

# Application to Provide Education in Oregon

## General Information

- \* This form can be used for ALL submissions
- \* Read the MLEB Course Approval Procedures before completing and submit this application
- \* Type or print clearly
- \* Read and complete **Checklist** along with this form
- \* Complete all information requested

### PART A

### ENTITY

\*\*Item #1 – Enter the exact name that will be used on attendance certificates and advertisements/promotional materials. The name designated below will be the only one authorized if offering is approved.

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1. Name of entity requesting approval

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2. Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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3. Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

4. Name listed in #1 is:

Individual      Corporation      Partnership      Joint Venture      Fictitious business name      LLC

5. Course offering title for this application: \_\_\_\_\_ # of Course Hours \_\_\_\_\_

6.                      Entry Level Education                      OR                      Continuing Education

7. Method of presentation (Check all that apply):

Live Classroom                      On Line                      Live Webcast                      Other \_\_\_\_\_

8. If this is a reapplication for a previously approved offering, please provide the following information:

Previous approval number \_\_\_\_\_ Expiration date \_\_\_\_\_

9. Have you ever had a continuing education offering approved by the MLEB?      Yes      No  
If yes, list the title and the MLEB approval number of all your approved offerings.

Offering Title \_\_\_\_\_ Approval Number \_\_\_\_\_

10. Have you ever had a course approval, diploma, certificate, credential, license denied, revoked or suspended?  
If yes, attach an additional sheet explaining the situation.

11. Attach a separate document to be named "Course Review" that answers, specifically, topic-by-topic, the following: 1. Overall description of the course; 2. Time allowance (as a percentage) for: A. Class work, B. Lecture, C. Q. & A.; 3. Describe the value that the course benefits: A. the consumer and B. the mortgage lender taking the course.

12. List the name and obtain the signature of other persons other than the individual signing as Applicant, who is authorized to act for your entity. Such acts shall be binding upon the Applicant.

_____	_____
Name	Signature

_____	_____
Name	Signature

Attach addendum for additional authorized person(s).

This application must be submitted to the MLEB at least 90 days prior to proposed use. Approval by the MLEB is required prior to proposed use and is required prior to presentation of advertising of course offering. Advertisements may not indicate "approval pending" or in any way indicate that the course is under consideration by the MLEB. The nature of any material changes may require that a complete, new original application and fee be submitted.

I certify under penalty of perjury that I have read and understand the information and requirements contained in this application and the course approval procedures, that all statements are true and nothing has been withheld which would influence a complete evaluation of this proposed offering.

Company (as will appear on certificate) \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Title of applicant \_\_\_\_\_

Printed name of applicant \_\_\_\_\_ Date \_\_\_\_\_

**PART B**

**APPLICANT CERTIFICATION**

I consent to inspection or monitoring by an authorized representative of the MLEB as outlined below:

**MLEB Inspection/Monitoring Procedures**

The MLEB has instituted the following procedures to assist in evaluating the continuing education program:

1. Direct Mail Evaluation: Selected sponsors may occasionally be asked to provide lists of individuals who have completed the school’s recent offering(s). If the evaluation is conducted, the attendees will be sent, by the MLEB, evaluation questionnaires concerning the quality of the offering(s) and their perceptions of the program(s) attended.
2. Drop-in Monitoring: MLEB monitors may attend offerings on a drop-in basis. That is, they will not register and no fees or reimbursements will be involved.
3. Information Reports: Sponsors may be asked to supply attendance/exam information from time to time on an individual basis.
4. Investigative and/or Conformance Monitoring: Authorized representatives may, on occasion, attend offerings as a regular attendee for the purpose of determining if the offerings are being presented under statute, regulation and MLEB requirements as approved by the MLEB. Such individuals will not identify themselves as MLEB representatives and will pay the required attendance fee.
5. Attendance Policy Compliance:
6. Advertising:
7. Certificate of Completion:
8. Notify the MLEB when/where scheduled. Also, send us flyers for the course.

If requested, sponsors will be required to complete an annual report on offerings conducted.

The undersigned applicant acknowledges receipt and understanding of the procedures outlined above which relate to all entry level and continuing education offerings approved under the applicant’s sponsorship.

I agree to report any material changes, including addition of or substitution of instructors in the information submitted to the MLEB at least 30 days prior to proposed use. (Approval by the MLEB is required prior to presentation of offering and the nature of any material changes may require that a complete new original application and fee be submitted.) I agree to retain complete records for at least five years (from the date of each offering presentation) for all participants who enroll in subject offering.

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Signature of Applicant Date

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Printed Name of Applicant Email