

## How to Use This Manual

*NAFCU's Self-Paced Loan Documentation for Credit Unions* helps you sharpen your skills in documenting your credit union's loans. Whether you are a beginning lending trainee or loan secretary, an experienced loan officer or administrator, or a back-office person in credit, loan operations, loan review, or audit, you will find self-paced learning easy, convenient, and rewarding.

The manual is divided into the following eight parts:

Part 1 — Elements of a Loan

Part 2 — Personal Property Collateral

Part 3 — Real Estate Collateral

Part 4 — Contracts Involving Other Parties

Part 5 — Member Business Loans

Part 6 — Documentation Requirements for Maintaining All Loans

Part 7 — Documentation Requirements for Maintaining Real Estate Loans

Part 8 — Glossary

You should start with Part 1. After that, however, proceed to other parts based on your needs and priorities. None of the next parts depends on your having read any of the others.

In each part, a block of review questions periodically interrupts the text. Questions are true-false, multiple choice, and open-ended. We provide answers at the bottom of the block of questions, but do not look at the answers until you have answered the questions by yourself. If you miss a question, go back and review the material until you understand why you were mistaken. Consult your supervisor if you need additional help. Do not continue until you feel confident that you have mastered the given portion of the text.

Because this loan documentation course is self-paced, relax and cover the material at a comfortable speed. Take the time to learn the material thoroughly before proceeding.

Adhere to the following guidelines:

- Use the book during uninterrupted time, at least one hour — preferably two — per study session. Set aside regular periods reserved for your self-paced study.
- Schedule consultation time with your supervisor.
- Read the material carefully.
- Take time to consider what you are reading.
- Start at the beginning of each part and continue in order to the end. Don't skip around within any of the parts.
- Refer to the glossary at the back of the book, when necessary, for definitions of commonly used terms.
- Take notes as necessary. Underline or highlight significant passages in each part. This will be useful to you later as a quick reference, especially after you complete the course.
- Meet periodically with your supervisor or other appropriate person to review the material and learn how it applies to your credit union's operation.
- Keep your completed *NAFCU's Self-Paced Loan Documentation for Credit Unions* as your own professional reference work.