

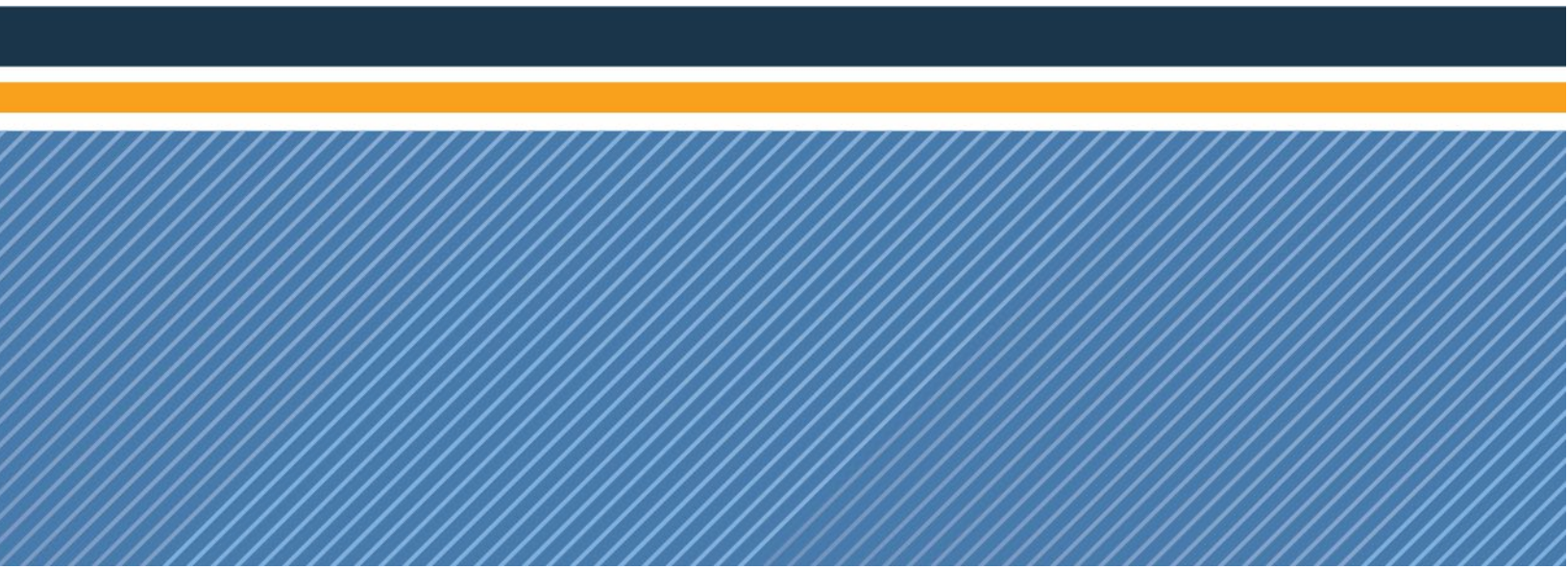


# Training Resource

LEARNING & CERTIFICATION

*CAS I, CAS II, CAS III*

January 2025



# Introduction

The CSBS Accreditation and Workforce Development (AWD) team provides cutting edge training and certification for today's state supervisory agencies who oversee financial institutions and financial services companies. We offer a wide range of programs to fit your training needs. Our instructor-led training programs include pre-course materials utilizing the latest Web-Based multimedia technology. Our instructor led and online programs range from foundational examiner training and continuing education to executive programs for senior agency personnel.

The purpose of this resource is to provide resources that will guide you through the learning and certification process for the Certified Application Specialist. You will find tips and tricks to walk you through the requirements, training in FLEX and once you have completed your training, the certification process. We welcome your feedback. Please email [LMSAdmin@csbs.org](mailto:LMSAdmin@csbs.org) with any questions, comments or suggestions to help us improve your learning experience.

The CSBS AWD Team

## What is the Certified Application Specialist?

The Certified Application Specialist designation recognizes the achievement of licensing staff who have completed defined learning plans through the CSBS Learning Management System and oversee the application review process. It is considered a specialty certification.

There are currently three certification levels for this specialization.

- [Certified Application Specialist I \(CAS-I\)](#)
- [Certified Application Specialist II \(CAS-II\)](#)
- [Certified Application Specialist III \(CAS-III\)](#)

## Certified Application Specialist - Level I (CAS-I)

### (MLO Licensing Review)

Candidates for the CAS-I designation must provide evidence of the following:

1. Completion of a minimum of two (2) years of on-the-job service and training related to processing licensing applications
2. Satisfactory completion of the CSBS Mortgage Licensing School, MLO Licensing Review Learning Plan (course list below)
3. Attestation of successful job performance and mastery of appropriate job-related skills by a supervisor within the candidate's organization. "Supervisor" is defined as an individual whose job classification is at the examiner-in-charge level or higher. All attestations shall be considered final once signed. Attestation as to a candidate's skill will be supported by a defined response form that outlines the necessary and appropriate skills. A high degree of reliance is placed on the attestation forms provided by the applicant's supervisor when granting certification. For that reason, the individual signing the form should be familiar with the applicant's experience, performance, and skills/abilities, and should be confident that the applicant meets all requirements as noted on the form.

The attestation form addresses the following categories: Technical, Conceptual, Legal/Compliance, and Human Relations. To view the full list of requirements, click [here](#).

