



OCL Financial Services LLC DBA OnCourse Learning

KENTUCKY SCHOOL CATALOG

OnCourse Learning

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www.oncourselearning.com

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Company Mission

Whether you are a national mortgage company or a local business owner, you know how difficult it can be to keep up with frequently changing mortgage regulations. OnCourse Learning prepares your mortgage lenders with the latest information through the industry's most respected and up-to-date mortgage licensing, continuing education, professional development as well as governance, risk and compliance course content. Engaging, robust ... and in whatever format you need.

Schools Ownership

OnCourse Learning is part of Colibri Group, Colibri Group is building the future of professional education. Today, millions of licensed professionals start and advance their careers through the company's online and in-person learning solutions for licensing, continuing education, test preparation and professional development. Headquartered in St. Louis, Missouri, Colibri Group provides a holistic learning experience for students and professionals to achieve more and thrive throughout their careers in real estate, financial services, teacher education, healthcare, valuation and property services, among other professions. Visit colibrigroup.com for more information. www.colibrigroup.com

OnCourse Learning is an approved course provider to deliver pre-license and continuing education courses for professionals that meet the requirements of the **Nationwide Mortgage Licensing System (NMLS)** <https://mortgage.nationwidelicencingsystem.org/Pages/default.aspx>

School Facilities

As our courses are conducted online, students have the ability to take the course at a location and setting of their choice. The materials for the course are all printable within the learning management system the course is taken on.

School Calendar

OnCourse Learning offers online education that is available throughout the entire year. The OnCourse Learning staff office is closed for the following holidays:
New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas Day. If the office needs to close for any other reason, our phone system will be changed to announce the closure details.

OnCourse Learning Leadership and Faculty

Owner

McKissock Group, LLC

OnCourse Learning Leadership Team for Mortgage Education

Josh Braunstein

President, Financial Services

Ashleigh Gillick

General Manager, Financial Services

Jeff Kelly

General Manager, Mortgage Product

Scott Roberts

Chief Revenue Officer, Financial Services

Gretchen Harman

Director of Marketing, Financial Services

Andrew Stein

VP, Finance & Ops, Financial Services

Carol Sanginario

*Head of Regulatory Compliance
and Corporate Counsel*

Bonnie Dryden

*School Director for KY CPE
Compliance Team Lead, Financial Services*

OnCourse Learning Instructors

<u>Instructor</u>	<u>Instructor Qualification</u>	<u>Course(s) the Instructors Teach</u>
April Brandimarte	NMLS Licensed Mortgage Instructor	20hr SAFE Mortgage Pre-License (online instructor led)
Tania Walker	NMLS Licensed Mortgage Instructor	20hr SAFE Mortgage Pre-License (online instructor led)
Nancy Ballotta	NMLS Licensed Mortgage Instructor	20hr SAFE Mortgage Pre-License (online instructor led)
Cathy Guinn	NMLS Licensed Mortgage Instructor	20hr SAFE Mortgage Pre-License (webinar) 8 hour Continuing Education (webinar or live)
Edward Davis	NMLS Licensed Mortgage Instructor	20hr SAFE Mortgage Pre-License (webinar) 8 hour Continuing Education (webinar or live)
Sabrina Price	NMLS Licensed Mortgage Instructor	20hr SAFE Mortgage Pre-License (webinar) 8 hour Continuing Education (webinar or live)
Tom Elder	NMLS Licensed Mortgage Instructor	20hr SAFE Mortgage Pre-License (webinar) 8 hour Continuing Education (webinar or live)
Jill Hoogendyk	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar or live)
Larry Miller	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar)
Timothy Jeffery	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar)
Andrew Larson	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar or live)
Ashira Davis	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar)
Brit Searce	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar or live)
Dan Flietstra	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar or live)
Deborah Pittock	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar)
Dennis Hannon	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar)
Elania Carerra	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar or live)
Linda Heninger	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar)
Mark Ross	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar or live)
Raelene Tenno	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar or live)
Sherry Olsen	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar or live)
William Benson	NMLS Licensed Mortgage Instructor	8 hour Continuing Education (webinar or live)

Admission and Enrollment

Students may enroll in our courses at any time by visiting our website at www.onsourselearning.com or calling to speak to an account representative at 866-512-9888. All students must complete an Enrollment Agreement as well as attest to the NMLS Rules of Conduct prior to entering the course.

