



SAFE ACT ADVISEMENT: Retailers/Communities may **already** be subject to fines for their unlicensed activities for Jan & Feb 2010, when they are audited in early 2011 by the Department of Commerce. For most, it is only a question of mitigating their future fines by initiating the licensing as soon as possible. The grace period only kicks in **after** they have applied for the license and are awaiting approval. In other words, if retailers have not complied with SAFE Act requirements and have engaged in any unlicensed activity in January & February those retailers probably could be fined in the future for their unlicensed activities even if they act now.

REMINDER: Both employers and their employees(those that lend money directly as well as companies who do not , but facilitate customer lending with other sources) must register with NMLS. Many companies/people have begun the registration and education portions for the Mortgage Loan Originator portions of the Safe act but have not yet filled out the application for company to be Mortgage Lender.

Employees/salespersons must **immediately** begin process of obtaining Mortgage Loan Originator License and have all documentation completed by January 1, 2011.

Employers aka Lender companies must register as Mortgage Lender by July 1, 2010 or Mortgage Broker by May 1, 2010 (brokers cannot lend own money). Their employees must take training and test and have that and application all done and accepted by Commerce by January 1, 2011 as mortgage loan originators if they do any of above.

Smart Steps to SAFE Act Compliance in 2010...

The steps below will help new companies to get started with Registration for the Nationwide Mortgage Licensing System (NMLS)

COMPANY STEPS:

Step 1 - Request an Account

To gain access to the Nationwide Mortgage Licensing System (NMLS) for the first time, a company must submit a form requesting an account. The Company Account Request Form can be accessed at the link for "Companies" listed right on the front of the NMLS Website and are easy to follow. and takes only a few minutes to complete. Once the form has been submitted it will be reviewed for accuracy. If validated, an account will be set up for the company and User IDs and passwords will be issued to the account administrator(s) identified.

Step 2 - Getting Prepared

The following resources are available through links on the "Companies" page of the NMLS Website and will help you prepare to use the NMLS:

- Recommended workflow guides for various licensing scenarios along with Quick Guides
- Detailed "How To" instructions with screenshots that you can download and print.
- Download sample forms to help you gather the necessary information.
- Take interactive tutorials covering major topics and tasks.

Step 3 - What does my state require?

Review the jurisdiction-specific requirements for Ohio by using the NMLS to apply for a license or transitioning an existing license. You can print out a checklist of Ohio-specific requirements by going to the map listed on the NMLS Website and click on "Ohio". All requirements are easily listed for ready review.

Step 4 - Login & Complete Your Record

Once your company's account administrator(s) receives his or her User ID and password, click on the "Log into NMLS" button above. From there, follow the instructions outlined in the Tutorials and Navigation Guides to complete your record and submit it to your state regulator. If your state has not yet joined NMLS, you can skip the License/Registration screen and create your record and save until your jurisdiction joins NMLS.

Step 5 - Submit & Pay

When you are ready to submit a filing to a state regulator, you will need to run the Completeness Check, a ready link on the NMLS Website. Once the Completeness Check is finished, you can submit the filing and pay the licensing fees. Acceptable payment methods are Visa, MasterCard and bank ACH payment (Automated Clearing House).

FOR EMPLOYEES/SALESPERSONS:

Please read through these steps carefully and consider building a plan to comfortably complete the requirements in just 3 -4 months. This pace gives you time to focus on each step, study and maintain your business.

Step 1 - Request an Account

Establish your account and receive your ID number with the Nationwide Mortgage Licensing System (NMLS) at <http://www.stateregulatoryregistry.org/NMLS>. Select "Log into NMLS" and select "Create an individual account".

Step 2 – Getting Educated

Register at Hondros College for the Special OMHA Member Package including all pre-licensing and exam preparation classes for \$577.

REMEMBER, OMHA MEMBERS RECEIVE \$35 REBATE UPON COURSE COMPLETION. NON-MEMBERS CAN OBTAIN \$35 OFF COMPANY MEMBERSHIP FOR EACH PERSON COMPLETING HONDROS FULL COURSES. BE SURE TO USE THE FOLLOWING CODE (OMHA course package) TO QUALIFY FOR THE REBATES/DISCOUNTS. Call 1.888.HONDROS TODAY!

Step 3 – Take Class

Schedule and attend the required pre-licensing courses at Hondros College: 20 hour SAFE Act Mortgage Loan Originator Class + 4 hour Ohio State Specific Class. Classes are offered monthly at all locations. You can schedule now for March or April classes. Schedules for May-August classes will be available late March.

Step 4 – Register for National Exam

Register to attend a National Exam Prep Review that is scheduled soon, within a few weeks, after completing the pre-licensing courses in Step 3.

As soon as you have enrolled in the National Exam Prep Review class, and before you actually have taken the class, schedule your appointment to take the national exam. Schedule the appointment to occur as soon as possible after you complete the National Exam Prep Class. Allow yourself a day or two to review and then tackle the exam while it is all still fresh in your mind! Schedule this appointment early because appointment times will fill up as state deadlines approach. To schedule the test, you need your NMLS ID (Step 1) and \$92 payment when you visit:

<http://mortgage.nationwidelicingsystem.org/profreq/testing/Pages/default.aspx>

Step 5 - Take National Exam

Attend the National Exam Prep Review Crammer class. Study your notes and the Review Crammer textbook. Take the National SAFE Exam as soon as possible after the class and pass with 75% or better!

Step 6 – Register for State Class

Schedule to attend an Ohio State MLO Exam Crammer class scheduled monthly at all Hondros College locations.

Step 8 – Register for Exam

As soon as you have enrolled in the Ohio State Exam MLO Exam Crammer class, schedule your appointment to take the state exam. Allow yourself a day or two after you complete the class, to review and then take the exam while the content is still fresh. To schedule the test you need your NMLS ID and \$69 payment when you visit:

<http://mortgage.nationwidelicencingsystem.org/profreq/testing/Pages/default.aspx>

Step 9 - Finish Class and Take State Exam

Attend the Ohio MLO Exam Review Crammer Class. Study your notes and Ohio Mortgage Lending Principles & Practices textbook. Take the exam as soon as possible after the class and pass with 75% or better!

Step 10 - SAFE Act Compliance as a Mortgage Loan Originator!