

Make check 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

Ethical Lending Foundation

COURSE PROVIDER APPROVAL APPLICATION

Fee: \$300 (Application reviewed within 30 days.)
Expedited: \$500 additional (Application reviewed within 10 days.)
Please check one below and enter ID# if you mark renewal.
 Original Approval **Renewal*** Course Provider ID# _____

COURSE PROVIDER INFORMATION

LEGAL NAME OF COURSE PROVIDER		
ADDRESS OF COURSE PROVIDER (<i>Street, PO Box, Suite#</i>)		
CITY	STATE	ZIP
TELEPHONE NO.	FAX NO.	E-MAIL ADDRESS
CONTACT PERSON		TELEPHONE NO. (<i>If Different</i>)
Please mark appropriate form of ownership: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Limited Liability Company		
Is this a subsidiary of another corporation? <input type="checkbox"/> No <input type="checkbox"/> Yes	If "yes" attach proof of current registration with the Washington Secretary of State's office, and the name, address, and telephone	

ADMINISTRATOR INFORMATION

Name:
Experience as an administrator: (<i>Attach resume</i>)
Educational institutions – describe:
Course or program delivery – describe:
Business activities related to mortgage lending industry – describe:
Administrative experience in the field of mortgage lending:
Please answer the questions below either "yes" or "no". If any answer is "yes," attach a letter of explanation to this page. 1. Have you been convicted of a crime within the last ten years? _____ 2. Have you ever been found in violation of any local, state, or federal antidiscrimination law? _____ 3. Has disciplinary action been taken against any professional license issued to you in this state or in any jurisdiction? _____
Please include the following attachments with your application, if you checked the "Original Approval" box: • Course Provider Policies and Procedures • List Titles of Proposed Courses • Check in the amount of \$300.00 (for a two year period – make payable to Ethical Lending Foundation) or \$500 if you are choosing expedited approval
I declare under penalty of perjury that my answers and all information provided by me herein are true and correct.
X _____ COURSE PROVIDER ADMINISTRATOR'S SIGNATURE DATE
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.

Instructions for Completing the Course Provider Approval Application. Check the box for Original Approval or Renewal. You may only check the Renewal box if there are no changes in the original school or school administrator approval application for a school or school administrator previously approved by the Ethical Lending Foundation. If you check the Renewal box, please enter the ID number for the school; you need only submit this completed application and the required fee. You do not need to submit additional material.

Course Provider Information

- Legal Name of Course Provider: Use the full legal name of the Course Provider as you wish it to appear on the approval certificate.
- Address, phone number, fax number, and e-mail address: Include PO 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 telephone number.
- Complete the corporate information as it applies to you.

Administrator Information

- Name: Give your full legal name as you intend to use it in all documentation associated with the course provider and its records.
- Complete any one or more of the following four questions as they may pertain to you and your experience or educational background. Be sure to attach additional information as it applies to your qualifications. It will be taken into consideration toward your approval as a school administrator.
- Answer the legal questions as they may apply to you. Include additional information as attachments if necessary.

What to Include With This Application

- If this is a renewal, all you need to submit is a completed application and the appropriate fee.
- If you checked the original approval box, please include the following with your completed application and fee:
- **Course Description** – each approved course provider shall have this available for distribution to prospective and enrolled students;
- **Check** – in the amount of \$300.00 for a two year period, made payable to Ethical Lending Foundation (or \$500 if you are choosing expedited approval.) Send remittance, along with the application to:
Ethical Lending Foundation
P.O. Box 974 Mercer Island, WA 98040.

- **The course provider administrator** is the required signature for this application. No other signature will be accepted.
- **A sample copy of your completion certificate.**
- **Course Provider Policies and Procedures** This is your course provider information sheet which contains:
 - 1) The current date of your policies and procedures document;
 - 2) Name and address of course provider;
 - 3) Name and address of the administrator and telephone number(s) of the course provider's administrative offices;
 - 4) A list of the courses;
 - 5) Description of all course prerequisites;
 - 6) The course provider's policy regarding:
 - a) admission procedure;
 - b) causes for dismissal and conditions for readmission;
 - c) attendance requirements, leave, absences, makeup work, and tardiness;
 - d) standards of progress required of the student, including a definition of the grading system of the course provider, the minimum grades considered satisfactory and the conditions for reentrance for those students whose course study is interrupted;
 - e) refund policy of registration or tuition fees, record retrieval fee, or any other charges, including procedures a student shall follow to cancel enrollment before or after instruction has begun;
 - f) The statement: "This course provider is approved under the Ethical Lending Foundation. Inquiries regarding this mortgage lending school may be made to: Ethical Lending Foundation, P.O. Box 974 Mercer Island, WA 98040";
 - g) Dated supplements so as to maintain accuracy of the information in the publication, which shall clearly indicate that such information supersedes that which it contradicts and/or replaces elsewhere in the publication.

INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED