



Complete Mortgage Processing e-Learning Center

Common Questions About Being a Loan Processor



Whether you are considering a career as a loan processor or in need of training support, you will find a helpful tip or two on this page. We know how important it is for loan processors to be knowledgeable, fast and efficient. Our mission is to provide loan processing training that helps you perform at peak levels. The CMP training methodology was developed from years of operating as a nationwide contract loan processing company. Since that time, we have helped nearly 4,000 mortgage professionals learn loan processing in a way that is easy and effective.

Looking for answers to common questions about loan processing? Below, you can find answers to a few of the questions we receive often. If you have another question, just let us know. Send an email to info@completemortgageprocessing.com.

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1. How do I become a loan processor?

Begin by learning about the various roles a loan processor can play. This will help you to determine which position resonates with you or fits your lifestyle. Your research will also identify which positions you are already qualified for and where you may need additional training. You can gain more insight on the responsibilities a processor may have by viewing the processor career skills article. You will learn what skills and characteristics are employers are searching for when filling traditional mortgage loan processing jobs. For salary information and current job openings, you can visit websites like Salary.com or Monster.com. Be sure to check both federal and state licensing requirements or the [NMLS](#) website to know if the position you are considering requires a registration or license.

2. How will I know if I am choosing an ethical mortgage company to work for?

Always rely on your instincts. You will intuitively know when something you saw or heard is not quite right for you. You can also visit your official state website and search the Disciplinary Action Reports (DAR) or Enforcement Action (EA) to gain insight on whether or not your potential employer's business practices have come under fire in the past. You can take an investigative approach and talk with other industry professionals. Your peers are often the best source of information about companies in your area that employ mortgage professionals.

3. How can I determine what the mortgage industry licensing requirements are for my job?

First, visit the [NMLS](#) Resource Center to learn about the Nationwide Mortgage Licensing System & Registry (NMLS). There you will find mandatory licensing and continuing education requirements. If you plan to be an employee, this detail is typically covered during the new hire process.

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If you desire to be an independent contract processor, start your research on your official state website to connect with the mortgage lending division or finance division.

4. What is the difference between an in-house mortgage loan processor and a contract mortgage loan processor?

An **in-house loan processor** is an individual who is employed by a particular lender, mortgage broker or banker and typically works onsite. As an employee of the company, the processor may be assigned one or more loan officers to work with daily. In-house loan processors are usually compensated with an hourly wage or a salary. This compensation may be supplemented with bonuses awarded monthly or quarterly upon achievement of a specific production goal.

A **contract loan processor** is considered to be an independent contractor (aka self-employed). They work closely with a lender, broker or banker and have the freedom to contract with other mortgage professionals. A successful contract processing company could very easily have relationships with 20 different loan origination companies.

A contract loan processor is usually compensated on a per file basis with the details spelled out via a renewable contract. Many contract processors are required to be licensed as an originator or a mortgage broker to meet regulatory guidelines for the states they conduct business in. Contract processors need access to the same business equipment and software that an in-house process does but pays for those items on their own. If you plan to go solo, be sure to have sufficient capital to cover the cost on online platforms, office equipment and processing software.

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5. How do I choose the best lender for my borrower's loan?

The real key to choosing the best loan is getting to know your borrower. A borrower may be a bit shy about the true nature of their circumstances. Sometimes, they are simply unaware of the options that are available to them. Once you understand the borrower's goal focus on details about the property, income and credit profile. This will guide you in your search for a suitable loan program. You can use one of your company's approved lenders or use a loan search engine that gives you results based on the data you input into the search system. When you narrow down your choices, be sure that the loan program you select matches your borrower's income, credit and property profile. For more tips on how this is done, join us for an upcoming class.

6 Reasons Why Loan Processing Solutions Could Be Right for You



- 7 Comprehensive modules on basic to advanced industry skills
- Access to veteran instructor to make sure you are progressing
- Start anytime. Study at your own pace. Finish fast or gradually
- Great value! 7 core lessons that help loan officers and processors
- Access to content for 6 months. *Extend it at no additional charge*
- Structured for new candidates and those desiring a refresher class

❖ **PEAK PERFORMANCE COACHING** ❖

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