



# Affidavit Instructions

## Continuing Education Application

### Two Easy Ways to Submit

#### Mail

CampusMBA CE Affidavits  
Mortgage Bankers Association  
1717 Rhode Island Avenue, NW  
Suite 400  
Washington, DC 20036

#### Fax

Attn: CampusMBA CE Affidavits  
(202) 289-0671

Please allow 7–10 business days for receipt and processing.

#### Student Affidavit

All students seeking continuing education (CE) credit through CampusMBA courses must complete the student affidavit. Student affidavit must include verification and signature of corporate trainer. Without this form, CampusMBA may not be able to provide a state with all required information. You can use one form for reporting completion of multiple courses for multiple states.

#### Instructions: Student Affidavit

##### Step 1: Student Information

- Fill in your information in the spaces provided

##### Step 2: State Checklist

- Select the state licensure requirement(s) you are submitting for continuing education approval
- Check course(s) completed
- Provide exam date after each completed course

##### Step 3: Submit Documents

- Send completed student affidavit with any required documentation (proctor affidavit)

#### Proctor Affidavit

Some states require a proctor to administer the final examination. The proctor cannot be related by blood, marriage or any other relationship that would prohibit them from impartially administering the exam. Your exam proctor must verify your identity, monitor your exam and sign and date the proctor form. This date must be the same date you actually completed your exam and should match the date you recorded on the student affidavit. If these dates do not match, you will be required to re-take your exam in the presence of the proctor and resubmit this submission form.

**Note:** Louisiana students must keep the original copy of the proctor form to submit to the state when renewing their licenses.

#### Approved Proctors (GA, KY, PA, SC):

- Clergy
- Executive management
- Human resources or training department staff
- Licensed librarian from public, college or university library
- Notary public
- Police officer
- Professor or teaching faculty at local college or university

#### Approved Proctors (LA):

- Commissioned military officer
- Minister
- University/college faculty
- Judge
- Executive management\*
- Notary
- School principal or assistant principal
- Law officer

Executive management of the student's employer may serve as proctor only in instances where employer is licensed pursuant to the Louisiana Residential Mortgage Lending Act.

#### Web-Based Courses

If you take Web-based courses, you are required to complete all lesson quizzes within the course prior to advancing to the testing phase. These assessments count toward your final grade. You automatically receive a certificate of completion when you successfully pass your course assessments.



# Student Affidavit Continuing Education Application

## Student Information:

Student's Full Legal Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Company Name \_\_\_\_\_

Member # \_\_\_\_\_

*Participants in Web-based, guided Web-based and print-based continuing education courses are hereby advised that those individuals who take part in these courses under an assumed identity, or who in any way complete all or part of a program while posing as another individual, or who offer any form of assistance to anyone participating in a program, are subject to possible sanction by the state licensing body, which may include suspension or revocation of the relevant license, as well as fines or other possible legal action.*

Student Signature \_\_\_\_\_ Date (must be actual exam date) \_\_\_\_\_

## Corporate Trainer Verification: PLEASE INITIAL WHERE APPROPRIATE

\_\_\_\_\_ Above student has successfully completed the required course(s) with a 75 percent or better grade

\_\_\_\_\_ Student has spent the required time in this course per state requirement

Trainer Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## State Checklist

Unless noted, one course meets the requirement.

### Alabama (Mortgage Brokers)

Course completed (12 hours per year):

**Additional Requirement**  
**Social Security Number:**  
\_\_\_\_ - \_\_\_\_ - \_\_\_\_

- Advanced Loan Processing*  
Exam date: \_\_\_\_\_
- Credit Scoring*  
Exam date: \_\_\_\_\_
- Introduction to Manufactured Housing*  
Exam date: \_\_\_\_\_
- Mortgage Banking Primer*  
Exam date: \_\_\_\_\_
- Quality Control in Mortgage Lending*  
Exam date: \_\_\_\_\_
- Real Estate Law*  
Exam date: \_\_\_\_\_
- Regulatory Compliance*  
Exam date: \_\_\_\_\_

### Georgia (Mortgage Brokers)

Courses completed (two years documented loan origination experience or 40 hours; students must take all three courses):

**Additional Requirement**  
 **Proctor affidavit attached**

- Fair Lending Essentials*  
Exam date: \_\_\_\_\_
- Georgia Mortgage Law*  
Exam date: \_\_\_\_\_
- Origination Basics for Mortgage Brokers*  
Exam date: \_\_\_\_\_
- Georgia Mortgage Education Bundle*  
(all three courses for the price of two)  
Exam date: \_\_\_\_\_

### Illinois (Loan Officers)

Courses completed (six hours per year) Each of the following is approved for six hours credit.

- Essentials of Residential Underwriting*  
Exam date: \_\_\_\_\_
- Fair Lending Essentials*  
Exam date: \_\_\_\_\_
- Fraud Detection and Deterrence*  
Exam date: \_\_\_\_\_
- Illinois Origination Recertification*  
Exam date: \_\_\_\_\_
- Mortgage Banking Primer*  
Exam date: \_\_\_\_\_

### Iowa (Loan Originators)

Courses completed (12 hours per year) Each of the following is approved for three hours credit.

