

October 14, 2023

Course Updates & Changes

The following document outlines:

- New courses released
- Regulation updates and affected courses
- Maintenance updates
- Retired courses

Please review and update your customized courseware, training programs, and LMS as applicable.

New Releases:

Directors Education Series

[2310 – BSA and Your Role in Digital Currency and Cryptocurrency – 249509](#)

Description: During this program, you will learn about the ecosystem for virtual currency and how your financial institution should respond. It's your decision, but digital currency is not going away. Where will your institution live in this digital world?

Transaction Compliance Series

[BSA/AML for Lenders - E3 – 249626](#)

Description: This course examines the components of the Bank Secrecy Act (BSA) that are important to loan officers, including specific requirements regarding customer identification procedures. This course also explains what suspicious activity a loan officer needs to investigate, and the process for reporting it.

[BSA/AML for Operations - E3 – 249669](#)

Description: This course examines the components of the Bank Secrecy Act (BSA) that are important to operations employees, including Currency Transaction Reports and Suspicious Activity Reports. Operations employees

have greater access to customer account records than other financial institution employees, which provides increased opportunities to detect certain types of fraud.

[BSA/AML for Tellers - E3 – 249732](#)

Description: The Bank Secrecy Act (BSA) helps the U.S. government fight money laundering. Tellers can help law enforcement and federal authorities detect, disrupt, and prosecute criminals by following the BSA's policies on transaction reporting, identifying suspicious activity, and recordkeeping. This course teaches how the BSA applies to the teller's front-line position.

Onboarding Unleashed Series

Description: This video-based series covers seven key topics to enhance the hiring, onboarding, and retention processes in financial institutions. The best practices in these courses will lead to higher employee engagement, teamwork, and reduced turnover.

[Interview Tips to Ensure You're Hiring the Right Fit – 249839](#)

Description: In this session, we explore strategies to ensure you hire the right fit for your organization. Hiring the right employees goes beyond just evaluating skills and qualifications; it's about finding individuals whose attitudes align with your company culture and values. We'll discuss what to ask and listen for during interviews to identify candidates who not only possess the necessary skills but also demonstrate the right attitude.

[What New Hires Should Know Before Their First Day – 249848](#)

Description: In this session, we discuss what new hires should know before their first day to ensure a smooth transition into your organization. By providing essential information and setting clear expectations, you can help new employees feel prepared and confident as they embark on their journey with your institution.

[Preparing for a Successful First Day: Manager's Checklist – 249850](#)

Description: In this session, we focus on the essential tasks that direct managers should complete before a new hire's first day to ensure a smooth and positive onboarding experience. By taking proactive steps to welcome new employees, managers can create an environment that fosters a sense of belonging and support.

[Roles and Responsibilities on the First Day or the First Week: HR and Beyond – 249854](#)

Description: In this session, we discuss the roles and responsibilities of different stakeholders, specifically focusing on what HR should cover during a new hire's first day or first week. By clearly defining the responsibilities of HR and other

relevant parties, you can ensure a comprehensive onboarding experience for new employees.

Direct Management's Role in Onboarding: Key Areas to Cover – 249856

Description: In this session, we discuss the crucial role of direct management in the onboarding process. Direct managers play a significant role in setting expectations, providing clarity, and facilitating a smooth integration for new hires. We'll explore the key areas that direct management should cover, including policies, job role expectations, and more.

Performance Management Expectations in Your Role – 249858

Description: In this session, we discuss the performance evaluation process, goal setting, performance expectations, professional development opportunities, and any available mentorship programs within the institution. By understanding these aspects, you can effectively navigate your performance management journey and thrive in your role.

Ongoing Onboarding Best Practices for Continuous Success – 249860

Description: In this session, we will discuss ongoing onboarding best practices to ensure the continuous success of new hires. By implementing regular check-ins, providing additional training as needed, and more, we can create an environment that fosters growth, engagement, and sense of belonging.

