Materials

A complete set of any materials that an outside vendor wishes to add to the NAMB curriculum must be shipped to the national NAMB offices:

Education Program
National Association of Mortgage Brokers
8201 Greensboro Drive, Suite 300
McLean, VA 22102

The materials will not be returned to the vendor(s). Therefore, please do not send your only copy of the course. The vendor is responsible for all shipping charges involved with the submission of the materials to the NAMB offices.

In addition to the course materials, a resume and/or curriculum vitae must be provided for all authors of the course.

A primary contact for any correspondence regarding the course submission must also accompany the course materials.

The course materials remain the property of the vendor. However, the materials will be reproduced for review by NAMB education program representatives.

II. Education Program Review

The NAMB education program is overseen by an Education Committee composed of NAMB members. The members are mortgage professional volunteers with considerable experience in the industry and in adult education.

The course submission will undergo a thorough review by the Curriculum Subcommittee of the Education Committee. This group of individuals reviews every course to ensure the accuracy of the course content, how the course content will benefit the student, course design, grammar, instructor and student handouts, visual aids, etc.

Upon completion of their review, the Curriculum Subcommittee will provide a report and recommendation to the Education Committee.

The Education Committee will review the work of the Curriculum Subcommittee and will undertake a formal vote to approve or deny the addition of the new course to the NAMB curriculum.

The Education Committee will then make a recommendation to the NAMB Board of Directors and will have the Board of Directors make a final determination on the approval of the course to the NAMB curriculum.

III. Legal Review

All course materials submitted to NAMB will undergo a thorough legal review by NAMB's general counsel. Depending upon the determination of our legal counsel the course will be approved, denied, or the vendor may be asked to make adjustments to the course to ensure that the course materials adhere to current legal requirements.

IV. Fees

As a nonprofit organization NAMB relies on the efforts of its volunteers. The education program is no different, and as much work as possible is conducted by volunteers free-of-charge. However, there are expenses associated with the review of any new course, including legal fees, reproduction fees, shipping to volunteers, etc.

A vendor submitting a course will be charged a **\$5,000.00** fee for review of the course. The fee is due upon submission of the materials and a review of the course materials will not be conducted until the fee is received by the national NAMB offices.

Checks should be made payable to NAMB and should be forwarded to the following address:

Education Program
National Association of Mortgage Brokers
8201 Greensboro Drive, Suite 300
McLean, VA 22102

If a course is approved for addition to the NAMB curriculum a yearly renewal fee of **\$1,000.00** will be paid by the owner(s) of the course. This fee covers charges associated with a yearly review of all course materials to ensure continued legal compliance, include updates to the course, etc.

V. Timeline

Given the thorough review process the NAMB education program will require ninety (90) days to complete a review of the course materials.

VI. Course Ownership

The vendor maintains ownership of the course materials. If a course is approved for addition to the NAMB curriculum, NAMB and the vendor may enter or may request to enter into an agreement regarding revenue-sharing, course offerings, and responsibilities of the parties, etc.

As NAMB is a nonprofit organization the legally binding agreement is a protective measure for all parties and is meant to maximize the benefits received by the vendor.

VII. Advertising/Self-Promotion

All courses in the NAMB curriculum are written in general terms that do not promote a particular product and/or company. We have been fortunate to have corporate sponsors for our courses in the past and have thanked such sponsors by including their name

and/or logo on course materials and an acknowledgement of the sponsor in the classroom. However, course authors and vendors are prohibited from promoting themselves, their company, and products in the course materials.

VIII. Objectivity

To ensure the objectivity of Education Committee and subcommittee volunteers, all volunteers are required to sign 'Conflict of Interest' statements. When conducting education program business on behalf of NAMB, all volunteers are required to keep their personal biases to themselves and to review all submissions in an objective fashion.

If a vendor has a concern regarding bias, steps can be taken to remove the name of the author and/or vendor throughout the review process by the Education Committee.

IX. Background Check

The NAMB education program has a high profile, national name recognition, and has demonstrated a high level commitment to education to state legislators, national regulatory agencies, and our state affiliates. To protect our reputation all authors and vendors will undergo a thorough background check prior to the approval of any course materials.

X. Notification

Official notification regarding the approval of a course submitted to NAMB will be mailed to the primary contact as designated in the course submission.

XI. Contact Information

All questions regarding the course submission review and approval process are to be directed to the Education Committee Chairperson:

David Pearson
Chair, Education Committee
NAMB
8201 Greensboro Drive, Suite 300
McLean, VA 22102
dpearson@amerifirstfinancial.com