## Certified Application Specialist - Level II (CAS-II)

### **(Company Licensing Review AND Branch Licensing Review OR All Entity Licensing Review Learning Plans)**

Candidates for the CAS-II designation must provide evidence of the following:

1. Completion of a minimum of two (2) years of on-the-job service and training related to processing licensing applications
2. Satisfactory completion of the CSBS Mortgage Licensing School, Branch Licensing and Company Licensing Review Learning Plans OR All Entity Licensing Review Learning Plan (see course listings below)
3. Attestation of successful job performance and mastery of appropriate job-related skills by a supervisor within the candidate's organization. "Supervisor" is defined as an individual whose job classification is at the examiner-in-charge level or higher. All attestations shall be considered final once signed. Attestation as to a candidate's skill will be supported by a defined response form that outlines the necessary and appropriate skills. A high degree of reliance is placed on the attestation forms provided by the applicant's supervisor when granting certification. For that reason, the individual signing the form should be familiar with the applicant's experience, performance, and skills/abilities, and should be confident that the applicant meets all requirements as noted on the form.

The attestation form addresses the following categories: Technical, Conceptual, Legal/Compliance, and Human Relations. To view the full list of requirements, click [here](#).

## Certified Application Specialist - Level III (CAS-III)

### **(Agency Account Administrator)**

Candidates for the CAS-III designation must provide evidence of the following:

1. Completion of a minimum of two (2) years of on-the-job service and training related to processing licensing applications
2. Satisfactory completion of the CSBS Mortgage Licensing School, Agency Account Administrator Learning Plan (see list of required courses below)
3. Attestation of successful job performance and mastery of appropriate job-related skills by a supervisor within the candidate's organization. "Supervisor" is defined as an individual whose job classification is at the examiner-in-charge level or higher. All attestations shall be considered final once signed. Attestation as to a candidate's skill will be supported by a defined response form that outlines the necessary and appropriate skills. A high degree of reliance is placed on

the attestation forms provided by the applicant's supervisor when granting certification. For that reason, the individual signing the form should be familiar with the applicant's experience, performance, and skills/abilities and confident that the applicants meet all requirements as noted on the form.

The attestation form addresses the following categories: Technical, Conceptual, Legal/Compliance, and Human Relations. To view the full list of requirements, click [here](#).

## What is the process to recertify?

### **Application Specialist Recertification:**

Every three years, participants will be required to provide evidence of the successful completion of a minimum 40 hours of continuing education (CEHs) by logging those hours in the CSBS Certification portal; at least seven CEHs must be completed each year. CEHs must be courses or programs taught by CSBS, AARMR, NACCA, and/or a state or regional banking or other professional association. CEH may be obtained through instructor led training or online training. Other programs and activities submitted will be considered on a case-by-case basis.

## What is the Next Step Activity?

Your learning plan is not considered complete until your Next Step Activity has been submitted and reviewed. Since the information provided in the Mortgage Licensing School is designed to teach you about general best practices in mortgage licensing and does not account for your agency's specific practices, you must discuss with your supervisor to determine how your agency applies the concepts discussed in each course.

The LMS team must review the next steps activities for the six Mortgage Licensing School curricula. The content items in FLEX are as follows:

- **MLS Agency Account Administrators** Next Steps Upload
- **MLS All Entity Licensing Review** Next Steps Upload
- **MLS Amendment/CAN** Next Steps Upload
- **MLS Branch Licensing Review** Next Steps Upload
- **MLS Company Licensing Review** Next Steps Upload
- **MLS MLO Licensing review** Next Steps Upload

The Next Steps Activity is designed to help guide your discussion with your supervisor and provide a place for you to record what you have learned from the course; it also provides a place for you to take general notes on the best practices described in each course.

## I have submitted my Next Steps Activity but have not heard whether its completed?

The Next Step Activity is reliant upon the supervisor reviewing your information and sending us a confirmation of pass or fail. This can be delayed for various reasons. If you feel that it has been a long time since you have heard anything, please contact [LMSAdmin@csbs.org](mailto:LMSAdmin@csbs.org) and we will reach out to your designated reviewer for an update.

## I have completed all my training for CAS I/II/III, now what happens?

To become a Certified Application Specialist, you must apply for certification in the Certification Portal.

**Accessing the Certification Portal:** The Certification Portal can be accessed through your CSBS single sign-on, using Okta. If you do not already have an account, your Certification point of contact (POC) at your agency can create an account for you. If you need help finding your POC, contact [Certification@csbs.org](mailto:Certification@csbs.org). To access the portal, follow the steps [in this document](#). If you have issues accessing your account, please contact the Regulatory User Group (RUG) at [RUG@csbs.org](mailto:RUG@csbs.org).

**Inputting Training in the Certification Portal:** Once you have an account, you will need a Training Director at your agency to input the learning plan onto your transcript in the Certification Portal. Alternatively, if you have the feature enabled that allows you to manage your own training, you can input the learning plan onto your transcript following the instructions [in this video](#). You can view your transcript in the Certification Portal to see what training has already been added by following the steps [in this video](#).

**Applying for Certification:** Once the learning plan has been added to your transcript in the Certification Portal, you can apply for certification by following the steps [in this video](#).

FLEX	Complete Curriculum/Learning Plan
FLEX	Complete and Submit your Next Steps Activity
Certification Portal	Log into Certification Portal to apply for Certification
Certification Portal	Submit Application for CAS

### Contact Us:

FLEX Learning Management System: [LMSadmin@csbs.org](mailto:LMSadmin@csbs.org)

CSBS Certification: [certification@csbs.org](mailto:certification@csbs.org)

For system access issues for all CSBS portals, contact the Regulatory User Group (RUG): [RUG@csbs.org](mailto:RUG@csbs.org)