Summary: Best Practices for Hiring, Onboarding, and Retention in Financial Institutions – 249862

Description: Throughout this webinar series, we have covered seven key topics to enhance the hiring, onboarding, and retention processes in financial institutions. This session recaps each topic and highlights the benefits of implementing these practices.

Regulation Updates:

There are no regulation updates this month.

Maintenance Updates:

The following courses have been updated:

A Borrower's Right to Privacy in a Mortgage Transaction – 12271

CU - A Borrower's Right to Privacy in a Mortgage Transaction – 45630

Question removed: *Pre- and Post-Test Question 3*

Clarification – Question 3 removed from course.

Unfair, Deceptive, or Abusive Acts or Practices for the Financial Institution – 2815

Correct answer updated: *Pre- and Post-Test Q17*

Clarification – Correct answer changed from “True” to “False.”

Truth in Savings Act - Regulation DD – 66758

CU - Truth in Savings Act - Regulation DD – 68176

Content update: *Account Disclosures > Disclosure Distribution > New Content Page*

Old version – “Available in languages other than English, but still available in English upon request.”

New version – “Disclosures may be made in languages other than English, provided the disclosures are available in English upon request.”

Health Savings Accounts – 3350

Broken link updated: *HSA Contributions > Documenting Contributions > HSA Contribution Document*

Clarification – Updated broken link.

IRA Contributions – 3005

Typo fixed: *Pre- and Post-Test Q8*

Old version – “An IRA owner must complete IRS Form 532”

New version – “An IRA owner must complete IRS Form 5329”

Mortgage Servicing Compliance - Flood Insurance – 152318

Typo fixed: *Force-Placement Requirements > Force-Placement Requirements > Force-Placed Flood Insurance Example*

Old version – “NFIP maximum coverage: \$250 for the structure.”

New version – “NFIP maximum coverage: \$250,000 for the structure.”

Real Estate Settlement Procedures Act - Regulation X – 40019

CU - Real Estate Settlement Procedures Act - Regulation X – 17197

Typo fixed: *Required Disclosures > Your Home Loan Toolkit > Knowledge Check*

Old version – Correct answer is “Nonsale.”

New version – Correct answer is “Non-sale.”

Suspicious Activity Reporting (SAR) - E3 – 135204

Content update: *Suspicious Activity Reporting Overview > 3.6 SAR Requirements (cont.)*

Old version – “FinCEN's guidelines suggest that financial institutions should report continuing suspicious activity by filing a report at least every 90-calendar days.

Subsequent guidance permits financial institutions to file SARs for continuing activity after a 90-day review with the filing deadline being 120-calendar days after the date of the previously related SAR filing.

Financial institutions may also file SARs on continuing activity earlier than the 120-day deadline if it is believed that the activity warrants earlier review by law enforcement.

This practice will notify law enforcement of the continuing nature of the activity in aggregate.

In addition, this practice will remind financial institutions that they should continue to review the suspicious activity to determine whether other actions may be appropriate, such as determining if it is necessary to terminate a relationship with the customer or employee who is the subject of the filing.”

New version – “Here is a simplified timeline for filing a SAR when the suspect is known:

- The deadline for filing the SAR is 30 days after initial detection;
 - You have 30 days to review the activity, but you may file earlier if the review warrants.

- The deadline for filing a SAR for continuing activity is 120 days after the initial SAR filing date (not 120 days after the initial detection);
 - If you detect continuing activity, you have up to 90 days to review the additional activity, submitting your update SAR after that review period; and
 - Depending on when the continuing activity is determined, you may not have a full 90 days before the 120-day deadline. The 120-day deadline to file the continuing activity SAR still applies.
- Remember, your institution can file sooner than these deadlines if the reviews warrant.”

Mortgage Course Updates:

The following course(s) have been updated in the OCL Artisan environment:

There are no mortgage course updates this month.

Retired Courses:

There are no courses being retired this month.