Most of the training is distance education where students can take courses at a location and setting of their choice. Our enrollment policy allows students access to the materials for courses within our Learning Management System for 1 year from the enrollment date.

All online courses must be completed within the start and end date of the scheduled training.

Occasionally, OnCourse Learning will offer live classroom education training at local conference centers. Please see our website for up-to-date live education schedules at www.onsourselearning.com/mortgage.

Non-Discrimination Policy

OnCourse Learning does not discriminate against any student on the basis of gender, race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age or disability. Students are encouraged to use the student grievance policy* to resolve any perceived discriminatory action by other students, faculty or staff. Any faculty member or administrator found to have engaged in discriminatory behavior will be subject to discipline as outlined in the school's policy manual.

Programs Offered and Description

It is advisable to contact your Kentucky regulatory agency for information specific to becoming an MLO in your state.

The course(s) listed below are regulated by Kentucky Commission on Proprietary Education and the Nationwide Mortgage Licensing System (NMLS):

1. 20 Hour Pre-License Mortgage Education

Program Objective: Prepare for the MLO license exam with this online instructor-led course for mortgage pre-license education.

Program Description: This mortgage pre-licensing course is test-focused and organized to review topics specifically outlined in the National Mortgage Loan Originator Test Content Outline. This course meets the federal mortgage training requirements found in the SAFE Mortgage Licensing Act of 2008 and helps to prepare students for the National Mortgage Loan Originator Test to become a licensed Mortgage Loan Originator.

*NOTE: The National Test is given by a proctored testing facility, and you apply for licensure with the NMLS, not OnCourse Learning.

This program is session based and offered throughout the year. Please see below for course options:

Online Instructor Led (Instructor is virtual):

7-day Program (Tuesday-Monday)

7-day Program (Thursday-Wednesday)

14-day Program (Wednesday-Tuesday)

14-day Program (Friday-Thursday)

Webinar (Instructor is live on a web camera)

3-day Program (Monday-Wednesday)

3-day Program (Tuesday-Thursday)

In-Person Classroom (Instructor is in-person in a classroom)

Please call OnCourse Learning at 866-512-9888 to receive available dates

2. 8 Hour Mortgage Continuing Education

Program Objective: This mortgage continuing education course is NMLS-approved for the eight hours of continuing education required for mortgage loan originators to renew their mortgage license with the NMLS.

This program is offered annually from January 1st thru December 31st. Please see below for course options:

Online Video (instructor is recorded):

24hrs a day, 7 days a week from January 1st thru December 31st

Online Self-Paced:

24hrs a day, 7 days a week from January 1st thru December 31st

Webinar (Instructor is live on a web camera)

1-day Program

In-Person Classroom (Instructor is in-person in a classroom)

Please call OnCourse Learning at 866-512-9888 to receive available dates

3. Late CE: 8 Hour Mortgage Continuing Education

Program Objective: This self-paced course is NMLS-approved for eight hours of continuing education required for mortgage loan originators and is intended to satisfy CE requirements for the last year a mortgage loan originator held an active license.

This program is offered annually from January 1st thru December 31st. Please see below for course options:

Online Video (instructor is recorded):

24hrs a day, 7 days a week from January 1st thru December 31st

Online Self-Paced:

24hrs a day, 7 days a week from January 1st thru December 31st

4. Mortgage Exam Prep (Test Prep)

Program Objective: This online Exam Prep Suite includes Prep xL Personalized Learning, a sophisticated mortgage exam prep tool for anyone that is preparing to take their mortgage license exam. NOTE: This is not an NMLS credited course and will not satisfy the pre-license education requirements.

This program is offered throughout the year.

24hrs a day, 7 days a week

Fees to Enroll

OnCourse Learning does not charge a tuition, the student will pay for each course they would like to take. All students are required to pay for the course in full before they start the course.

OnCourse Learning does not offer financial aid or any other type of financing. Course fee may be paid via credit cards: Visa, MasterCard, or American Express. You can call our office and speak to an agent to take payment over the phone at 866-512-9888 or you may go to www.onsourselearning.com/mortgage to complete your payment online. If a student's credit card transaction is charged back by the bank after a certificate of completion is issued, that certificate will be invalidated.

