



Submit a Course Renewal Application

Overview

You must renew your course to maintain its active status. Courses that are not renewed or that have their renewal applications rejected are no longer NMLS-approved and students enrolled will not receive credit.

The course renewal process involves three steps:

Step 1: Prepare required documentation

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

Step 3: Upload documents to the provider portal

If you encounter a problem during the application process, contact nmls.ed1@csbs.org.

Prepare Documentation

Certain course materials must be submitted to NMLS for review as part of the course renewal process. The NMLS review ensures that updates and changes made throughout the year are in accordance with state and federal law. Any changes from the previous renewal must be **highlighted in yellow**. The following documents must be uploaded to renew:

1. [Course Renewal Application Form](#)
2. **Course Syllabus with Learning Objectives and Time Allocations**
 - Outline of course and content covered
 - Learning objectives for each module
 - Time allocated for each module
3. **Course-Specific Survey**
4. **Course Content**
 - Instructor guides
 - Quizzes & Exams
 - Case Studies
 - Grading Keys
 - Student Content
 - Outlines
 - Instructor Roster
 - Instructor Resume

Submit Application in the EMS

1. Log into EMS. Begin on Home page.
2. The "Renew Courses" option appears on the left "actions" panel when there is a course available to renew.
3. Click "Renew Courses." Courses due for renewal appear.

Constellation

240001
Provider Renewal Date: 10/1/2023



8
Pending Courses

14
Active Courses

0
Pending Inactive

44
Inactive Courses

Actions

- Credit Bank
- Add Course Offerings
- Initiate New Course Application
- Course Application Cart
- Manage Course Provider
- Renew Courses (1)

Open Compliance Reviews

Review ID ↓	Course Number	Course Name	Status	Start Date	Due Date
No items available					

4. Click on the row to select or deselect the course(s) to renew. *You may select multiple courses.*
5. Review the Standards of Conduct for Approved Course Providers.
6. Sign to confirm that you have read and agree to the Standards of Conduct.

Submit Course Renewal Applications

Select Courses
Payment

Courses Applicable for Renewal

Click on a course to add it to the list to renew

+ SHOW FILTERS

Course Number	Name	Instruction Method	Category	Status	Provider Status	Approval Date	Renewal Start Date	Renewal End Date	Inactive Date	Last Modified On
10088	20 Hour SAFE Comprehensive: Mortgages	Online Instructor-Led	PE Comprehensive	Active		12/7/2021	6/1/2023	6/30/2023	8/1/2023	5/26/2022 2:26 PM EDT

+ Show Columns
 Export to Excel

Selected Courses - Select All

Start typing a course name or enter a course number

Select courses from the grid above, or search by course name or number

Standards of Conduct Attestation

Please carefully read the NMLS Course Provider Standards of Conduct, and enter your first and last name as an electronic 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
State Regulatory Registry LLC (SRR) and Nationwide Mortgage Licensing System and Registry (NMLS)

It is the intent of NMLS to have all Approved Course Providers promote themselves and their course offerings in accordance with the highest ethical standards. As such, NMLS approval status is granted with the understanding that Course Providers will maintain the Standards of Conduct listed below. Additionally, Approved Course Providers are required to operate in accordance with NMLS provider and course approval policies to include:

- **Policy on Criteria for Granting Approval for a Course to Become NMLS Approved** - Initially published June 16, 2009
- **Policy on NMLS Approved Pre-Licensure and Continuing Education Classroom Formats and Standards** - Initially published June 16, 2009
- **Policy on Reporting (Banking) of Student Credits** - Initially published June 16, 2009
- **Approved Course Provider Standards of Conduct** - Initially published June 16, 2009 and updated March 25, 2014
- **Policy on Business Arrangements, Reselling, and Marketing of NMLS Approved Courses** - Initially published February 4, 2009 and updated January 1, 2018
- **Functional Specification for All NMLS Approved Courses** - Initially published March 15, 2010 and as updated annually
- **NMLS Approved Course Data and Document Retention Policy** - Initially published May 18, 2018 and effective January 1 2018

Violation of any of these policies could result in sanctions or disciplinary action up to and including loss of NMLS approval status as provided by the Administrative Action Procedures for S.A.F.E. 3 Education Requirements

[+ View Entire Policy](#)

* E-Signature

[Add Signature](#)

CANCEL

[CONTINUE TO PAYMENT](#)

