



## **Applicant Handbook Certified Reverse Mortgage Professional – Loan Originator**

### **i. Introduction**

Welcome! Thank you for your interest in the Certified Reverse Mortgage Professional –Loan Originator (CRMP) certification offered by the National Reverse Mortgage Lenders Association (NRMLA). The CRMP is the highest industry credential for reverse mortgage professionals. Individuals who earn the CRMP have demonstrated their knowledge and competency in the area of reverse mortgage lending, and are dedicated to upholding high standards of ethical and professional practice in the industry. This handbook contains the application procedures, requirements for eligibility to sit for the CRMP certification examination, and the policies that guide the decisions on certification. The CRMP is governed by the Independent Certification Committee, and is administered by the NRMLA staff.

NRMLA is dedicated to offering a certification program that is credible and based on best certification practices. NRMLA offers a full-scope certification program that is comprised of the following key components:

- An independent governing body with policies and procedures guiding all decisions on certification
- Eligibility requirements and application submission and review procedures
- An examination testing the competency and knowledge requirements of reverse mortgage professionals today
- A Code of Ethics all CRMPs must abide by and uphold
- Recertification requirements to maintain the credential
- Complaints and disciplinary procedures.

NRMLA spent considerable time and resources to develop a certification program of integrity, balancing the interests of all stakeholders served by the credential, including applicants, designees, employers, regulators and the public. In developing the program requirements, NRMLA has adhered to practices that assure the following important program outcomes:

- Validity of the certification examination
- Fairness of the procedures associated with granting, maintaining, suspending and removing the certification
- Adequacy of requirements for qualifying to earn the certification
- Adequacy of the requirements for maintaining the certification
- Assurances that the public trust is served through the certification program
- Credibility in the administration and maintenance of the program.

## **ii. Mission Statement**

The mission of the Independent Certification Committee (Certification Committee) is to provide oversight to the development and administration of a credible credential for the Certified Reverse Mortgage Professional (CRMP) and to assure the credential meets high standards of ethical and professional practice for the reverse mortgage lenders industry.

## **iii. Responsibilities of the Independent Certification Committee**

The NRMLA Board of Directors has by resolution granted the Independent Certification Committee the responsibility of providing oversight to the development and administration of the NRMLA certification program. Under Section 5.03 of the NRMLA Bylaws, the Certification Committee has the authority to:

1. Develop and implement policies and procedures to assure the operation and administration of the certification program are executed in conformance with best certification practices.
2. Provide oversight to the development and administration of a legally defensible, valid and reliable certification examination.
3. Provide oversight to the development of all program components, including but not limited to: eligibility criteria, recertification requirements, ethics and disciplinary procedures.
4. Appoint standing and subcommittees as required to support all program components and maintain a cadre of qualified subject matter experts to participate in all aspects of the program, including but not limited to: examination content, item writing, setting the passing score, maintaining reliability and validity of the examination, eligibility and recertification requirements, disciplinary actions, appeals and due process, and nomination of qualified individuals to the Certification Committee.

5. Secure experts in test development to assure the examination is legally defensible, reliable, valid and maintained according to industry standards in test development and measurement.
6. Assure the security of the certification examination and the intellectual property associated with the credential.
7. Establish and implement the Code of Ethics required of designees and administer the disciplinary program.
8. Make readily available to applicants and designees all policies, procedures and related program information relevant to earning and maintaining certification.

#### **iv. General Information**

It is the policy of the Independent Certification Committee to administer valid, reliable, legally defensible and sound examinations.

To assist in the process, NRMLA has contracted with Professional Testing, Inc., based in Orlando, FL, to provide expertise and guidance in examination development, administration, maintenance and scoring. The CRMP examination is administered on computer at Pearson VUE testing centers nationwide.

Successful achievement of a passing score on the CRMP certification examination is required for an individual to earn the CRMP designation. Each applicant must meet the eligibility requirements to qualify for the exam, and must agree to uphold and abide by the Code of Ethics in order for certification to be awarded. Certification is awarded for a period of three years, but the designee must recertify annually prior to the expiration date found on his or her hard copy certificate. CRMPs must also remain in good standing with the Independent Certification Committee, which means they must be current in all fees and not be found in violation of the Code of Ethics. Failure to comply with these requirements may result in the certification being withdrawn.

The NRMLA staff has developed this applicant handbook to describe all aspects of the certification process and assist applicants in preparation for the exam. This handbook contains an overview of exam content, eligibility criteria, information on registering for the exam, guidelines for taking the exam, relevant policies and requirements, and an application.

All exam applications, score reports, requests for special accommodations, and general inquiries about the CRMP certification are handled by the NRMLA staff, headquartered in Washington, DC. Direct all inquiries to:

National Reverse Mortgage Lenders Association (NRMLA)  
Certification Department  
1400 16<sup>th</sup> Street, NW, Suite 420  
Washington, DC 20036  
Ph: 202-939-1760  
[www.nrmlaonline.org](http://www.nrmlaonline.org)

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## I. **CRMP Application and Exam Process Summary**

Please note the following summary of important steps in the application and exam administration process:

- 1) Applicants can submit the CRMP Exam Application online by logging into NRMLAonline.org with their User ID and Password. If you don't have a user name and password, you can create an online account by clicking "register" beneath the login box.

Once you are logged in, click the Welcome message that appears in the upper right corner of the home page, then select Manage My Profile. Click the Welcome message a second time, then select CRMP Application. Once the application is submitted, please contact Darryl Hicks, at dhicks@dworbell.com, to verify that all information has been properly submitted.

- 2) Before submitting the CRMP Exam Application, all applicants must meet certain eligibility requirements (See Page 8, Eligibility Process).
- 3) A non-refundable application and testing fee of \$250 must be paid at the time the application is filed. It is not possible to submit payment electronically through NRMLAonline.org, so applicants must request a copy of the payment form by emailing Darryl Hicks, at dhicks@dworbell.com.
- 4) The deadline for submitting applications is 30 days prior to sitting for the examination. Applications received by the deadline will be processed in 15 business days.
- 5) Applicants will be notified by NRMLA if information is insufficient or incomplete on the Application or in any of the supporting documents. The Application is reviewed again when incomplete or missing documentation is received.
- 6) Applications will be held for a period of up to one year. If the application process remains incomplete following the one year time period, the applicant will be required to reapply, meet the current eligibility criteria, and pay the associated fees.
- 7) When approved, applicants are authorized to sit for the examination. Once an application has been approved by NRMLA, the applicant will receive an "Authorization to Test" email with instructions on registering for the exam.

- 8) Applicants who require special accommodations must make a specific request for the type of accommodation needed. The reason for the accommodation must be recognized under the Americans with Disabilities Act (ADA). Upon approval of the request, applicants will be notified how to proceed with scheduling. The form to request accommodations is included in the CRMP Exam Application.

ADA accommodations available include:

- Additional 30 minutes
- Additional 60 minutes
- Time and a half (Exam + 50%)
- Double time
- Separate room
- Reader and separate room
- Reader and separate room and any amount of additional time
- Adjustable/Larger Font

Note that there are surcharges for ADA accommodations.

All accommodations are subject to a service fee of \$50 in addition to the exam fee. Separate rooms require an additional \$50 fee on top of the service fee. Reader fees are a pass through to the client (estimated at approximately \$150 per hour).

Applicants are required to bring their written notification to test to the Pearson VUE test site, and two forms of valid ID. A comprehensive list of acceptable identification documents appears in section II F below. The name on the ID must match exactly the name submitted on the application, or the applicant will be denied admission.

Applicants who fail the exam may retake it; they must pay a reexamination fee of \$195 each time, and comply with the six-month waiting period between retakes. After a third failure, the applicant will be required to reapply, pay the associated fees, and meet the current eligibility criteria for each retake.

- 9) Applicants may reschedule or postpone exam appointments by contacting Pearson VUE no less than 24 hours before their scheduled appointments. Applicants who fail to appear for their appointments or cancel less than 24 hours in advance will forfeit the examination fee and will have to pay the reexamination fee of \$195 to receive a new authorization to test.

- 10) Applicants will be notified in writing of their pass/fail status at the conclusion of the exam.

11) Name and contact changes must be submitted to NRMLA at the address provided in this handbook. Failure to update your contact information may result in delays in receiving eligibility notices or examination results. Name changes must be accompanied by documentation such as court records.

12) If you pass the exam, registration instructions will be provided by Pearson on the background check, which is the next step in the process toward Certification.

**As a condition of being awarded Certification, applicants must pass a background check using NRMLA's approved vendor.** NRMLA has arranged for applicants to go through a background check conducted online by General Information Systems (GIS) on their site, backgroundchecks.com. The background check covers the prior seven years and evaluates personal identification, criminal records, driving records, and credit history.

As a condition for maintaining your CRMP status, a new background must be ordered every three years.

Once the background check is completed, applicants must email a copy of the report to NRMLA. You may email Darryl Hicks, at dhicks@dworbell.com.

After completing the background check, the final step prior to being certified is to submit the initial year certification fee of \$175. Once the designation is bestowed on someone, the designee must pay an annual fee of \$175 for each year that the designation is active. The designee will be invoiced starting 60 days prior to the Expiration Date found on the CRMP certificate.

## II. **About the CRMP Certification—Requirements and Exam Information**

### **A. About the CRMP Certification Examination**

Individuals meeting eligibility requirements must pass a multiple-choice exam in order to qualify for certification and earn the CRMP designation. The exam consists of 120 multiple-choice questions. Applicants have two hours to complete the exam. Only correct answers are counted.

It is the policy of the Independent Certification Committee to develop an exam utilizing a psychometrically valid process. The exam was developed by subject-matter experts under the guidance of psychometricians (experts in measurement and test development) and is designed to measure the knowledge, skills and abilities required to perform competently as a reverse mortgage professional. The exam questions were written and edited by subject-matter experts working with test-development experts.

The passing point—or the score a applicant needs to achieve in order to pass—was also determined utilizing valid psychometric procedures.



The Independent Certification Committee follows best practices in all of its test development activities and has a high degree of confidence that only those who meet the competency requirements pass the examination.

Applicants are encouraged to refer to the examination blueprint which is located on the CRMP section at [www.nrmlaonline.org](http://www.nrmlaonline.org) to become familiar with the content areas on the examination. Applicants may review the examination blueprint to assess their level of knowledge in each of the content areas, and to identify the areas in which they believe they need additional preparation.

## **B. Eligibility Process**

The CRMP requires applicants to meet the following eligibility criteria:

- Applicants must submit a letter of recommendation written and signed by a senior manager. Applicants who own their companies may ask an industry colleague who is at a senior management level to submit a letter on their behalf.
- If the applicant is a Loan Originator, the individual must have three (3) years of experience originating reverse mortgages **or** must have personally closed 50 or more reverse mortgages
- Applicants who do not originate loans must have at least three (3) years of experience in the reverse mortgage industry in one of the following areas: Underwriting, Processing, Training, Title and Closing Services, Appraising, Counseling, Wholesale Sales, or Loan Servicing.
- Applicants must complete the course *An Explanation of the NRMLA Code of Ethics and Its Impact on Our Daily Routine* (commonly referred to as the CRMP Ethics Workshop). This 2-hour course is only offered at NRMLA conferences.
- Applicants must complete an Independent Certification Committee-approved course on preventing, detecting and reporting elder abuse.
- Within one year prior to taking the examination, applicants must complete 12 credits of continuing education (CE). Credits can be earned at NRMLA conferences or by completing courses approved by the Independent Certification Committee (a list is provided on [NRMLAonline.org](http://NRMLAonline.org), in the CRMP section).
- Possession of a current mortgage loan originator license (if applicable). Applicants will be asked to submit their NMLS number on the application.

