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# NAMB

## RECERTIFICATION GUIDELINES

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### RECERTIFICATION

Recertification assures the public that the nationally certified mortgage professional maintains current and relevant knowledge of the mortgage industry and remains committed to adhering to the NAMB *Code of Ethics, Standards of Practice, and Policy and Procedures of the NAMB Certification Department (NAMBCD)*.

#### Philosophy of Recertification Program

- Recertification is defined as a process designed to facilitate continued competence and ethical practice in the mortgage brokerage profession, through participation in a learning process that enhances the certificant's current knowledge, skills, and abilities in the field of mortgage brokerage.
- Upholding high standards of competent, ethical, and legal practice is the foundation of certification and a primary component of a recertification program.
- Certificants must continue to learn throughout their professional lives to remain competent in their areas of expertise.

### REQUIREMENTS FOR RECERTIFICATION

To ensure that NAMB certified mortgage professionals stay abreast of changes in the industry (including legal changes and changes in standards of practice), and to encourage the commitment to professionalism represented by continuing educational development, CMC<sup>®</sup>, CRMS<sup>®</sup>, and GMA<sup>®</sup> certificants are required to complete at least thirty (30) hours of mortgage-related continuing education every three (3) years to maintain the validity of their certification.

The CMC<sup>®</sup>, CRMS<sup>®</sup>, and GMA<sup>®</sup> certifications are valid for three (3) years through 31 December,

following the date on which the certification exam was passed. For example, if a candidate passes an exam on 20 May 2006, that individual's certification will be valid through 31 December 2009.

Certificants may recertify for subsequent three-year periods by submitting – during the last year of the certification's validity – a **recertification application, recertification fee, and documentation of at least thirty (30) hours of mortgage-related education** successfully completed during the three-year period immediately preceding the expiration date of that certified professional's certification.

#### Recertification By More Advanced Examination

If a candidate passes a more advanced exam during that certificant's three-year recertification period for the less advanced credential, the expiration date of the less advanced credential will be extended through the expiration date of the more advanced credential.

E.g., if an individual's GMA<sup>®</sup> credential is valid through 31 December 2008, and in March 2007 the individual passes the CRMS<sup>®</sup> exam, that individual's GMA<sup>®</sup> and CRMS<sup>®</sup> credentials will be valid through 31 December 2010; if in November 2010 that individual passes the CMC<sup>®</sup> exam, that individual's GMA<sup>®</sup>, CRMS<sup>®</sup> and CMC<sup>®</sup> will be valid through 31 December 2013.

#### Recertification Application

Recertification standards evolve over time; current recertification requirements shall apply retroactively to all CMC<sup>®</sup>, CRMS<sup>®</sup>, and GMA<sup>®</sup> certificants. By submitting a certification application, candidates agree that they shall be subject to the recertification requirements in force at the time of recertification, even when those requirements differ from the requirements in force at the time of initial certification or prior recertification.

## **Recertification Fee**

All fees must be paid by money order, cashier's check, company check, or personal check, made payable to NAMB. We also accept VISA, MasterCard, and American Express. If paying by credit card, please provide all of the information requested on the application form, including the credit card account number, expiration date, and your signature.

**All fees are non-refundable. There are no exceptions to this policy.**

### **THE RECERTIFICATION FEE IS \$150 FOR NAMB MEMBERS AND \$250 FOR NON-MEMBERS**

The recertification fee must accompany the Recertification Application form and supporting documentation of continuing education.

## **Recertification Fee for Triple Certifications**

The recertification fee is per certificant, not per credential. Thus, if an individual has all three certifications, that individual shall pay one recertification fee every three years, not three recertification fees.

## **Recertification fee discounts are available for:**

- Passing the examination within 90 days of the date of eligibility (**first recertification fee waived**);
- Passing the examination within 180 days of the date of eligibility (**\$25 discount on first recertification fee**); and
- Serving as a mentor to a successful CMC<sup>®</sup> CRMS<sup>®</sup>, or GMA<sup>®</sup> applicant (**\$25 discount on the recertification fee per successful applicant mentored**).

Aggregated discounts in excess of the next recertification fee due will not be refunded, nor will the excess be applied to subsequent recertification fees.

## **Non-Sufficient Fund**

If you pay any fee by credit card and your credit card company declines the charge, or if you pay any fee by personal check and your check does not clear, you will owe NAMB an additional \$25 fee, and we will only accept subsequent payment by money order or cashier's check.

## **Continuing Education Documentation**

Continuing mortgage-related education hours must meet the following definition: learning experiences that are designed to facilitate continued competency, including ethical and legal practice, in the mortgage brokerage profession, through participation in a learning process that enhances the certificant's current knowledge, skills, and abilities in the mortgage brokerage profession.

Applicants must maintain their own record of completed educational activity credits and required documents in order to compile a complete record when applying for recertification. Approved Providers must provide each participant with a Certificate of Completion or Letter of Completion.

### **OF THE THIRTY (30) HOUR REQUIREMENT, RECERTIFICATION CANDIDATES MAY EARN A MAXIMUM OF TWENTY (20) HOURS THROUGH THE FOLLOWING METHODS:**

#### ***Mortgage-Related Educational Activity Instruction***

Serving as a mortgage-related educational activity instructor may earn you one (1) recertification hour per clock hour or credit hour, per course taught (e.g., teaching a 4-hour mortgage-related course three (3) times during the recertification period is worth 12 recertification hours) .

In order to meet the requirements, the following criteria and conditions must be met:

- Instruction, development, or editing must be of a mortgage-related educational activity;
- Instruction must be at a conference, workshop, course, or seminar;
- Instruction cannot be as part of a panel;
- Instruction must be at least 60 minutes in duration; and
- The recertification candidate must submit verification that the instruction was given (participant evaluation of the course, instructor history form, or letter from the event provider).

## ***Development and Editing***

Developing or editing mortgage-related education courses for industry-wide consumption may earn you four (4) recertification hours per clock hour or credit hour, per course developed or edited (e.g., developing or editing a 4-hour mortgage-related course for industry-wide consumption during the recertification period is worth sixteen (16) recertification hours).

In order to meet the requirements, the following criteria and conditions must be met:

- Development or editing must be of a workshop, course, or seminar for industry-wide consumption;
- Development, or editing must be pertinent, current, and applicable to the scope of practice of mortgage brokerage;
- A copy of the course, workshop, or seminar description must be submitted, listing the developer's, or editor's name and the course topic, date, location, and duration;
- The date of, development, or editing must correspond to the relevant certification cycle;

## ***Participation as a Certification Committee Subject-Matter Expert***

Participating as a Member of the NAMB Certification Committee Examination Review Subcommittee may earn you one (1) recertification hour per clock hour served (e.g., serving on the Subcommittee for a 6-hour exam review session during the recertification period is worth 6 recertification hours). Participating as a Member of a NAMB Certification Committee Job Analysis Task Force (one (1) recertification hour per clock hour served (e.g., serving on a NAMB Certification Committee Job Analysis Task Force for an 8-hour job analysis meeting during the recertification period is worth 8 recertification hours)

In order to meet the requirements, the following criteria and conditions must be met:

- The recertification candidate must have served as an official Member of the NAMB Certification Committee Examination Review Subcommittee or as an official Member of a NAMB Certification Committee Job Analysis Task Force;

- Service must correspond to the relevant certification cycle; and
- A letter from the NAMB Manager of Certification at the time of the recertification candidate's service on the Subcommittee or Task Force, verifying that the position was held and the number of hours served by the recertification candidate is required.

By majority vote, the Certification Committee may authorize recertification hours to be awarded for other activities which enhance the professional development and competence of NAMB certificants.

Recertification standards evolve over time; current recertification requirements shall apply retroactively to all NAMB certificants.

## **Code of Ethics and Standards of Practice**

Certificants shall adhere to the *NAMB Code of Ethics and Standards of Practice*.

No NAMB certified professional will be exempt from the recertification requirements defined by NAMB's Certification Committee. Any certificant previously issued a "lifetime" CMC<sup>®</sup>, CRMS<sup>®</sup> (or other NAMB certification) will be required to comply with the recertification requirements as defined by the NAMB Certification Committee at the time of recertification.

## **RECERTIFICATION PROCESS**

All CMC<sup>®</sup>, CRMS<sup>®</sup>, and GMA<sup>®</sup> certificants must submit a completed Recertification Application, non-refundable recertification application fee, and supporting documentation by the end of their certification cycle.

1. NAMB staff will review each application to determine whether the certificant has met the recertification requirements.
2. NAMB staff will contact the certificant if further information is needed and a deadline will be given for submitting the additional materials.
3. If the application is incomplete, the certificant will receive a letter specifically detailing the items that are missing.

4. The certificant will have thirty (30) days after the expiration of their credential to submit the missing items.
5. If the certificant does not submit the missing items within the thirty (30) days, NAMB will send a second letter informing the certificant that the recertification application is invalid, and the certificant's certification status will expire.
6. If the certificant submits an incomplete recertification application and fails to complete the recertification application within the timeframe established by NAMB, the certificant will forfeit all recertification application fees.

### **Notification**

Certification renewal notices will be sent via email at least six months prior to your expiration date. A copy of the recertification application may be downloaded by visiting NAMB's web site at [www.namb.org](http://www.namb.org). It is the responsibility of each certificant to notify the Certification Department of mailing address, email address, and name changes in writing. It is also the responsibility of each certificant to know when to apply for recertification.

### **Actions Taken Regarding Recertification**

#### **Applications**

Once a recertification application has been reviewed, the following actions can be taken:

- a. **Approved** - When the application has been reviewed and it is determined that all requirements for recertification have been met, the application will be approved. Upon approval, a certificate valid for another three (3) year period will be issued to the applicant within thirty (30) days.
- b. **Deferred** - If a recertification application is deferred, the specific reason(s) for that action will be made available to the certificant in writing. Certificants who have their recertification deferred will be given the opportunity to submit additional requested materials until thirty (30) days following the expiration of that certificant's certification.
- c. **Denied** - If a certificant has not met the requirements for recertification by the

thirtieth day following the expiration of that certificant's certification, the recertification application will be denied. In addition, if it is determined by NAMB that the applicant has provided false or misleading information when applying for recertification, NAMB may deny recertification and begin disciplinary proceedings in accordance with the rules and regulations set forth by the Certification Committee.

- d. **Extension Requests** – An extension of the recertification deadline, for extenuating circumstances, will not be granted.
- e. **Recertification Fee for Dual Certificants** - The recertification fee is per certificant, not per credential. Thus, if an individual is a dually certified CMC and CRMS within the same year, that individual shall pay one recertification fee every three years, not two recertification fees.

### **Suspended Status**

Once a CMC<sup>®</sup>, CRMS<sup>®</sup>, or GMA<sup>®</sup> expires, it will be suspended for thirty (30) days. If a certificant still has not satisfied the recertification requirements, certification will be revoked at the end of the suspension period.

### **Recertification during the Suspension Period**

When a recertification application is granted during the suspension period, the recertification will be valid through 31 December of the year two years following recertification. For example, if a certificant's certification expires on 31 December 2006 and recertification is granted during the suspension period of 1 January 2007 through 30 January 2007, the recertification will be valid through 31 December 2008, not 31 December 2009. If the certificant's recertification is not granted by the end of the suspension period, the use of the CMC<sup>®</sup>, CRMS<sup>®</sup>, or GMA<sup>®</sup> will be revoked.

If you do not complete the recertification process within the appropriate timeframe, you are no longer certified. However, as a former NAMB-Certified Mortgage Professional, you are eligible to complete the reinstatement process and regain the certification status without retaking an exam. To learn more about the reinstatement process, please visit the respective candidate handbooks for more information.

## **APPEALS PROCESS**

A certificant who disagrees with a NAMBCD staff ruling regarding that certificant's specific recertification status may appeal that ruling to the Recertification Subcommittee. This appeal must be in writing and must be sent to the Director of Certification within 30 days of the date of notice of the initial recertification ruling, stating the reasons for the disagreement.