

Certificate Exemption Form

Get on the fast track to professional success by enrolling in a MBA Education certificate or designation program. All of our certificates and designations serve a dual purpose — they tell the world what you've accomplished in your chosen profession and they put you on the path to achieve even more.

- Residential Certified Mortgage Servicer (RCMS)
- Certified Residential Underwriter (CRU)
- Certified Mortgage Compliance Professional (CMCP)

EXEMPTION REQUIREMENTS

You may apply for an exemption to waive the coursework for the Level I and Level II programs only and if you meet the requirements. Please submit a current resume and the Exemption form to Teresa Ferman at tferman@mba.org to request an exemption.

- Exemption fees are collected based on the enrollment fee of the course the exemption is granted.
- Exemptions are currently available only for the first two levels of the RCMS, CMCP, and CRU Designation programs.

LEVEL I

If you have at least three years of experience in the related field, you can apply for an exemption to waive the coursework and go directly to the test. It is recommended that you have a minimum of three years of mortgage industry experience.

Once you have applied for the exemption, you must pass the Level I assessment on the first attempt. If you do not pass the test on the first attempt, you may test again after enrolling in Level I and successfully completing all required Level I courses.

LEVEL II

If you have completed all the requirements for Level I and you have at least five years of experience in the related field, you can apply for the Level II exemption to waive the coursework and go directly to the test. Once you have applied for the exemption, you must pass the Level II assessment on the first attempt. If you do not pass the test on the first attempt, you may test again after enrolling in Level II and successfully completing all required Level II courses.

NOTE: If you applied for the Level I exemption, but did not pass on the first attempt, you are not eligible to exempt out of the Level II component.

INCLUDE YOUR RESUME WITH YOUR COMPLETED APPLICATION.

CERTIFICATE EXEMPTION FORM

Certificate Exemption: SELECT THE CERTIFICATE FOR WHICH YOU WANT TO WAIVE THE COURSEWORK

Residential Certified Mortgage Servicer (RCMS)

- Level I: Achievement Certificate
 Level II: Professional Certificate

Certified Residential Underwriter (CRU)

- Level I: Achievement Certificate
 Level II: Professional Certificate

Certified Mortgage Compliance Professional (CMCP)

- Level I: Achievement Certificate
 Level II: Professional Certificate

Exemption Fees:

Note: Exemption fees are collected based on the enrollment fee of the course. **CERTIFICATE EXEMPTION FEES ARE NON-REFUNDABLE.**

Individual Information:

- MBA Member Nonmember Mr. Ms. Mrs.

FIRST NAME

MI

LAST NAME

TITLE

CUSTOMER ID NUMBER

COMPANY NAME

COMPANY ADDRESS (UPS will not deliver to a P.O. Box)

CITY

STATE

ZIP

BUSINESS PHONE NUMBER

BUSINESS FAX NUMBER

EMAIL ADDRESS REQUIRED (for confirmations)

PREVIOUS EMPLOYER (if employed less than two years)

- If you have special needs addressed by the Americans with Disabilities Act (ADA), please check here and attach a statement regarding your particular needs.

Notes

Please see the related brochures for specific details on MBA Education designations. Course details, program specifics and online registration can be found at mba.org/certifications or by calling (800) 793-6222.

Not all courses are offered at all times. Please check mba.org/education for a current list of available courses.

The Achievement certificate and Professional certificate are required steps in the learning path for the CMCP, RCMS and CRU.

Email this completed form along with your resume to Teresa Ferman (tferman@mba.org) and copy Certifications (certifications@mba.org) for approval.

Payment is required before access to the exam is granted.

FOR OFFICE USE ONLY

Processed by

Date