- Completion of a background check.
- Submission of a signed Consent Statement.

If the application is approved, the applicant will receive an *Authorization to Test Letter* by email providing instructions on how to schedule an exam appointment. The applicant must provide a copy of this letter at the examination site, in addition to two forms of valid ID, in order to sit for the examination.

Applicants who are denied eligibility shall be notified in writing of the decision. The reasons for the denial and corrective actions shall be indicated.

### **C. Continuing Education Credits**

Due to the frequent changes in the field of reverse mortgage lending rooted both in lending practices and regulatory requirements, individuals who earn the CRMP are held to a higher educational standard.

Applicants must submit evidence on the CRMP Application that they earned 12 continuing education (CE) credits from courses approved by NRMLA or the Independent Certification Committee.

After earning the designation, there are ongoing CE requirements that must be met to retain the CRMP. In the first year, credits are pro-rated and calculated by the month in which the CRMP is earned.

January (8 credits)  
February (8 credits)  
March (8 credits)  
April (8 credits)  
May (7 credits)  
June (6credits)  
July (5 credits)  
August (4 credits)  
September (3 credits)  
October (2 credits)  
November (1 credit)  
December (0 credits)

Every year thereafter, applicants must earn eight (8) credits. There are also specific courses you must complete:

- Two (2) CE credits related to regulatory requirements and regulatory updates on an annual basis
- Two (2) hours of ethics training every three years. Most people meet this requirement by retaking the CRMP Ethics Workshop in their third year.

- One (1) hour of continuing education coursework related to the detection, prevention and reporting of elder abuse within the three years prior to the renewal of their designation.

NOTE: These course requirements can be met by attending NRMLA conferences or completing online courses approved by the Independent Certification Committee. Courses cannot be repeated within the three-year cycle that you have the CRMP, unless you submit evidence that the curriculum has changed. The following outside courses have been approved for CRMP credits.

Applicants and designees are responsible for keeping track of CE credits. A course tracking form is available for download from NRMLAonline.org. On January 10 of each year, designees should submit the form to NRMLA as proof that they have met their CE requirements for the prior 12 months.

#### **D. Testing Locations**

The CRMP exam is offered through Pearson VUE, which operates over 2,000 remote testing centers across the country. Details on how to schedule an exam time will be provided in the *Authorization to Test Letter*.

#### **E. Exam Appointment Scheduling and Rescheduling**

Once a applicant has received his or her *Authorization to Test Letter* from NRMLA, he or she may schedule the exam appointment through Pearson VUE by visiting the landing page at <http://www.pearsonvue.com/nrmla>. A applicant may make an exam appointment up to one business day in advance. Locations are available on a first-come first-served basis.

Applicants may schedule by phone or online. (Applicants approved for accommodations under the Americans with Disabilities Act will be provided a special toll-free number, which they will need to call to schedule and arrange for approved accommodations.)

If the applicant chooses to schedule online, he or she must create a Pearson VUE Web account. Please note that account activation may require up to 24 hours. The applicant will be notified by email when his or her Pearson VUE account is activated. When creating the account and scheduling the exam, a applicant will need his or her Applicant ID number from the ***Authorization to Test Letter*** sent to the applicant upon completion of the application process.

Pearson VUE will send a confirmation by email of the scheduled exam. *Be sure to verify the information is correct and read the Pearson VUE Testing Center policy at the bottom of the email confirmation.*

Please note that during the exam, the applicant will be required to read and accept the **NRMLA Non-Disclosure Agreement**. A link to the document will be included in the Authorization to Test Letter. If a applicant does not accept these conditions at the beginning of the exam, he or she will not be allowed to continue with the exam and will forfeit the exam fee. Please be sure to read these documents before scheduling the examination.

Before the exam date, a applicant may want to visit the Pearson VUE Testing Tutorial to become familiar with the computer-based testing system. It can be found at <http://pearsonvue.com/athena/>.

## **F. Fees**

### **Application Fee**

Each application must be accompanied by a non-refundable application fee of \$250. Fees are to be paid in U.S. dollars.

### **Background Check Fee**

If a applicant passes the CRMP examination, the next step is to pass a background check using NRMLA's approved vendor, Backgroundcheck.com. The fee is \$49.95 (unless otherwise noted).

### **Certification Fee**

After the applicant passes the background check, he or she must pay a certification fee of \$175 before being awarded CRMP status. Designees will pay this fee every year prior to the anniversary date that appears on the CRMP Certificate.

### **Reexamination Fee**

Each time an applicant fails the exam, they will be charged a reexamination fee of \$195 to retake the exam. A reexamination fee is also charged if the person fails to show up for the exam at the arranged time or doesn't follow proper procedures to cancel and reschedule the exam.

## **G. On the Day of the Exam**

Applicants should report to the exam site on the day of the exam as instructed in their appointment confirmation letter, and plan to arrive at least 15 minutes prior to the appointment time. Applicants must show their *Authorization to Test Letter* and two forms of valid ID: one primary, with a photo and signature, and one secondary, with a signature.