- Appraisal 101*  
Exam date: \_\_\_\_\_
- Credit Scoring*  
Exam date: \_\_\_\_\_
- Community Reinvestment Act*  
Exam date: \_\_\_\_\_
- Fair Lending Essentials*  
Exam date: \_\_\_\_\_
- Equal Credit Opportunity Act*  
Exam date: \_\_\_\_\_
- Ethics in Mortgage Lending*  
Exam date: \_\_\_\_\_
- HMDA: What Is It?*  
Exam date: \_\_\_\_\_
- Introduction to Secondary Marketing*  
Exam date: \_\_\_\_\_
- Keeping Up with RESPA*  
Exam date: \_\_\_\_\_
- Multifamily Underwriting*  
Exam date: \_\_\_\_\_
- Prequalifying Basics*  
Exam date: \_\_\_\_\_
- Understanding Truth in Lending*  
Exam date: \_\_\_\_\_

### Kentucky (Mortgage Brokers)

Courses completed (12 hours per year, each course is six hours credit):

**Additional Requirements**  
 **Proctor affidavit attached**  
 **Time tracker attached**

- Fair Lending Essentials*  
Exam date: \_\_\_\_\_
- Mortgage Banking Primer*  
Exam date: \_\_\_\_\_

### Louisiana (Mortgage Brokers, Lenders and Originators)

Course completed (10 hours prior to license renewal):

**Additional Requirement**  
 **Proctor affidavit attached**  
 *Louisiana Continuing Education Course*  
Exam date: \_\_\_\_\_

### Maryland (Mortgage Lenders)

Course completed (20 hours per two year license renewal; if licensed more than 10 years, six hours per two year license renewal):

- Maryland Fair Housing*  
Exam date: \_\_\_\_\_
- Maryland Recertification Course*  
Exam date: \_\_\_\_\_

State Checklist Continued 

# Student Affidavit Continuing Education Application

## State Checklist (continued)

- |  |  |   |  |
|--|--|---|--|
| <p><input type="checkbox"/> <b>Minnesota (Residential Mortgage Originators)</b><br/>Course completed (15 hours of educational training):</p> <p><input type="checkbox"/> <i>FHA Fundamentals</i><br/>(Guided Web-based)</p> <p><input type="checkbox"/> <b>Mississippi (Residential Mortgage Licensees)</b><br/>Course completed (12 hours per year):</p> <p><input type="checkbox"/> <i>Advanced Loan Processing</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Credit Scoring</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Introduction to Manufactured Housing</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Mortgage Banking Primer</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Quality Control in Mortgage Lending</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Real Estate Law</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Regulatory Compliance</i><br/>Exam date: _____</p> | <p><input type="checkbox"/> <b>Montana (Mortgage Brokers and Loan Originators)</b><br/>Course completed (12 hours per year):</p> <p><b>Additional Requirements</b></p> <p><input type="checkbox"/> <b>Proctor affidavit attached</b></p> <p><input type="checkbox"/> <b>Completed exam in three hours or less</b></p> <p><input type="checkbox"/> <i>Fair Lending Essentials</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Introduction to Manufactured Housing</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Mortgage Banking Primer</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Real Estate Law</i><br/>Exam date: _____</p> | <p><input type="checkbox"/> <b>Oklahoma (Mortgage Brokers and Loan Originators)</b><br/>Course completed (16 hours per year):</p> <p><b>Additional Requirement</b></p> <p><input type="checkbox"/> <b>Time tracker attached</b></p> <p><input type="checkbox"/> <i>Oklahoma Fair Housing</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <b>Pennsylvania (Mortgage Bankers and Mortgage Brokers)</b><br/>Course completed (six hours per annual renewal period; Limited Mortgage Brokers two hours per annual renewal period):</p> <p><b>Additional Requirement</b></p> <p><input type="checkbox"/> <b>Proctor affidavit attached</b></p> <p><input type="checkbox"/> <i>Pennsylvania Continuing Education Course</i><br/>Exam date: _____</p> | <p><input type="checkbox"/> <b>South Carolina (Loan Brokers)</b><br/>Course completed (eight hours per year):</p> <p><b>Additional Requirements</b></p> <p>State license #: _____</p> <p><input type="checkbox"/> <b>Proctor affidavit attached</b></p> <p><input type="checkbox"/> <i>Advanced Loan Processing</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Credit Scoring</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Introduction to Residential Mortgage Brokering</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Mortgage Banking Primer</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Quality Control in Mortgage Lending</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Real Estate Law</i><br/>Exam date: _____</p> <p><input type="checkbox"/> <i>Regulatory Compliance</i><br/>Exam date: _____</p> |
|--|--|---|--|

Course approvals and offerings are subject to change without notice. Visit [www.campusmba.org](http://www.campusmba.org) for an updated list of courses.



# Proctor Affidavit Continuing Education Application

## Proctor Information:

Proctor's Full Legal Name:                      First    Middle    Last

Proctor's Title

Company Name

Company Address    City    State                      Zip

Exam Location    Phone Number

*I have verified the identity of the student listed below by photo identification (e.g. state driver's license or passport). I affirm that, to the best of my knowledge, the work submitted herein is the work of the above student and that he/she had no reference materials or assistance as he/she completed the written examination in my presence.*

Student's Name

Proctor's Signature    Date (must be actual exam date)

