



## COURSE ENROLLMENT

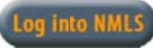


**PRIOR TO ENROLLING IN ANY NMLS APPROVED PRE-LICENSURE OR CONTINUING EDUCATION COURSE, YOU WILL NEED THE FOLLOWING:**


- A NMLS account
- Your individual NMLS ID Number

### **HOW TO OBTAIN THE NMLS INDIVIDUAL ID NUMBER:**

**For Individuals without an existing NMLS account, follow these steps to create your account and ID:**

1. Navigate to the [NMLS Resource Center](#).
2. Select  in the upper right corner.
3. Select the **Request an Account** link.
4. Retype the security letters & numbers shown on the screen in the space provided and click **Next**.
5. Complete the information on the **Create Individual User Account** page.
6. Click the **Finish** button to confirm.
7. A confirmation message containing your **User Name** and **Individual NMLS ID Number** will be displayed.
8. An email notification will be sent to the provided email address containing the user name and password.

**For Individuals with an existing NMLS account, follow these steps to view your NMLS ID:**

1. Navigate to the [NMLS Resource Center](#)
2. Select  in the upper right corner.
3. **Log in** to your NMLS account.
4. Select the **Composite View** tab.
5. Select the **View Individual** link in the top sub-menu.

## COURSE ENROLLMENTS (INDIVIDUAL)

6. Your **Individual ID Number** will be displayed.

### HOW TO DETERMINE EDUCATION REQUIREMENTS

1. Navigate to the [NMLS Resource Center](#).
2. In the menu bar at the top, move your mouse over **Professional Standards** and click **Education** in the drop down menu.
3. Move down the page and you will see two sections: **Continuing Education** and **Pre-Licensure Education**.
4. Under both sections, you will find a link to the [State-Specific Education Chart](#). This chart breaks down each state's requirements for Pre-Licensure Education and Continuing Education.

### HOW TO LOCATE A NMLS APPROVED COURSE PROVIDER

1. Navigate to the [NMLS Resource Center](#).
2. In the menu bar at the top, move your mouse over **Professional Standards** and click **Education** in the drop down menu.
3. Move down the page and you will see two sections: **Continuing Education** and **Pre-Licensure Education**.
4. Under both sections, you will find a link to the [Approved Provider List](#). This list displays approved NMLS course providers and some of their contact information.

### HOW TO REGISTER FOR A COURSE

1. Navigate to the [NMLS Resource Center](#).
2. In the menu bar at the top, move your mouse over **Professional Standards** and click **Education** in the drop down menu.

Regular PE or CE  
Courses

3. Click .
4. Search and browse the **Master Course Catalog** to find the course you wish to take.
5. Choose the course(s) you want to take and write down the course number(s)

**Note:** Payment must be made directly to the course provider.

6. Contact the course provider or visit their website to schedule the courses.

## COURSE ENROLLMENTS (INDIVIDUAL)

**Note:** Have your NMLS Individual ID number available, you will need to provide it to your course provider in order to have your hours banked.

**Note: Taking the same course two years in a row will result in CE not being counted for license renewal which could result in your license being suspended!** Before registering for a course, check the course description in the NMLS Course Catalog to see if the course uses licensed content or shares content with another course. If it does, you may not take a course using the same content two years in a row. Courses using licensed content or sharing content with another course use the same unique course title or unique title phrase which is stated at the beginning of the course description. *Do not take a course with the same title or title phrase two years in a row.*

For further assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).