The following forms of ID are accepted as primary ID:

- Government-issued driver's license
- State/national identification card
- Passport\*
- Military ID\*

- Alien registration card (green card, permanent resident visa)
- U.S. Passport card
- U.S. Dept. of State Driver's License

\* The primary ID must contain a photo & signature unless the signature is embedded in the identification. When this occurs applicant must present another form of signature identification from the primary or secondary list.

The following forms of ID are accepted as secondary ID:

- Any ID on the primary list
- Social Security card
- Credit/bank ATM card (signature required).

*The name on the ID must match exactly the name submitted on the application, or the applicant will be denied admission.*

Questions concerning the content of the exam will not be answered during the exam. Listen carefully to the instructions given by the Proctor and read all directions thoroughly. The CRMP examination is closed book. Therefore a applicant will not be permitted to bring any materials into the testing room. A applicant will be provided with a secure storage area to check his or her valuables.

The following items are NOT PERMITTED in the exam room:

- Dictionaries or other reference materials
- Papers of any kind, except as provided by the proctor
- Telephones, signaling devices such as pagers or cell phone
- Alarms or recording/playback devices
- Photographic or image copying devices
- Electronic devices of any kind
- Food or beverages

## **H. Exam Security**

All exam materials are the property of NRMLA. Removal of any material from the exam room by unauthorized persons is prohibited. Copyrights for the NRMLA exam are owned by NRMLA. Any attempt to reproduce or memorize all or part of the exam is prohibited. Any unauthorized disclosure, publication, copying, reproduction, transmission, distribution, or possession of the exam content or materials in any form may subject the individual to civil liability and/or criminal prosecution, removal of certification, and/or restrictions on future access to NRMLA certification examinations.

Restroom breaks are permitted, but are included as part of the 2 hours allotted for the actual exam.

The Proctor may dismiss a applicant from the exam for any of the following reasons:

- If the applicant's admission to the exam is unauthorized
- If a applicant creates a disturbance or gives or receives help
- If a applicant attempts to remove exam materials or notes from the testing room
- If the applicant attempts to take the exam for someone else
- If a applicant has in his or her possession any item excluded from the exam site as specified above
- If a applicant exhibits behavior consistent with memorization or copying of exam items.

### **I. Hazardous Weather or Local Emergencies**

Pearson VUE's policy is to keep test centers open in inclement weather if practical. If, because of hazardous weather or another local emergency, Pearson VUE decides to close a test center on a particular day, the company will try to reach applicants scheduled for that day by email and phone and reschedule directly.

### **J. Challenging the Exam**

NRMLA shall provide applicants with an opportunity to provide feedback on the examination content and procedures regarding:

- The technical accuracy of the examination
- Fairness in the administration of the examination.

A applicant who has a concern about administrative procedures at a testing site or who has observed a breach of security or other improper conduct during a test should submit a report in writing to the Certification Department of NRMLA within 5 calendar days after taking the examination.

A applicant who has a question or a concern about the reliability, validity, and/or fairness of the test may submit the question or concern in writing to the Certification Department of NRMLA no later than 5 calendar days after taking the examination. Applicants may also report such concerns by entering comments in the appropriate field during the exam. However, time spent writing comments will count toward overall exam time.

NRMLA will not consider reports about improper test administration procedures or test content which exceed the 5 day deadline for doing so, or are not submitted in writing.

## **K. Summary of Scoring Process**

NRMLA establishes the minimum passing score for the CRMP examination utilizing acceptable psychometric procedures. The CRMP examination is criterion-referenced.

The final passing score is established by a panel of subject-matter experts who determine the minimally acceptable level of competence for awarding the CRMP certification, and the passing score is applied to all test takers. You must achieve the passing score in order to pass the examination. There are no exceptions.

The passing score is established by the Independent Certification Committee using a criterion-referenced passing score process. During this process the committee members discuss the minimum level of competence that is required for passing the examination and obtaining the credential. This discussion focuses attention on the specific knowledge, skills, and abilities that qualified Loan Originators possess. The committee then systematically evaluates each question on the examination and rates their difficulty levels. The ratings are combined to arrive at the passing score for that specific examination.

A scaled score is used to report the passing rate for the CRMP certification examination. Scaled scores are created when the number of questions that applicants answer correctly is mathematically transformed so that the passing score equals 400 on a scale starting at 0 and ending at 500. This transformation is very similar to converting inches to centimeters; for example, a 10 inch ribbon will be 25.4 centimeters long. The length of the ribbon has not changed, only the units of measurement that were used to describe it.

The use of scaled scores does not affect whether or not an individual applicant passes or fails the examination.

The pass/fail decision is always made by comparing the number of questions answered correctly to the passing score that was established using the criterion referenced process. All applicants who correctly answer more items than are required to pass the examination form that they took will obtain scaled scores that are between 400 and 500. Applicants who did not answer enough items to pass will obtain scaled scores between 0 and 399. Scaling also does not affect the rank ordering of applicants. A applicant who answers more items correctly than another applicant taking the same examination form will obtain a higher scaled score.

The use of scaled scores allows the ICC to directly compare scores from one examination form to another because the passing standard will always be the same, a scaled score of 400. In the long run, this process will make the scoring of certification examination easier to understand for all concerned.

No matter which form of the examination a applicant takes, the passing score will remain constant.

## **L. Score Reports**

Applicants are notified of their examination results (pass/fail) in writing at the conclusion of the exam.

Successful applicants are notified that they have passed and are provided instructions for completing the certification process.

Applicants who fail will receive a diagnostic report of their overall performance on each content area of the exam. This information is provided so you can see the areas of greatest weakness, and better prepare to retake the exam.

