



VIEWING COURSE COMPLETION RECORDS IN NMLS

The Course Completion Record functionality in NMLS is an integral part of determining if an individual is PE or CE compliant in your jurisdiction. After a course is completed course providers have seven days to complete credit banking. After credits are reported the compliance flag will process within 24 hours. An individual's education compliance record can be viewed through Composite View. Follow the steps below to properly view an individual's course completion record in NMLS.

1. Log into NMLS
2. Select **COMPOSITE VIEW**
3. Select **View Individual**
4. Search for the Individual you wish to verify compliance and select him or her.
5. Select *View Education Information*.
6. Select the Compliance Type you want to look up (Pre-licensure or Continuing Education) and enter the Compliance Year and then press "Request Record." **NOTE: PE and CE information does not display on the same report.**

View Education Information

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The table below displays when an Individual became compliant with SAFE Pre-Licensure Education (PE) and/or Continuing Education (CE) requirements. Click [here](#) to access the Education page of the NMLS Resource Center for more information about SAFE PE/CE requirements.

Click the **Year** in the table to view the corresponding NMLS PE/CE Course Completion Record. Progress toward compliance with PE and/or annual CE requirements for the current year or previous years not reflected in the table can be viewed by requesting an NMLS PE/CE Course Completion Record below.

Compliance Type	Year	Status	Effective Date	Last Update Date
Pre-Licensure	2009	Compliant		7/7/2009 2:39:39 PM

Request an NMLS PE/CE Course Completion Record

Use this function to request course completion records. Select PE to view a record of all completed Pre-Licensure Education courses. Select CE and enter a year to view a record of all Continuing Education courses completed in the specified year.

Compliance Type: Compliance Year:

7. If the individual does not appear as compliant and the screen displays a message that says *"This individual has not yet become compliant with SAFE PE or CE Requirements. To see education progress, request a record below."* You can look further into the record to determine compliance.

Please Note:

- (1) **State specific hours and courses must be viewed through the Course Completion Record.** State specific courses are identified by the two letter state abbreviation code in the course title e.g. CA for California, KY for Kentucky, etc.

(2) **Unless a state has a requirement, CE is not expected to be completed in the same year in which PE is completed and Compliance for CE will not show.** For example: if an MLO completed PE in 2010, then CE is not expected, and even if an individual completed CE courses, the CE compliance message for 2010 will not display. However, all courses taken will appear on the course completion record.

8. After clicking Request Record, a new window will appear that display courses taken and compliance progress. Note that sometimes the window may appear in your “task bar” at the bottom of the screen.

The record will display as follows. Under “**Compliance Status**” the word “Compliant” means the number of required hours for that subject area has been completed; the word “Pending” means that not all of the required numbers of hours have been completed.

NMLS PE/CE Course Completion Record

This record is compiled from information provided by Course Providers. If this record is not an accurate reflection of the courses taken by the Individual, please contact the appropriate Course Provider(s).

Pre-licensure Education Requirements

Requirement Type	Hours Required	Hours Applied	Compliance Status
PE Federal Law And Regulations	3	3	Compliant
PE Ethics	3	3	Compliant
PE Non-Traditional Lending	2	2	Compliant
PE Total	20	20	Compliant

Courses Taken

Course ID	Course Name	Provider Name	Category	Completion Date	Processed Date	Credit Hours	Applied Hours	Format	Instruction Type
1062	20 Hour SAFE Comprehensive	Power Training	PE Comprehensive	1/8/2010	1/17/2010	20	20	Public	Classroom

Record generated on 6/3/2010 12:52:38 PM

To view another PE or CE record, or to view another year, reselect compliance type (PE or CE) and the year you’re interested in reviewing.

If you need any additional help viewing course completion records please contact the NMLS Call Center at 240-386-4444.