1. 20 Hour Pre-License Mortgage Education

\$329 – Online Instructor Led (Video)

\$309 – Online Instructor Led (Self-Reading)

\$419 – Webinar

\$449 – In-Person Live

\$30 NMLS Credit Banking Fee for each format. (Mandated by and payable to the NMLS at \$1.50 per credit hour).

2. 8 Hour Mortgage Continuing Education

\$139 – Online Video

\$129 – Online Self-Paced

\$188 – Webinar

\$149 – In-Person Live

\$30 NMLS Credit Banking Fee for each format. (Mandated by and payable to the NMLS at \$1.50 per credit hour).

3. Late CE: Mortgage Continuing Education

\$149 – Online Video

\$144 – Online Self-Paced

\$30 NMLS Credit Banking Fee for each format. (Mandated by and payable to the NMLS at \$1.50 per credit hour).

4. Mortgage Exam Prep (Test Prep)

\$199 – Online Self-Paced

Please check our website for the latest pricing at www.onsourselearning.com/mortgage

Refund Policy for Kentucky Residents

- A. If a student officially notifies OnCourse Learning via email of their withdrawal before their program begins, the student is eligible for a full refund.
- B. If a student officially notifies OnCourse Learning via email of their withdrawal after instruction begins, and before completion of 50 percent of the contracted instruction program, the student shall be eligible for a prorated refund. If withdrawal or termination occurs after completion of 50 percent or more of program, the student shall not be entitled to any refund.

- C. If OnCourse Learning closes or discontinues any program, each currently enrolled student will be refunded monies paid by the student for tuition and NMLS Credit Banking Fee immediately.
- D. The date of withdrawal or termination is the date that the student has begun the official withdrawal process. A refund due to a student shall be paid within 30 days of the date of withdrawal.
- E. In order to officially request a refund/withdraw enrollment, student must notify OCL via email at support@oncourselearning.com if they are withdrawing from the course. Refunds will be processed within thirty (30) days after request.

Transferability

OnCourse Learning does not grant credit for previous education and training. Also, OnCourse Learning does not guarantee the transferability of its credits to any other educational institution. Transferability is up to the receiving institution.

Attendance and Grading Policy

All online courses must be completed 100% within the start and end date of the scheduled training. Students must successfully complete all required reading, course assignments, quizzes, and pass the final exam with a 70% in order to receive full course credit and for a completion certificate to be issued. If the final exam is not passed on the first attempt, additional attempts will be permitted.

For instructor led courses, we do offer session extensions for missed time when a student hardship has occurred. OnCourse Learning will allow one session change for legitimate emergencies and will ask for documentation. However, if any missed time in a session or program is not completed by the end date from your own negligence, you must start your program over in a new session. Due to the nature of our type of education, a leave of absence does not necessarily apply. The final exam will not become available until all required assignments have been graded and approved by the instructor.

In live classroom and webinar education, the student must present their photo-ID to verify their identity prior to entry. If a student is tardy by 10 minutes or more, they will be directed to re-schedule to another day or to an online class. The final exam is verbally interactive with the instructor.

Additional attendance requirements:

- Live classroom - Students must sign a roster at the beginning of class and at the end of class to show they attended the full day(s). No cell phones are to be used while instructor is teaching.
- Webinar – Students must be on a web camera at all times to verify full attendance throughout the day.

Completion certificates/transcripts for all formats will be distributed through the student's profile once course completion and attendance has been evaluated and verified by the Compliance Department.

Student Progress (online courses only)

All online education is timed. Students are required to spend no less than the minimum time indicated on each page of instruction. Students will not be permitted to move forward to the next page before this timing requirement is met.

Each module consists of one to three quizzes presented in open review format and scored format. You must pass all module quizzes in scored format with a minimum of 70% prior to the next module becoming available.

Student Conduct and Dismissal

While completing any OnCourse Learning courses, students are expected to act in a manner that will reflect well on themselves, the school, and the Nationwide Mortgage Licensing System (NMLS). The NMLS requires every student to agree to Rules of Conduct prior to entering the course. If a student is found to have another individual completing the course, or is in violation of the NMLS Rules of Conduct, the student will forfeit his/her right to complete the course and will be permanently locked out of the course, making him/her unable to complete the course.

Students are expected to conduct themselves in a professional manner and in accordance with OnCourse Learning's policies. Students who violate student conduct policies are subject to disciplinary action, including dismissal from the program.

