

# Ethical Lending Foundation

Make remittance payable to Ethical Lending Foundation  
**Send this application with your remittance to:**  
**Ethical Lending Foundation**  
**PO Box 974**  
**Mercer Island, WA 98040**  
**All fees are non-refundable.**

## COURSE APPROVAL APPLICATION

**Fee: \$250 (Application reviewed within 30 days.)**  
**Expedited: \$500 (Application reviewed within 10 days.)**

Please check one below and enter ID# if you mark renewal.

**Original Approval**    **Renewal\*** Course ID# \_\_\_\_\_

Please check the medium by which this course is delivered and enter type of delivery method

**Live Lecture**    **Distance Education\*\*** – Delivery Method \_\_\_\_\_

### COURSE PROVIDER INFORMATION

Name of Course Provider		Course Provider ID No.	
Address			
City		State	Zip Code
Telephone No.	Fax No.		E-Mail Address
Course Provider Contact Person			Telephone No. (if different)

### COURSE INFORMATION

Course Title		
Number of Hours of the Course (Minimum number: 3)	Exam and Key Attached <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Was this course previously approved by DFI or another course provider? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , please attach approval letter.
Description of Instructional Materials (attach separate page if needed)		
Specify the Course Learning Objectives for Each Learning Unit and Describe How the Learning Objectives Cover the Subject Matter (attach additional pages if needed)		

\* If there are no changes in course content or in the original course approval application for a previously Ethical Lending Foundation-approved course, the course will be approved upon receipt of a course renewal application and payment of the required fee.

\*\* If you checked the Distance Education box, please complete and attach a Distance Education Delivery Method Approval Application with this application.

Ethical Lending Foundation has a policy of providing equal access to its services. If you need special accommodation, please contact us at 206-931-2241 or 425-673-1525.





**Please check the appropriate topic category of this course:**

**Mortgage Brokerage**

Mortgage Broker Practices Act, Consumer Protection Act, Usury Act, Unfair Practices in Real Estate, Washington Consumer Loan Act, Trust Account and Record Keeping, Mortgage, Deed of Trust, and R.E. Contract Statutes, Current Issues: Washington State DFI Update

**Federal Law**

Real Estate Settlement and Procedures Act, Truth in Lending, Equal Credit Opportunity Act, Fair Credit Reporting Act, Fair Housing Act, Home Mortgage Disclosure Act, Community Reinvestment Act, Graham-Leach-Bliley Act, U.S. Patriot Act, Homeownership Protection Act, Bank Secrecy Act

**Washington Principle and Agent Law**

**Ethics in Mortgage Lending**

**Real Estate Appraisal**

**Principles of Mortgage Lending**

Mortgage Lending Math, Residential Lending Program Types (Including Disclosures, Documentation, Property Types, and Occupancy), Credit Evaluation, Residential Loan Underwriting, Mortgage Loan Fraud, Predatory Lending

**Title Insurance and Escrow**

**Mortgage Insurance**

**Include two sets of the following attachments with your application if you checked the Original Approval box:**

- Course description
- Course syllabus
- Course outline with learning objectives and hourly breakdown
- Any text, handouts, or other instructional materials
- Any quizzes or exams and answer key

Completed Distance Education Delivery Method Approval Application, if applicable  
Please Make Check payable to Ethical Lending Foundation

***All information and requested materials must be provided or application will be returned.***

I declare under penalty of perjury that my answers and all information provided by me herein are true and correct.

X \_\_\_\_\_  
Course Provider Administrator Signature

Date: \_\_\_\_\_

## Instructions for Completing the Ethical Lending Foundation Course Approval Application

- Check the appropriate box for either Original Approval or Renewal. You may only check the Renewal box if there are no changes in course content or in the original course approval application for a previously approved course. If you do check the Renewal box, please enter the ID number for the course. You will only need to submit this application and the required fee. You are not required to submit the course materials.
- Please check the medium by which this course is delivered and enter the type of delivery method if you marked Distance Education. If you check Distance Education, please complete and attach a Distance Education Delivery Method Approval Application with this application.

### School/Provider Information

- School/Provider name and ID number: Only an Ethical Lending Foundation-approved school/provider can offer courses for clock hour credit. If you have been approved by ELF as a school, please use the approved name of your school, and use the appropriate ID number issued to you.
- Address, telephone number, fax number, and e-mail address: Include P. O. Box and suite number, if applicable.
- Contact person and telephone number: List the name of the contact person. Please include the telephone number where the contact person can be reached, if different from the school/provider telephone number.

### Course Information

- Course title: List the name of the course as you wish to have it appear in the Ethical Lending Foundation course catalog and as you

reference it in your course offerings. Check Yes or No whether this course has previously been DFI-approved or approved by another course provider. If you check Yes please attach approval letter.

- Description of instructional materials: Describe all the text, charts, examples of forms, handouts, pamphlets, booklets, etc. which you will be using in this course.
- Learning objectives: Specify the course learning objectives for each learning unit and how the learning objectives cover the subject matter. Please use the Outline of Course Presentation (*page 2 of this application*) to accomplish this.
- Topics: Check the appropriate topic area(s) of this course.

### What to Include With This Application

1. If this is a renewal, all you need to submit is a completed application and the appropriate fee (\$5.00 per clock hour, with a minimum of \$50.00 for a two year period).
2. If you checked the box for Original Approval, please include **two sets** of the following with your application and fee:
3. Course description; Course curriculum and/or syllabus.
4. Any text, charts, handouts, booklets and other instructional material.
5. Quizzes, examination and answer key, if applicable.
6. A completed Distance Education Delivery Method Approval Application, if applicable.
7. Previously approved DFI Letter, if applicable.
8. A check payable to Ethical Lending Foundation in the correct amount (\$250 minimum for a two year period.)

***Incomplete or unsigned applications will not be processed***  
A completed application is processed within 30 days of our receipt.