## **M. Cancellation of Scores**

NRMLA reserves the right to cancel any examination score if, in NRMLA's professional judgment, there is any reason to question the score's validity. Conduct which warrants score cancellation may include, but is not limited to: consulting study aids of any type during a testing session; copying from notes or from another examinee's answers during a testing session; speaking or otherwise communicating with others during a testing session; copying, photographing, transcribing, or otherwise reproducing test materials; removing test materials from the examination site; aiding other examinees or receiving aid from anyone else; or having improper access to the CRMP examination content

prior to the examination administration. Engaging in such misconduct may disqualify the individual from all future examinations and from ever being certified by the NRMLA Certification Committee. Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

## **N. Appealing Exam Results**

Applicants who fail the exam may appeal their results within 30 days of receipt of the score report and must make this request in writing. NRMLA staff will review the response record and the determination will be communicated to the applicant within 60 days. The determination of NRMLA shall be final. Scores that are cancelled are not subject to appeal.

## **O. Retesting**

Applicants who fail the CRMP examination must wait at least six months before taking it again.

Applicants will be charged a reexamination fee of \$195 each time for the second and third attempts.



If the applicant fails the examination three times, he or she must wait at least one year before testing again, and complete course work as recommended by NRMLA. A new application and fee must be submitted, and the applicant must meet all current eligibility requirements at the time of application.

#### **P. Special Accommodations**

NRMLA complies with the Americans with Disabilities Act (ADA) and is interested in ensuring that no individual is deprived of the opportunity to take the exam solely by reason of a disability as defined under the ADA (or equivalent).

Applicants who require special accommodations must make a specific request for the type of accommodation needed. The form to request accommodations is included with the Application for the CRMP Examination, which can be downloaded from [NRMLAonline.org](http://NRMLAonline.org). The reason for the accommodation must be recognized under the Americans with Disabilities Act (ADA). Upon approval of the request, applicants will be notified how to proceed with scheduling.

#### **Q. CRMP Code of Ethics and Disciplinary Policies**

The Independent Certification Committee is committed to upholding the highest ethical standards in the profession. Individuals who are successful on the CRMP Examination and wish to be issued a certification and use the CRMP Designation, must sign and return the CRMP Code of Ethics and pay the applicable certification fee.

The CRMP Code of Ethics is a statement of the required behaviors and responsibilities of designees. Designees found to be in violation of the Code of Ethics are subject to an investigation of the violation, which may result in sanctions. All sanctions are subject to appeal. Following the exhaustion of appeals, the outcome of investigations resulting in sanctions shall be made public, and the notice will include the name of the designee, the Code(s) found in violation, and the sanction imposed.

The Code of Ethics was developed to safeguard the reputation of the organization, and in the interest of protecting the public. The Code of Ethics is included as Appendix 2 of the handbook, and may be located on the website at [NRMLAOnline.org](http://NRMLAOnline.org).

The Independent Certification Committee has established policies and procedures for investigating complaints filed against designees. Any individual may file a complaint. All complaints will be reviewed, and if determined valid and actionable, will be investigated. Individuals who wish to file a complaint should contact NRMLA for information on how to proceed.

Direct all inquiries to:

National Reverse Mortgage Lenders Association (NRMLA)  
Certification Department  
1400 16<sup>th</sup> Street, NW, Suite 420  
Washington, DC 20036  
Ph: 202-939-1760

## **R. Language the Exam is Given In**

The CRMP certification examination is given in English only. Translation dictionaries and/or other translation aids are not permitted. All program materials are provided in English.

## **S. Training and Exam Prep Materials**

The Independent Certification Committee does not provide training or preparatory materials for the CRMP certification examination, nor does it offer or endorse training programs or preparatory courses. To do so would be a conflict of interest and a deviation from the stated purposes of the Certification Committee.

As a courtesy to individuals interested in obtaining the CRMP, NRMLA has published all the applicable HUD Handbooks, Mortgagee Letters, HECM regulations and articles covering topics covered in the Exam Blueprint on the web site, [NRMLAonline.org](http://NRMLAonline.org).

NRMLA and the Independent Certification Committee do not endorse any person, product, resource or service as a means for achieving certification. Applicants are encouraged to plan their own course of study by reviewing the examination blueprint, identifying any areas of weakness, and securing the necessary resources to adequately prepare for the examination.

## **T. Confidentiality and Release of Information**

NRMLA staff will not release any information regarding a applicant's examination application or examination performance to any employer, regulatory agency or any other person or entity that may inquire about such information unless it has obtained written permission from the applicant or designee in question. Volunteers may not disclose any information about a applicant or designee.

NRMLA staff shall maintain an electronic directory of all designees, and is obligated to release upon request, the names and certification status of individuals who have successfully completed the certification process.

## **U. Statement of Non-Discrimination**

The NRMLA Certification Committee does not discriminate among applicants, applicants or designees on the basis on age, sex, race, religion, national origin, or marital status.

## **V. Recertification**

The CRMP certification is awarded for a period of three (3) years. However, the CRMP certification must be renewed every year to ensure the continued competence and currency of Certified Reverse Mortgage Professionals. Failure to become recertified will result in removal of the CRMP credential.

Designees will receive an invoice from NRMLA 60 days prior to the anniversary date that appears on their CRMP Certificate. Designees will submit their annual recertification fee (\$175) and a signed Consent Statement certifying that they are still properly licensed and adhering to the CRMP Code of Ethics.

Continuing education credits will be submitted separately. NRMLA has developed a form that CRMPs can use to self-report credits that they earn throughout the calendar year. The form should be submitted to NRMLA on January 10 of each year as evidence that CRMPs met their continuing education requirements. NRMLA will email the form to all CRMPs at the beginning of the year, or it can be downloaded anytime from [NRMLAonline.org](http://NRMLAonline.org).