For online instructor led courses:

Although students participate in class remotely, the online instructor led format should be treated like a live class in terms of established start and end dates/times and required activities. Students are expected to respect the rights of the instructor and fellow students. Students should refrain from using offensive or abusive language during real-time, online discussions and may not post offensive or abusive comments or material to class Message Boards. Students must also refrain from introducing any non-course related content or information to discussions. Participants will be provided with instructor contact information for questions or comments and are encouraged to discuss non-course topics with other participants "off-line."

For online self-paced courses:

Students are required by law to attend and complete the online self-paced course. If a student is dismissed from the program, he/she may be allowed to return to the program pending the outcome of a meeting with the Compliance Manager. Any time that has been missed must be made up by the student.

For live classroom and webinar courses:

Students are expected to respect the rights of the instructor and fellow students. Cell phones, laptops, other portable devices, and any reading material that is not associated with the program are not permitted to be used during the class. Students are asked to refrain from leaving the virtual classroom except on breaks and lunch hours.

OnCourse Learning does not discriminate on the basis of race, color, sex, religion, national origin, disability, or familial status in the establishment of fees, entrance qualifications, or standards for successful completion of any course.

Student Grievance Policy

OnCourse Learning encourages open and direct communication. If a student has a complaint or disagreement regarding any course or instructor, she/he should go directly to the instructor outside of class time to discuss the situation. If this does not result in resolution, the student should address the issue in writing to the School Director at fscompliance@oncourselearning.com.

Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: Kentucky Commission on Proprietary Education, 300 Sower Boulevard, Frankfort, Kentucky 40601. The forms can be found on the website at www.kcpe.ky.gov.

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students,

to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund.

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 300 Sower Boulevard, Frankfort, KY 40601. The form can be found on the website at www.kcpe.ky.gov.

Placement Assistance

Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. OnCourse Learning does not provide assistance to students in arranging interviews with potential employers.

For tips on how to become a loan officer, or if you are already a licensed MLO in search of additional career advice, OnCourse Learning has the resources you need. Explore career guides, industry trends, NMLS exam prep tips, frequently asked questions and more on our MLO Career Insights & Tips website at <https://www.oncourselearning.com/mortgage/mortgage-career-insights>

Student Files

OnCourse Learning maintains student records for a minimum of 5 years. Students have the right to access their school records or transcripts. If you would like access to your records, you may contact our Customer Service department at 866-512-9888 or via email at fs@oncourselearning.com to request a copy. OnCourse Learning will not release any student's record without prior written consent of the student and only in compliance with the Family Educational Rights and Privacy Act (FERPA).

Student Support

Course instructors are available to respond to questions via email Monday-Friday, 8AM-6PM (CT): mortgageinstructor@oncourselearning.com

You can also contact [Tech Support](#) by calling 866-512-9888 or emailing support@oncourselearning.com. The hours of operation are 7:30 AM to 7:00 PM (CT) Monday through Friday. Email support is available during normal business hours. Email received after normal business hours will be answered the next business day. Before you call, please be prepared to explain your problem in detail and have access to your computer. To effectively troubleshoot your issue, our technicians will begin by asking you a series of questions regarding your operating environment. They will need to know what type of computer you are using, the operating system, and the version number of any associated software. Your calls may be documented or monitored to help us maintain quality of service standards.

SYSTEMS REQUIREMENTS

- Internet Access

- Internet Browser with Flash and Java Script capabilities

Please note, in its *Functional Specifications for All NMLS Approved Courses*, the NMLS includes the following language regarding mobile devices:

“NMLS approves online courses for consumption on desktop and laptop computers. NMLS has not established technical requirements for, and has not approved courses for use on, small hand-held electronic devices such as the iPad, iPhone, tablets, phablets, smart phones, etc. Courses are not to be marketed that they are approved for taking on such devices other than a desktop or laptop computer.”

Disclosures

OCL Financial Services LLC makes no representations except as expressly set forth in this catalog, and under no circumstances does OCL Financial Services LLC make any claim, promise, or guarantee for employment or state licensure.

OCL Financial Services LLC reserves the right to change courses, start dates, tuition, and to cancel courses. Any changes will be made in accordance with the Nationwide Multilicence Licensing System (NMLS) rules and regulations. The information contained in this catalog is true and correct to the best of OCL Financial Services LLC's knowledge.