

# Quality Loans Start with a CLO

## The Certified Loan Officer

### **The new Certified Loan Officer (CLO) Specialist Designation**

creates a recognizable and meaningful seal of quality for residential loan officers. This designation, offered by CampusMBA, the education division of the Mortgage Bankers Association (MBA), shows the industry and consumers alike that the holder is a qualified, proven, high-quality professional.

[www.campusmba.org/clo](http://www.campusmba.org/clo)



The new Certified Loan Officer (CLO) Specialist Designation is certain to become the nationally recognized certification for residential loan officers. It signifies superior knowledge, experience and professional conduct in the origination of residential mortgages.

The CLO allows the industry and its professionals to take positive action. It shows that the industry is committed to ongoing improvement, knowledge and responsibility. All CLO designees are required to sign and adhere to a strict code of ethics. Commitment to a program like this designation shows that the designee is a true industry professional.



**CampusMBA®**  
Training Center for Real Estate Finance

# Be a CLO

This designation is positioned to make a powerful impact across many areas, including:

## Individual Loan Officers

- Enhancing personal marketability and career growth
- Increasing loan production volume through consumer confidence building

## Lending Institutions

- Ability to demonstrate quality at the first point of interface between an organization and its customers
- Competitive positioning in the marketplace through demonstration of qualifications of loan officers
- Confidence that loan officers are current with industry best practices, regulations and are well-versed in delivering the highest levels of customer service to borrowers

## Real Estate Finance Industry

- A highly qualified and professional frontline of ethical and knowledgeable loan officers
- Increased consumer/borrower confidence in the homebuying process

## Borrowers and other Consumers

- A seal of quality by which to choose a lender
- Confidence that the originator is a knowledgeable career professional

## The Curriculum

All courses for the CLO Specialist Designation are Web-based. Courses can be accessed from anywhere at anytime. Once enrolled in a course, a student has 12 months to complete it.

## State Licensing Continuing Education

Originators and brokers can satisfy state continuing education requirements while earning this designation. More than half the required courses also fulfill licensing requirements in many states. State abbreviations listed next to each course in the following section of this brochure indicate that the course has been approved as a continuing education course in that state. For more information go to [www.campusmba.org/ce](http://www.campusmba.org/ce).

## Seal of Lending Quality

Ultimately, the goal is that the CLO will become a prevalent “seal of quality” in the industry and a factor by which borrowers choose their lender. Lending organizations will require their lenders to become certified, illustrating their commitment to ongoing quality.

### Certify your staff

Show the world your organization is dedicated to quality lending by making a commitment to certify your loan origination staff through this program. Staff certification ensures that your loan officers are current with industry best practices, regulation and quality customer service delivery.

Contact CampusMBA's Sales Team at (800) 793-6222 (select option 3) or email [corporatetraining@mortgagebankers.org](mailto:corporatetraining@mortgagebankers.org) for details.

# The Path

The curriculum for this designation is progressive and comprised of three levels. The first two levels — the achievement certificate and professional certificate — lay a foundation for the final level, the CLO itself.

## LEVEL I: Loan Officer Achievement Certificate

### Prerequisite

- Minimum one year of industry experience is recommended.

### Exemptions

A loan officer with more than two years lending experience can test out of Level I. Contact CampusMBA at (800) 793-6222 (select option 3) to learn more about exemptions.

### LEVEL I, STEP 1: Enroll

- Complete an enrollment form and follow the instructions for submission or enroll online and submit associated fees at [www.campusmba.org/clo](http://www.campusmba.org/clo)

### LEVEL I, STEP 2: Enroll in and Complete the Coursework

Enroll in and complete the following courses. All courses are offered via our online learning platform unless otherwise indicated.

- Ethics in Mortgage Lending (IA)
- Fair Lending Essentials (GA, IL, IA, KS, KY, MT, NY)
- Fraud Detection and Deterrence (IL, NY)
- Mortgage Banking Primer (AL, IL, ID, KS, KY, MN, MI, NY, SC)
- Origination Basics (GA, KS)

### LEVEL I, STEP 3: Pass the Test

When the required courses are complete, take the CLO Level I comprehensive exam. Upon successful completion of the test, earn the Loan Officer Achievement Certificate.

### CLO Level I Regular Enrollment/Course Registration Costs:

#### Program Enrollment Fee:

MBA Member: \$100 • Nonmember: \$150

*Note:* Cost of courses is not included in enrollment fees. Enrollment fees are nonrefundable and nontransferable. From the date of regular enrollment, applicants have five years to complete the program requirements.

#### Course Registration Fees (per course):

MBA Member: \$99 • Nonmember: \$149

*Note:* Once enrolled in a course, students have 12 months to complete it.

### CLO Level I Complete Package Costs:

MBA Member: \$449 • Nonmember: \$670

Save 25 percent on total program costs with this all-inclusive package, which includes the five required Web-based courses. Total savings on complete enrollment are \$146 (members) and \$225 (nonmembers).

*Note:* From the date of package enrollment, applicants have 12 months to complete the course requirements for this program.

## LEVEL II: Loan Officer Professional Certificate

### Prerequisites

- A minimum of three to four years industry experience is recommended.
- Completion of Loan Officer Achievement Certificate (CLO Level I).

### Exemptions

A loan officer with more than four years lending experience can test out of Level II. Contact CampusMBA at (800) 793-6222 (select option 3) to learn more about exemptions.

### LEVEL II, STEP 1: Enroll

- Complete an enrollment form and follow the instructions for submission or enroll online at [www.campusmba.org/clo](http://www.campusmba.org/clo)

### LEVEL II, STEP 2: Enroll in and Complete the Coursework

Enroll in and complete the following courses.

- Appraisal 101 (IA)
- Credit Scoring (AL, ID, IA, KS, MS, SC)
- Essentials of Residential Underwriting (IL)
- Prequalifying Basics (IA)
- Essentials of Government Loan Processing

**Continues on back.**

## LEVEL II, STEP 3: Pass the Test

When the required courses are complete, take the CLO Level II comprehensive exam. Upon successful completion of the test, earn the Loan Officer Professional Certificate.

### CLO Level II Regular Enrollment/Course Registration Costs:

#### Program Enrollment Fee:

MBA Member: \$200 • Nonmember: \$250

*Note:* Cost of courses is not included in enrollment fees. Enrollment fees are nonrefundable and nontransferable. From the date of regular enrollment, applicants have five years to complete the program requirements.

#### Course Registration Fees (per course):

MBA Member: \$99 • Nonmember: \$149

*Note:* Once enrolled in a course, students have 12 months to complete it.

### CLO Level II Complete Package Costs:

MBA Member: \$520 • Nonmember: \$745

Save 25 percent on total program costs with this all-inclusive package, which includes the five required Web-based courses. Total savings on complete enrollment are \$175 (members) and \$250 (nonmembers).

*Note:* From the date of package enrollment, applicants have 12 months to complete the course requirements for this program.

## LEVEL III: Certified Loan Officer (CLO) Specialist Designation

### Prerequisites

- Four or more years of industry experience is recommended.
- Completion of the CLO Professional Certificate (CLO Level II)

## LEVEL III, STEP 1: Enroll

- Complete an enrollment form and submit associated fees online at [www.campusmba.org/clo](http://www.campusmba.org/clo).

## LEVEL III, STEP 2: Enroll in and Complete the Coursework

Enroll in and complete the following courses.

- Introduction to Secondary Marketing (IA)
- Combatting Abusive Lending Practices
- Real Estate Law (Print-Based) (AL, ID, IA, KS, MS, SC)
- Ethical Decision Making for Mortgage Bankers
- Closing Principles and Procedures

## LEVEL III, STEP 3: Enroll in and Pass the Test

Following successful completion of Level III curriculum, enroll in and complete the CLO Level III comprehensive exam. Pass the test and become a Certified Loan Officer.

### CLO Level III Regular Enrollment/Course Registration Costs:

#### Program Enrollment Fee:

MBA Member: \$300 • Nonmember: \$400

*Note:* Cost of courses is not included in enrollment fees. Enrollment fees are nonrefundable and nontransferable. From the date of regular enrollment, applicants have five years to complete the program requirements.

#### Course Registration Fees (per course):

MBA Member: \$99 • Nonmember: \$149

*Note:* Once enrolled in a course, students have 12 months to complete it.

### CLO Level III Complete Package Costs:

MBA Member: \$596 • Nonmember: \$859

Save 25 percent on total program costs with this all-inclusive package, which includes the five required Web-based courses. Total savings on complete enrollment are \$199 (members) and \$286 (nonmembers).

*Note:* From the date of package enrollment, applicants have 12 months to complete the course requirements for this program. The Level III Exam fee is NOT included in the complete package.

#### Level III Exam Fee:

MBA Member: \$150 • Nonmember: \$300

## Graduation and Recognition

Completion of the Loan Officer Achievement Certificate program and Professional Certificate program are both awarded with a frameable certificate. CLO Designees are featured in *Mortgage Banking*<sup>®</sup> magazine and prominently highlighted on [www.campusmba.org](http://www.campusmba.org).

## Maintaining the Designation

A Certified Loan Officer must complete five points of continuing education every two years. Continuing education can be earned by successfully completing one of the applicable CampusMBA courses. Prior to the end of the two-year period, designees must complete the CLO Continuing Education Reporting Form and submit it with a \$100 re-accreditation fee.

**Get started today.**

**[www.campusmba.org/cru](http://www.campusmba.org/cru) or (800) 793-6222 (select option 3)**