There is no pro-rating of CE credits in a renewal year; the 8 CE credits required in a renewal year would be reported, as usual, by January 10. **(For more information on ongoing CE requirements, read the section on Continuing Education Credits on page 4-10).** If a designee does not pay the recertification fee on time, there is a 30-day grace period, during which the individual may submit payment. If payment is received after the grace period expires, but before the next recertification due date, a “re-instatement fee” of \$50 will be charged to the designee.

For further information on recertification, please visit the NRMLA website at [www.nrmlaonline.org](http://www.nrmlaonline.org) where you may download the Recertification Handbook. Designees are encouraged to become familiar with the recertification requirements, which are a combination of continued work experience and professional development based on the concept of continued competence.

## **W. Trademarks and Copyrights**

The “Certified Reverse Mortgage Professional” and “CRMP” designations are the property of the Independent Certification Committee and NRMLA. Individuals who earn the CRMP credential may use the designation as long as the certification has not expired, been suspended, revoked or voluntarily relinquished.

The certificate is the property of the Independent Certification Committee and must be returned to NRMLA upon request. Examination materials and publications are copyrighted and protected under U.S. law. NRMLA aggressively enforces the appropriate use of its property, and unauthorized use may result in sanctions or other penalties.

### **III. Preparation for the Examination**

#### **A. CRMP Examination Blueprint**

To prepare for the CRMP examination, applicants are strongly encouraged to review the examination blueprint contained in the Applicant Handbook as Appendix 1, or on the NRMLA website at [NRMLAOnline.org](http://NRMLAOnline.org). The blueprint contains the major content areas on the exam, and the percentage of the exam each content area represents. Use the blueprint to guide you in identifying any content areas you need extra time and resources to prepare for, and ask yourself these questions.

- Which content areas represent the greatest number of test questions?
- How much time do you need to focus on these areas to prepare for the exam, versus other areas?
- How do your current knowledge and skills compare to the content areas of the exam? Are you strong in some, but weak on others?
- How much training or work have you done in the areas on the exam?

Your analysis of the content outline and your answers to the questions above will help you determine where you need to spend your study time.

#### **B. Testing Tips**

On the day of the exam:

- Plan to arrive at the exam site at least 15 minutes prior to your appointment. If you have considerable distance to travel, consider arriving the night before.
- Get a good night's rest the night before.
- Eat a well-balanced meal prior to reporting to the exam site. Avoid excessive stimulants such as caffeine.
- Read and follow the instructions carefully. Ask the Proctor for clarification if you are not sure about the instructions. Remember, the Proctors will not answer questions related to exam content.

- Pace yourself by periodically checking your progress. This will allow you to make any adjustments in time. Remember, only the questions you answer correctly are scored.
- There are no penalties for answering a question incorrectly, so answer as many questions as you can. If you are unsure of a response, eliminate as many options as possible, and choose an option from those that remain.
- You may go back to review any items at any time.
- Pay attention to reminders of the time you have left to finish the exam.

#### **IV. Policies and Procedures**

The following policies of the Independent Certification Committee are those that guide the awarding of the CRMP certification, the rights and duties of applicants and designees, due process, and the development and administration of a credible certification examination and program. These policies guide the decisions associated with the certification.

The information provided in the Applicant Handbook contains abbreviations of several policies related to the CRMP certification. The policies you need to be aware of are included below. Please read these policies in their entirety, as several policies become applicable after you earn the certification. Several of the policies related to the application process will assist you in completing the application correctly.

Note: in submitting your application, you will acknowledge that you have read and agree to comply with the policies.

#### **Passing the NRMLA Certification Examination**

The purpose of the NRMLA certification is to establish standards of knowledge and competence in the field of reverse mortgage lending, and to assure the ethical practices of the Certified Reverse Mortgage Professional (CRMP).

Only applicants who are successful in passing the written examination for the certification, meet all criteria for certification, and remain in good standing are considered certified.

#### **Awarding Certification**

Certification is awarded for a period of three years. Individuals who are successful on the CRMP certification examination who wish to be issued a Certificate and use the CRMP Designation must sign and return the CRMP Code of Ethics and pay the applicable certification fee in order to be Certified. Passing the examination does not assure awarding certification.

The applicant must first pass a background check. Copies of the signed Code and a record of payment of the certification fee are maintained in a secure cabinet in an individual file folder in a secure location. The Independent Certification Committee has the sole responsibility for making all certification decisions.

In circumstances in which certification is denied, suspended or revoked, an appeal of the decision may be filed with the Appeals Committee in accordance with the appeals process.

### **Submitting the Application for the CRMP Examination**

Applications for the CRMP certification may be submitted by email, fax, mail or courier. If the application is submitted by email or fax, a hard copy version must be sent to NRMLA by mail or courier service. Payment in the form of a check or credit card must accompany the application. Applications must be signed in order to be accepted and processed.

All data captured is stored in a secure manner in the certification data base with access restricted to authorized certification personnel. All hard copy applications are stored in a secure cabinet in a secure location.

### **Rejecting Applications for the CRMP Examination**

Applications that are incomplete, do not meet the eligibility requirements and are not accompanied by the correct payment of fee, will be rejected. Certification staff must notify all applicants of rejection within fifteen business days of receipt of the application. The certification staff will email or mail the applicant notifying the applicant of why the application has been rejected. A record of the rejected or incomplete application shall be maintained by the Certification Office for a period of one year.

