
Day 1	<u>Introduction to the Job of the Processor</u> Career Plan	9:30
	<u>Processor Responsibilities - Job Description</u> Interacting with Mortgage Personnel – Loan Officers, Underwriters	10:00
	<u>General Industry Overview</u> Math Concepts – Decimals, Rates and Points, Ratios Loan Types – Fixed, ARM Loan Programs – Conforming, FHA/VA, ALT-A	10:30
	Break	12:00
	<u>Application Set Up</u> Disclosures and Application Forms Ordering Appraisals/Credit Reports/VO's File Order Conversation Logs	1:00
	<u>Documentation Review – Credit</u> Reviewing Credit Reports Working with Credit Bureaus Evaluating Credit Reports	3:00
	<u>Documentation Review – Income</u> Reviewing Income Documentation Calculating Income Income Types	4:00

Day 2	<u>Documentation Review – Assets</u> The Cash Requirement – Closing and Reserves Asset Verification – Statements, VODs, Gifts and Deposits Problems With Assets	9:30
	<u>Documentation Review – Property Issues</u> Sales Contract Review Appraisal Review Project Issues – Condominium, PUD, New Construction, Investment Properties	11:00
	Break	12:00
	<u>Underwriting Preparation and Submission</u> Stack Order - Checklists Anticipating Problems – Memos to File Understanding DU and LP Findings/Results Satisfying Conditions	1:00
	<u>Closing Preparation</u> Closing Contingencies and Documentation Preparing Fee Sheets Coordinating Closing	2:30
	<u>Pipeline Management</u> Systems – Case Prioritization and Management Systems – Software Utilization – E-Mail, Excel Systems – Status Reporting	3:30