

Leading the Way

IOMA



...service...

...stability...

...integrity...

...trust...

...SUCCESS...

...quality...

Iowa Mortgage Association
*Iowa Certified Mortgage Professional
Requirements & Application*



Iowa Mortgage Association

PO Box 6200 • Johnston, IA 50131
www.IowaMA.org • Ph. 800-800-2353

Requirements for ICMP Certification

To become Iowa Certified Mortgage Professional, the candidate must meet the following requirements:

- Applicant must be a member of IMA.
- Have a minimum of 2 years' experience in mortgage finance or a related field.
- Obtain a minimum of 75 evaluation points based on experience, education, other professional designations, continuing education activities; along with leadership and participation in the industry.
- Take and pass the designation written examination within a 2 year time frame of qualifying for candidacy.
- The requirements for the ICMP designation must be fulfilled within two years after being accepted for candidacy.
- Maintain core competency within the industry by providing proof to IMA that required re-certification activities are accomplished within a 3 year time frame.

Qualification Points

An ICMP applicant must earn a minimum of 75 evaluation points. Points are obtained within six areas to be eligible for candidate status, with final approval of eligible points determined by the IMA Designation Committee. Documentation of experience should be sent with application for qualification. Points are awarded in the following areas: **Professional Experience, Formal & Industry Education, Professional Designations, Community Involvement and Leadership & Participation**

Professional Experience

- 25 Maximum Point Credit

An applicant may receive points within two areas.

A. *Mortgage Business – Maximum 25* _____ Pts.

1 point for first two years in industry

Beginning with third year, 5 points per year until maximum is reached

Qualifying occupations are:

Mortgage Broker, Mortgage Bankers, Mortgage Underwriter, Loan Processor,
Loan Originator or Mortgage Office Manager

Required Documentation: Please include resume to document industry experience.

B. *Related Business – Maximum 20* _____ Pts.

1 point for first two years in industry

Beginning with third year, 5 points per year until maximum is reached

Qualifying occupations are:

Real Estate Broker, Real Estate Salesperson, Real Estate Appraiser, Savings & Loan Officer, Executive Officer
of a Real Estate Lender, Title/Insurance Industry Member/Employee, Financial Planner, or Accountant

Required Documentation: Please include resume to document industry experience.

Formal & Industry Education

- 35 Mandatory Points Required/55 Maximum Point Credit (35 points must come from Industry Education)

Formal _____ Pts.

Applicants can earn points for both undergraduate and graduate degrees from fully accredited schools.

Associate Degree	2 points
Bachelor's Degree	5 points
Master's Degree	5 points

Required Documentation: Please include copy of diploma or transcript.

Industry _____ Pts.

Applicants can earn points for completing courses or seminars/workshops sponsored by IMA and/or other industry related organizations. The number of points allowed for education activities varies.

Receive 4 points for each 3 hours of approved educational activity. You can receive a maximum of 8 points per day. IMA Spring Conference and Annual Convention will each count as 4 points with no more that 16 points accepted for conferences and convention.

Industry education activities considered for qualification points must have been completed no more than 36 months prior to candidacy application.

Please list all industry education events attended:

Required Documentation: Please include certificate or proof of attendance from all non-IMA events.

Professional Designations

- 15 Maximum Point Credit

Applicants can earn points for holding other professional designations. _____ Pts.
 If an individual holds a designation from MBA or NAMB they automatically qualify for testing.

Check those that apply:

- Accredited Senior Appraiser (ASA) 5 points
- Certified Credit Union Executive (CCUE) 5 points
- Certified Commercial Investment Member (CCIM) 5 points
- Certified Property Manager (CPM) 5 points
- Member Appraisal Institute (MAI) 5 points
- Senior Real Estate Analyst (SREA) 5 points
- Certified Public Accountant (CPA) 5 points
- Certified Real Estate Broker Manager (CRB) 5 points
- Certified Residential Mortgage Underwriter (CRMU) 5 points
- Accredited Residential Underwriter (ARU) 5 points
- Senior Residential Appraiser (SRA) 5 points
- Certified Residential Specialist (CRS) 5 points
- State Certified Residential Appraiser (SCA) 5 points
- Graduate Realtor Institute (GRI) 5 points
- Graduate Senior Appraiser (GSA) 5 points
- Other _____ TBD

Required Documentation: Please include copy of certificate or notice of designation.

Professional Involvement

- 15 Point Maximum Credit

Applicant can earn points by being actively involved and/or by holding a leadership roll in the following professional organizations. Points are granted based on participation in last 3 years. _____ Pts.

- Chamber Leader or Board Member 6 points
- Chamber Member 4 points
- Board of Realtors, Home Builder Groups 5 points

Please list professional involvement below:

Leadership & Participation

_____ Pts.

- 15 Point Maximum Credit

Applicants can earn points for holding leadership positions within certain associations. Points may also be awarded for publishing articles to the mortgage industry.

- | | |
|---|-----------|
| <input type="checkbox"/> IMA President | 10 points |
| <input type="checkbox"/> IMA Approved Instructor | 9 points |
| <input type="checkbox"/> IMA Chapter President | 6 points |
| <input type="checkbox"/> IMA Officer/Director | 5 points |
| <input type="checkbox"/> IMA Chapter Officer/Director | 4 points |
| <input type="checkbox"/> Related State Organization Officer/Director | 3 points |
| <input type="checkbox"/> IMA or IMA Chapter Committee Chair | 2 points |
| <input type="checkbox"/> IMA or IMA Chapter Committee Member | 1 point |
|
 | |
| <input type="checkbox"/> Published articles relating to Real Estate, Appraisals, Builders, Bankers, Mortgage Brokers and articles for IMA Prime Times Newsletter. | 3 points |

Required Documentation: All IMA experience will be documented by the association. For all others please include proof of leadership position or copy of the published article.

Total Points

_____ Pts.

Application for Qualification

Personal Data

Name: Mr. Mrs. Ms. _____
First Name M.I. Last Name Suffix

Social Security Number: _____ Date of Birth: _____
Month Day Year

Mailing Information

Unless otherwise requested in writing by you, all correspondence regarding your application and re-certification will be sent to you at this address. Certain couriers do not deliver to post office boxes.

This address is: Home Business

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Documentation of Qualified Points

Please attach necessary information to application. IMA will notify you in writing when your application is approved and send information about testing. All points are subject to committee review.

Application Fee (U.S. Dollars)

Checks should be made payable to IMA and mailed with the application to:

*IMA ICMP Designation Coordinator
PO BOX 6200
Johnston, Iowa, 50131*

Check Money Order Credit Card

I authorize IMA to charge my:

VISA MasterCard American Express

Application Fee: \$15

Test Fee: \$100

Account No. _____ Expiration Date: _____

Candidate's Signature: _____ Date: _____