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

Upload Documentation to the Provider Portal

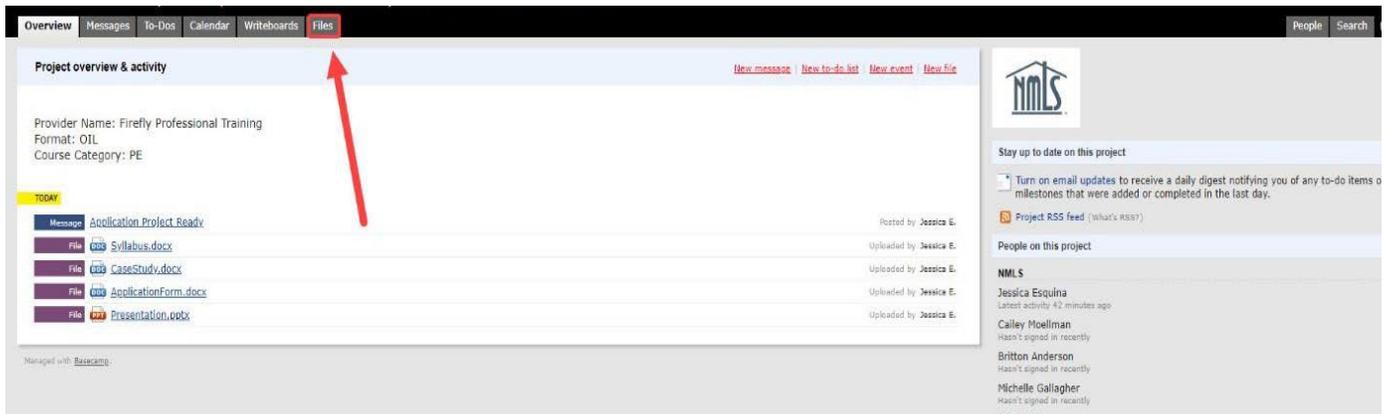
A confirmation email containing a link to your renewal project is sent within 24 hours of completion of your online application. If you do not receive a link to the Course Provider portal by the following business day, contact SRR Staff at nmls.ed1@csbs.org.

1. Log into the [Course Provider Portal](#).
2. Click the project link for your course renewal application in the "Your Projects" section.

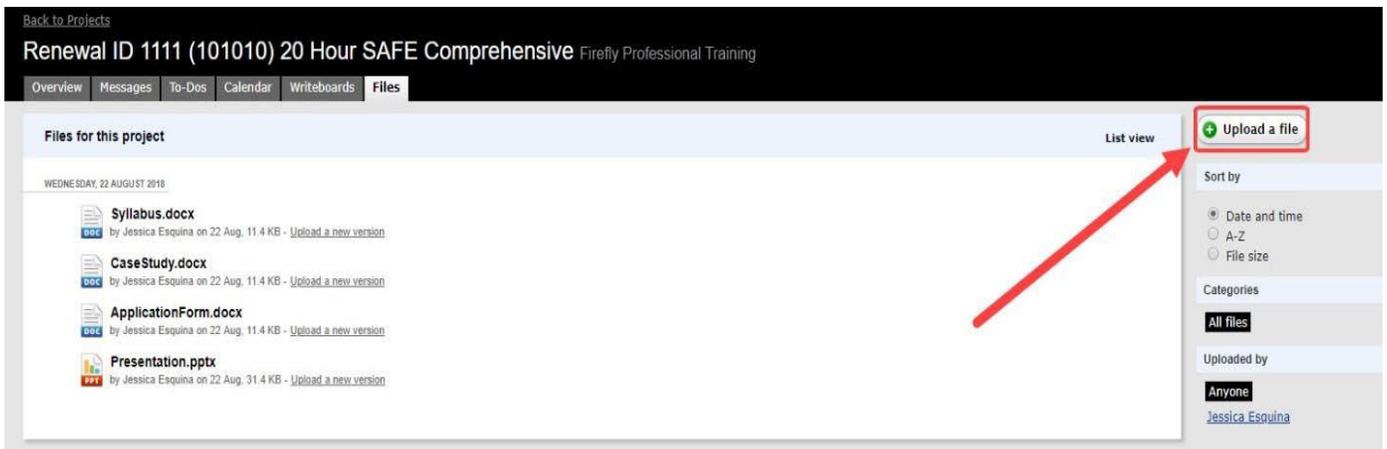
NMLS Course Provider Portal

The screenshot displays the NMLS Course Provider Portal interface. On the left, there are two sections for 'Firefly Professional Training'. The first section, 'Course Provider', lists documents: 'Instructor and Business Description Document (1).docx' (uploaded by Jessica E. TODAY), 'Provider Renewal Due' (posted by Jessica E. TODAY), and 'New Provider Application' (posted by Jessica E. Aug 17). The second section, 'App ID 222222 - 8 Hour SAFE Comprehensive', lists documents: 'