

Overview

You must be in the process of having at least one course approved by NMLS within 60 days of the initial course approval date or maintain at least once course in an *approved* status with NMLS to maintain your approval status. NMLS will not approve a renewal application if the course provider has not submitted a course for approval within the last two years, is not working in good faith toward having a course approved or has not scheduled or delivered a course within the past 12 months. If you did not maintain your approval status you must reapply to become a course provider.

The provider renewal process involves four steps:

Step 1: Prepare required documentation

Step 2: Submit the renewal application to the Education Management System

Step 3: Upload documents to the provider portal

Prepare Documentation

Certain materials must be submitted to NMLS for review as part of the provider renewal process. The following documents must be uploaded for renewal:

- 1. Provider Renewal Application
- 2. Copy of business license, tax ID, or other government-issued document that serves as evidence you are authorized to conduct business
- 3. Copy of instructor and business description document
- 4. Copy of course completion certificate
- 5. List of instructors or authors of NMLS-approved courses

Submit Application to the EMS

- 1. Log into the Education Management System.
- 2. Click the **Initiate Course Provider Renewal Application** button. Note the button will only appear in the month you are authorized to submit for provider renewal.

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O Add Course Of	ferings										
Initiate New Co		Application ID 94203	Course Numb TBD /	Course Name SAFE Class			Type	Status Draft	Last Modified On 8/21/2018 4:27 PM EDT	1	×
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ourses with Renewal	Due								Courses by Renewal Mo	nth	
Search by Course N	lumber		SEARCH					+ SHOW FILTERS			
Course Number	Name	Inst	truction Method	Category	Status	Requested Hours	Approval Date	Renewal Start Date			
10030	20 Hour SAFE Act Fundamentals for Mar	iners Clas	ssroom	PE Comprehensive	Active	20	8/20/2017	8/1/2018	September		
Show Columns								C Export to Excel	September		

- 3. Review and, if necessary, update your business demographic information. Click the **Next** button when done.
- 4. Review the Standards of Conduct for Approved Course Providers.
- 5. E-sign to confirm that you have read and agree to the Standards of Conduct.

Business Demographic Information	Attestation	Payment/Submission
Standards of Conduct Attestation		
ease carefully read the NMLS Course Provider Standards of Conduct, and enter your first and last name as an	nelectronic signature to affirm that you have read and agree to the NMLS Course Provider Standards of Conduct	
	STANDARDS OF CONDUCT FOR APPROVED COURSE PROVIDERS Approved February 4, 2010 By the Mortgage Testing and Education Board acting on behalf of	
3	State Regulatory Registry LLC (SRR) and Nationwide Mortgage Licensing System and Registry (NMLS)
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*E-Signature	[≇ Add Signature	
REVIOUS CANCEL		SAVE DRAFT CONTINUE TO PAYN

- 6. Click the **Continue to Payment** button.
- 7. Enter your payment information.
- 8. Click the **Submit Payment** button.
- 9. Click the **Complete** button.

A confirmation email is sent after completion. If you do not receive a confirmation email within 24 hours, contact <u>nmls.ed1@csbs.org</u>.

Upload Documentation to the Provider Portal

A confirmation email containing a link to your renewal project is sent by the following business day after completion of your online application. If you do not receive a link to the Course Provider Portal within the period listed above send email to nmls.ed1@csbs.org.

- 1. Log into the Course Provider Portal (Basecamp).
- 2. Click the project link for your renewal application in the Your Projects section.

MLS Course Provider Portal		
Firefly Professional Training - Course Provider	Tue	
File Gog Instructor and Business Description Document (1).docx	Uploaded by Jessica E. TODAY	
Message Provider Renewal Due	Posted by Jessica E. TODAY	
Message New Provider Application	Posted by Jessica E. Aug 17 Your projects	
Firefly Professional Training — App ID 222222 - 8 Hour SAFE Comprehensive	App ID 222222 - 8 Hour SAFE Compre	ehensive
File B03 Syllabus.docx	Uploaded by Jessica E. TODAY Course Provider	
File CaseStudy.docx	Uploaded by Jessica E. TODAY Renewal ID 1111 (101010) 20 Hour S	AFE Comprehens
File 000 ApplicationForm.docs	Uploaded by Jessica E. TODAY	
Me 🧰 Presentation.optx	Uploaded by Jessica E. TODAY	
Message NMLS Course Application Project Ready	Posted by Jessica A. TODAY	
Firefly Professional Training — Renewal ID 1111 (101010) 20 Hour SAFE Comprehensive		
Message Application Project Ready	Posted by Jessica E. TODAY	
File ous Syllabus.docx	Uploaded by Jessica E. TODAY	
File too CaseStudy.docx	Uploaded by Jessica E. TODAY	
File and ApplicationForm.docx	Uploaded by Jessica E. TODAY	
File 2010 Presentation.optx	Uploaded by Jessica E. TODAY	
Your global feeds		
S Global RSS Feed : Be notified about major activity across all your projects. Global ICalendar: Get milestones from all your projects in a single ICalendar feed.		

3. Click the Files tab.

rerview Messages To-Dos Calendar Writeboards Files		People Search
Project overview & activity	New message New to-do list New event New file	NMC
Provider Name: Firefly Professional Training Format: OIL Course Category: PE		Stay up to date on this project
TODAY		Turn on email updates to receive a daily digest notifying you of any to-do item milestones that were added or completed in the last day.
Message Application Project Ready	Posted by Jessica E.	Project RSS feed (What's RSS7)
File (cos Syllabus.docx	Uploaded by Jessica E.	People on this project
File CaseStudy.docx	Uploaded by Jessica E.	NMLS
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		Michelle VanderNaalt Hasn't signed in recently
		Richard Madison Head't signed in recently
		Firefly Professional Training
		Justice Spencer You are currently signed in

4. Click the **Upload a File** button.

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by Jessica Erguina on 22 Aug. 31.4 KB - Upload a new version Anyone Jessica Erguina

5. Choose the files for upload and select the checkbox labeled "All of NMLS."

ick to Projects Renewal ID 1111 (101010) 20 Hour SAFE Comprehensive Firefly Professional Training Overview Messages To-Dos Calendar Writeboards <mark>Files</mark>	
Upload a file	
Choose a file to upload Choose File No file chosen Trouble attaching files? Switch to the Basic Veloadar Notify people via email Firefly Professional Training soldice Spencer All of NMLS	
Britton Anderson Hichelle VanderNaalt Richard Madison Cailey Moellman Kichelle Gallagher SRR Staff Ssessica Esquina	
Upload the file or Cancel	

6. Click the **Upload the file** button.

Allow 30 days for your application to process. You will be notified via email if there are any issues concerning your application package. Once the review process is complete, you will receive an email and a notice will be posted to the message board of your course provider renewal project.

Once processed, NMLS will conduct either a physical or virtual desk review to verify and discuss the information submitted as part of the renewal package. The review takes approximately one hour.

If you choose not to renew as an NMLS-approved course provider, you have a 30-day window from the last day of your renewal anniversary month to teach out any course and to perform credit banking. After 30 days your approved status will expire, and you will lose access to the EMS and course provider portals. Moreover, **all courses previously approved will become inactive regardless of when they were submitted and approved**. The expiration of approval

status is a permanent process and cannot be reversed once it occurs. If you decide to resume offering courses, you must apply and submit courses as a new provider.

If you encounter a problem with any step in the process, contact nmls.ed1@csbs.org.