### **Eligibility Criteria**

In order to be considered eligible to take the CRMP certification examination, applicants must demonstrate that they meet current eligibility requirements. The eligibility requirements shall be made available in all public documents.

### **Denial of Eligibility**

Any applicant who does not meet the eligibility requirements must be notified that their certification application has been denied within 15 days of review. The reasons for the denial shall be indicated.

### **Appeal of Denial of Eligibility**

Applicants who are denied eligibility may request reconsideration of the decision of denial by making an Appeal.

Requests for an appeal must be made no later than 30 days after the applicant is denied. Within 60 days of the receipt of the written appeal, the Appeals Subcommittee must conclude its deliberations. All decisions of the Appeals Committee are final.

### **Development of the CRMP Examination**

The purpose of the CRMP certification examination is to establish standards of knowledge and competence in the field of reverse mortgage lending, and to assure the ethical practices of the Certified Reverse Mortgage Professional (CRMP). The CRMP certification examination is designed to measure the knowledge and competence of reverse mortgage lenders. The blueprint of the written examination shall be derived from accepted industry psychometric standards in examination development.

In its development and maintenance of the CRMP certification examination, the Certification Committee shall work with experts in test development and measurement to ensure the development and administration of valid and legally defensible examinations. The CRMP certification shall be validated through a job task analysis at an approximately five year interval, or as circumstances may warrant. Performance statistics shall be conducted at regular intervals and in an ongoing manner to ensure the consistent administration of fair, valid and reliable examinations is occurring.

### **Examination Administration**

The administration of the CRMP certification examination shall follow accepted industry standards in order to ensure fair and consistent administrations. The Certification Committee may contract the administration of the examination to a testing vendor.

### **Registering for the CRMP Examination**

To register for the examination, applicants must first be authorized by the NRMLA certification staff. Applicants are required to follow all registration requirements.

### **Authorization to Test**

Only applicants who are authorized to test may take the CRMP certification. In order to be authorized, the application for the certification examination must be approved for eligibility. Upon approval, an eligibility acceptance letter is emailed to applicants within 15 business days. The letter will contain proof of acceptance, a unique applicant ID number, contact information to schedule the testing appointment, and additional information regarding the examination such as applicant identification requirements.

### **Applicant Identification**

Applicants must check in using one form of government-issued photo ID with signature (driver's license, government-issued photo ID or passport). The name on the ID must match exactly the name submitted on the application.

### **Granting Requests for Extensions**

In certain limited circumstances, applicants may be provided extensions to examination scheduling deadlines.

Such requests must be made in writing to the Director of Certification who shall consider such requests on a case by case basis and on the merits of the request. Reasons to request extensions are published in the Applicant Handbook.

### **Test Administration Monitoring**

The administration of the examination shall be monitored for quality assurance purposes.

### **Cheating**

The Certification Committee maintains strict policies to safeguard the security of the examination. Any individual who removes, or attempts to remove, examination materials from the testing site, including memorizing examination questions, is subject to prosecution in addition to sanctions by the Certification Committee. These sanctions may include removal of certification and restrictions on future access to the certification examination.

### **Language of the Examination**

The CRMP certification examination is given in English. The use of translations aids during the examination is not permitted.

### **Passing the Written Examination**

Only applicants who are successful on the written examination are eligible to be awarded CRMP certification status.

### **Failing the Examination**

Applicants who fail the CRMP certification examination may retake the examination two additional times with a six month waiting period between attempts. Applicants must pay appropriate retake fees (\$195 each time), and must continue to meet the eligibility criteria.

Applicants who do not pass the examination after three attempts must wait a period of one year before testing again, and must apply as a new applicant, pay all required fees, meet the current eligibility requirements, and complete course work recommended by NRMLA.



Any applicant can appeal their test score. Requests for an appeal must be made no later than 30 days after the test date. Within 60 days of the receipt of the written appeal, the Appeals Committee must conclude its deliberations.

### **Comments on the Exam**

Applicants who wish to comment on an examination question may do so at the end of the exam by completing the Applicant Comment Form. The Applicant Comment Form must be submitted to the Test Administrator. The applicant may also submit comments to NRMLA within 5 calendar days of taking the exam. Comments should be address to the Certification Department within NRMLA.

### **Invalidating Scores**

The Independent Certification Committee is concerned with reporting only valid scores. On rare occasions, circumstances may invalidate exam scores. The Certification Committee reserves the right to cancel or withhold exam scores if there is any reason to question their validity. The Certification Committee may cancel or invalidate exam results if, upon investigation, violations of Certification Committee policies have been committed.

Doubts may be raised about the validity of applicants' scores because of suspected misconduct; in such circumstances, applicants shall cooperate in the investigation of their scores. Such applicants will be notified of procedures to ensure fair treatment. Some scores may be rendered invalid due to circumstances beyond applicants' control, such as faulty exam materials or mistiming. In this event, retesting will be arranged.

### **Issuing Certificates**

Certificates are issued by the certification staff to individuals who pass the certification examination, agree to abide by and uphold the Code of Ethics, and pay the applicable certification fee. Certificates are issued within thirty days of receipt the signed Code of Ethics and fee.

### **Special Accommodations**

The Independent Certification Committee complies with the Americans with Disabilities Act (ADA) and will ensure no individual is deprived of the opportunity to take the certification examination solely by reason of a disability as defined under the ADA. The form to request accommodations is included with the Application for the CRMP Examination, which can be downloaded from [NRMLAonline.org](http://NRMLAonline.org).

### **Appeal of Denial of Request for Special Accommodations**

Applicants who are denied their request for Special Accommodations may file an appeal with the Appeals Committee in accordance with the policies of the Certification Committee. The decision of the Appeals Committee is final.

