



Indiana  
Mortgage Bankers  
Association

# CRMP

## **Certified Residential Mortgage Professional**

*A professional certification program of the  
Indiana Mortgage Bankers Association*

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## Indiana Mortgage Bankers Association

### Certified Residential Mortgage Professional

The Indiana Mortgage Bankers Association (IMBA) Certified Residential Mortgage Professional (CRMP) Program is designed to complement the Mortgage Bankers Association's Certified Mortgage Banker (CMB) Program. The CRMP is available to individuals in Indiana who apply, meet the requirements, and maintain an active role in IMBA and the industry. The designation attests to employers within Indiana that an individual has become a knowledgeable residential mortgage lending professional through work experience, education, and participation in activities of the IMBA.

### Application Process

An individual wishing to pursue the CRMP designation will be required to submit an application to IMBA requesting approval to participate in the program. Applicants must meet these requirements:

- Be an employee of an IMBA member company and have been so for a minimum of one (1) year.
- Submit a CRMP application form, along with a letter of recommendation from applicant's employer to IMBA Executive Director.
- Have accumulated a minimum of 50 points.
- Submit a non-refundable application fee of \$150.00 to IMBA Executive Director.

The IMBA Education Committee will review the application and notify the applicant regarding acceptance as a candidate in the program. From the date of acceptance into the program, the candidate will have three (3) years to complete the remaining requirements for the designation. Upon submission, review, and approval of documentation to substantiate completion of all requirements, the candidate will be awarded a Certificate of Achievement at the next IMBA State Convention and will be authorized to print the CRMP designation after his/her name.

### Program Content

The IMBA encourages candidates to take courses in the following areas, which reflect the MBA CMB Program. Courses on these subjects are available through CampusMBA, as well as other sources:

- Originating
- Processing
- Underwriting
- Closing
- Shipping & Warehousing
- Secondary Marketing
- Commercial Lending
- Loan Administration
  - Escrow Administration
  - Customer Service
  - Collections
  - Foreclosures
  - Bankruptcy
  - Servicing/Acquisitions/Sales: Due Diligence Reviews
- Regulatory Compliance
  - Quality Control Reviews
  - Fair Lending Issues
  - Fair Credit Reporting Issues
  - Diversity
  - Fraud Detection

### CRMP Certification

Certification is based on points accumulated in the areas listed below. All candidates must earn, through experience, education, and participation in professional association activities, a total of 150 points or more to earn the CRMP designation. The specific point requirements are listed in the CRMP Points section below.

Each successful candidate will be recognized for earning their CRMP designation at their next local chapter meeting and awarded their certificate at a ceremony held during the next IMBA annual convention.

The CRMP certificate may be displayed by the recipient to indicate achievement in the field of real estate finance. The letters "CRMP" may be used after the recipient's name as a designation of certification. Under no circumstances may the candidate display the "CRMP" designation prior to being awarded the designation.

The Education Committee reserves the right to amend these requirements if an amendment is deemed to be in the best interest of the CRMP Program.

## CRMP Points

To meet the requirements, candidates must earn a minimum of 150 points through a combination of various categories. Candidates must provide documentation to the Education Committee for all CRMP points claimed. Candidates may also submit documentation of additional experience and activities for point consideration. This information will be maintained in the candidate's personal file to support his/her qualifications for the CRMP designation. The Education Committee will make decisions regarding CRMP points.

### A. Experience (Maximum credit: 50 points)

#### *Mortgage Lending Employment*

Ten (10) points per year of employment.

### B. Education (Minimum of 50 points)

#### *Formal Education* (Maximum credit: 30 points)

Associates degree = 15 points

Bachelors degree = 25 points

Advanced degree = 30 points

#### *Industry Education*

##### *MBA School of Mortgage Banking*

Course I = 20 points

Course II = 20 points

Course III = 30 points

##### *ABA School of Real Estate Finance*

Course I = 10 points

Course II = 10 points

Course III = 10 points

### *IMBA/Chapter-sponsored Educational Offerings*

Seminars and courses sponsored by IMBA or IMBA Chapters are awarded 1 point for each contact hour of training.

### *Industry-related Courses*

Real estate or finance-related courses from other institutions may be eligible for points. The candidate must provide documentation of the content, length, instructors, and final grade for review by the Education Committee. 1 point for each contact hour.

CampusMBA Courses = 10 points for each course

### *Recognized Professional Designations* (Maximum credit: 20 points)

AMP, ARU, CLO, CMB, CMCP, CMS, CMT, CPA, CPM, CQAP, CRU, MAI, SRA = 5 points each

### C. Participation in IMBA/Chapter Activities (Minimum of 50 points)

#### *IMBA and Chapter Participation\**

Chapter Committee Member = 10 points per year

Chapter Officer or Director = 10 points per year

IMBA Committee Member = 10 points per year

IMBA Officer or Director = 10 points per year

IMBA State Convention Attendance = 10 points per year

\*Must participate for a minimum of 6 months.

### ***Maintaining the CRMP Designation - Courses taken from 9/1/08 through 12/31/10 count towards point total.***

A CRMP must complete six points of continuing education (CE) and or service every two years (Current designees have until 12/31/10 to complete). CE can be earned by the following:

- Attending the IMBA State Convention – 2 points.
- Attending a local chapter sponsored full day educational seminar – 2 points (half day – 1 point).
- Attending MBA conferences and/or convention – 2 points.
- Serving on a state or local board position – 3 points.
- Serving on a state or local committee position – 1 point.
- Successfully completing any CampusMBA course – 2 points.
- Successfully completing any state approved continuing education course for Mortgage Brokers. – 2 points.
- Pre-approved industry related educational seminar/course – 2 points. (For course approval, contact State Education Chair or the IMBA Executive Director)

Individuals have two years to complete their six point requirement for re-accreditation. Prior to the end of the two-year period, designees must complete this form and submit it with a \$50 re-accreditation fee.

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