



NMLS Course Approval Application Form

Directions: This form is to be used to submit an application for course approval. Please provide the following information regarding the course you're requesting approval for. This information will be used to establish a record in a NMLS Course Approval Portal. Once you have completed this form, save it to your desktop. You are required to upload this form in the PULSE Portal as part of the document upload process and to pay the necessary fees (you will only need to upload this document once per course). Do not email this form directly to NMLS. Please refer to the *USER GUIDE: NMLS Course Approval Application Process, Account Set-up & Maintain Course Offerings* for more detailed instructions.

Section I. Basic Information

Organization / Company Name:		Provider ID:	
Course Name:			
Course Category:		Course Format:	
Contact Person:		Email Address:	
Online Course: Yes <input type="checkbox"/> No <input type="checkbox"/>		Usernames:	Passwords:
If Yes, please provide (3) Logins and Website.		1.	
		2.	
		3.	

Section II. List of Course Documents to be Submitted for Course Approval

All Documents must be submitted electronically. Course material submitted for approval must include course description/marketing language, course syllabus with learning objectives and time outline, instructor roster/CV/Resume and the course content. For more details on document submission please consult the **USER GUIDE: NMLS Course Approval Application Process, Account Set-up & Maintain Course Offerings.*

Documents to be Submitted	Document Description (<i>what it is and how it is to be used in the classroom</i>)

Has any of this material previously been submitted to NMLS for review? If yes, please provide clarification