### **Enforcement of the Code of Ethics**

The Certification Committee shall establish and enforce a Code of Ethics applicable to all certified individuals. Designees must agree to uphold and abide by the Code of Ethics as a condition of earning and maintaining CRMP certification, using the designation and being awarded a Certificate.

### **Filing a Complaint**

Any individual may file a complaint against a certified reverse mortgage professional. Only complaints that follow the published procedures of the Certification Committee will be considered.

### **Disciplinary Procedures**

In prosecuting its mission of establishing a credible certification program which ensures high standards of ethical and professional practice in the reverse mortgage lenders industry, the Certification Committee shall establish and implement a Code of Ethics. The Certification Committee requires its designees to remain in good standing with the organization by complying with the tenets of the Code. As such, the Certification Committee reserves the right to sanction designees found to be in violation of the Code of Ethics, following the investigation of such complaints in accordance with its published procedures. The Certification Committee shall make available upon request and shall publish in the Certification Directory all decisions resulting in sanctions which shall include the name, certification, code violated and sanction imposed.

### **Due Process**

The Certification Committee respects and upholds the right of its designees to due process in circumstances in which a negative or adverse decision is made on the standing and status of the designee. Due process shall apply in instances affecting an individual's ability to earn and maintain CRMP certification status.

### **Other Recertification Requirements**

Other recertification requirements for the CRMP credential include remaining actively employed in the reverse mortgage industry, remaining current with changes in regulations and laws, and completing the requirements for continued competence during the three year certification cycle. Designees must agree to continue to abide by and uphold the Code of Ethics and the policies of the Certification Committee, which includes continued appropriate and authorized use of the certificate, logo, and marks. Designees must pay the current recertification fee.

Recertification requirements are based upon the philosophy of continued competence, and as such, designees must meet the recertification requirements as determined and defined by the Certification Committee.

## **Issuing Certificates**

A certificate with the dates of renewal are issued to designees upon successful completion of all recertification requirements.

## **Certificates**

The initial certificate is issued to designees with payment of the Certification Fee. Designees requesting a duplicate certificate, or who request a new certificate due to name change, will be charged an administrative fee of \$25.

## **Refunds**

Refunds are granted only for accepted circumstances for emergency cancellations or withdrawals from the examination process. Refunds are granted at the discretion of the Certification Office. Refunds are not granted to applicants who forfeit or fail the examination.

## **Rescheduling an Examination**

A applicant who is unable to sit for a scheduled exam must contact Pearson VUE no later than 24 hours before the scheduled start of the exam to cancel his or her appointment. The applicant can then reschedule when convenient, with no less than 24 hours' notice.

## **Emergency Cancellations or Withdrawals**

The Certification Committee publishes the circumstances which are considered grounds for an emergency cancellation or withdrawal of an examination. These circumstances include: 1) Applicant illness; 2) Family death; 3) Jury duty; 4) Military duty; or 5) State of emergency.

Applicants who experience an acceptable emergency situation must request cancellation or withdrawal from the examination in writing and include supporting documentation of the circumstances. Acceptable grounds for emergency cancellations or withdrawals are included in the Applicant Handbook and on the Website

## **Confidentiality**

Information regarding the status of a applicant will only be discussed with that person or their legal representative.

The certification staff may release information regarding a applicant's performance on the certification examination to an employer or entity only with written permission from the applicant.

The certification staff shall release upon request the name and certification status of designees who have successfully completed the CRMP certification examination.

### **Position on Training and Education**

The Independent Certification Committee does not require applicants for the CRMP certification to take prescribed training or education programs from any company or organization.

The Independent Certification Committee does not recommend or endorse any training or education programs as preparation for the certification examination, nor does it accredit or endorse any source of education as a guarantee of success on the CRMP certification examination.

### **Auditing Applications**

The certification staff is required to audit 5% of all applications for the CRMP certification examination and for recertification.

### **Authorized and Appropriate use of the CRMP designation**

The Certification Committee encourages the authorized use of the logo and marks. Designees who wish to use the CRMP designation may do so in the following manner:

John Doe, CRMP

John Doe, Certified Reverse Mortgage Professional

Designees are permitted to use the CRMP designation in the above manner, on business cards, letterhead, within written guidelines. Authorized use requirements of the CRMP designations shall be sent to newly certified individuals with the certificate. Inactive designees may not use the designation after their name and must return their certificate until they become active.

**NONDISCLOSURE AGREEMENT AND  
GENERAL TERMS OF USE  
FOR EXAMS DEVELOPED FOR THE CRMP PROGRAM**

This exam is confidential and is protected by trade secrets law. It is made available to you, the examinee, solely for the purpose of becoming certified as a reverse mortgage professional. You understand, acknowledge, and agree

- that the questions and answers of the exam are the exclusive and confidential property of NRMLA, are protected by copyright, and are protected by NRMLA's intellectual property rights;
- not to disclose the exam questions or answers or discuss any of the content of the exam materials with any person without prior written approval of NRMLA;
- not to remove from the examination room any exam material of any kind provided to you or any other material related to the exam, including, without limitation, any notes or calculations;
- not to copy or attempt to make copies (written, photographic, or otherwise) of any exam material, including, without limitation, any exam questions or answers;
- not to sell, license, distribute, give away, or obtain from any source other than NRMLA the exam materials, questions, or answers;
- that your obligations under this agreement shall continue to be in effect after the examination and, if applicable, after termination of your certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.

Click the **YES** button to symbolize your signature and to accept these terms.

Select the **NO** button if you do not accept these terms. If you decline the agreement, you will not be permitted to take the examination, and you will forfeit your examination fee.