

MBA Education School of Mortgage Banking

Course I Exemption Criteria, Instructions and Application

MBA Education highly recommends that students attend Course I if at all possible. The opportunity to network with 50 to 100 other mortgage professionals from a variety of companies around the country is one significant benefit of attending the course. However, for certain professionals with a demonstrated knowledge of all aspects of mortgage lending, an exemption is available.

Please note that exempted students will receive 10 points towards the CMB Designation as opposed to 15 and will not be eligible for the Willis Bryant Award, which is awarded to someone who has demonstrated exceptional leadership and scholastic achievement throughout all three course levels.

Exempted students will be eligible for the Accredited Mortgage Professional (AMP) designation awarded after successful completion of Courses II and III. The following criteria must be met:

1. Applicant must have been employed in the mortgage finance industry for a minimum of seven years.
2. A letter of recommendation from a senior officer of the company is required. The letter should address the applicant's knowledge of or experience in a wide variety of functional aspects of residential mortgage banking.
3. A current resume must be submitted.
4. If accepted, a non-refundable fee in the amount of \$600 for members, and \$750 for non-members, which covers application and examination processing is required.
5. In order to demonstrate sufficient grasp of the curriculum content of Course I, the applicant must pass the Course I examination on the first attempt with a minimum score of 75 percent. The exam must be taken within 120 days of exemption approval.
6. Exams must be proctored by an approved sponsor such as a human resources or training department staff, a local Certified Mortgage Banker, senior management, or immediate supervisor from the student's place of employment.

EXEMPTION APPROVAL POLICIES

1. Applications are subject to review and approval by the staff of MBA Education. The overriding factor in the approval process will be the applicant's demonstration of general knowledge of most or all areas of the mortgage banking process. This is to ensure that the applicant will be adequately prepared to be successful at Course II.
2. Approved applicants will then be contacted by a MBA staff member.
3. The applicant must take the exam within 120 days of approval of the Application for Exemption.
4. Once accepted, the applicant must advise MBA of the date, time, location and proctor for the examination. Exam access will be given for that date only.

APPLICATION FOR COURSE I EXEMPTION

SIX EASY WAYS TO REGISTER

MBA Education Online
(credit card only)
mba.org/education

Fax MBA Education
(credit card only)
(202) 289-0635

Scan & Email MBA Education
(credit card only)
education@mba.org

Mail MBA Education
Payable to:
Mortgage Bankers Association
Mail to:
Mortgage Bankers Association
P.O. Box 10448
Uniondale, New York
11555-0448

EXPRESS Mail
Payable to:
Mortgage Bankers Association
Mail to: First Data-Remitco
1150 South Avenue, Suite 201
Staten Island, NY 10314
(800) 793-6222 (select option 2)

Phone MBA Education
(credit card only)
(800) 793-6222
(select option 2)
Monday-Friday
9:00 a.m.-5:00 p.m., ET

Student Information:

Mr. Ms. Mrs.

FIRST NAME MI LAST NAME

TITLE

COMPANY NAME

COMPANY ADDRESS (UPS will not deliver to a P.O. Box) CITY STATE ZIP

PHONE NUMBER FAX NUMBER

Required Attachments

The following items must be attached to this application:

- Letter of recommendation from current company Chairman, CEO, President, Executive V.P. or Senior V.P.
- Copy of current resume (include month and year in dates of employment)

I certify that the information in this application packet is true and correct, and that MBA Education Department staff may, at their discretion, request verification of any information provided in the application or its attachments. I have read and understood the criteria for exemption from Course I, including the following (please check each item):

- With this exemption, I will earn 10 points (vs. the full 15 points) toward the CMB.
- I understand that I must pass the Course I examination on the first attempt within 120 days of approval.
- I understand that my application is subject to the review and approval of Education Department staff.

Please give MBA staff three weeks to review your application.

APPLICANT'S SIGNATURE DATE

Please return this form for review and approval to 1919 M Street, NW, 5th Floor, Washington, DC 20036 or fax (202) 289-0635 or email at: education@mba.org