

Mortgage Lending Education Board

E-mail: questions@oregonmleb.com Website: <http://www.oregonmleb.com>

CHECKLIST FOR SUBMITTING COURSES TO MLEB

- Assemble your package in the stacking order indicated below
 - Place this sheet on the top of your packet material when submitting for approval
 - **Course material that is sales, marketing or self-promotion is not acceptable**
 - Check off each item below that is sent in your package and indicate N/A on those items that don't pertain to you or your course
- _____ 1. Application to Provide Education in the State of Oregon
 - _____ 2. Education Course Fee \$100 per credit hour to MLEB. Total credit hours requested _____.
Check for \$_____ attached (course fee is non-refundable).
 - _____ 3. Course outline/syllabus. Include time frame for each PowerPoint slide or time frame for each section to equal the number of credit hours requested. If submission is not in PowerPoint, include a course outline/syllabus with time frames for each segment
 - _____ 4. Your attendance guidelines.
 - _____ 5. **Original and 2 sets** of instructor's manual & handouts *and* **original and 2 sets** of student's manual and handouts . Electronic version of course material required. (via CD in Adobe Acrobat format)
 - _____ 6. Resumes of all instructors
 - _____ 7. Sample of your Course Completion Certificate
 - _____ 8. Sample of your promotional material / flyers, which includes the MLEB Disclaimer Statement
 - _____ 9. Final exam, exam answers and grading criteria for all entry-level courses. A minimum of 200 questions are required to make up the proctoring test pool for entry-level courses.
 - _____ 10. Copy of State of Oregon Department of Education (ODE) license is required on all entry-level course submissions.
 - _____ 12. Contact person – attach 3 business cards to this Transmittal sheet
 - _____ 11. When package is sent, go to www.oregonmleb.com and click on "Contact Us". Indicate date course mailed, title of your course and total credit hours requested. MLEB will email back confirmation once the course is received.

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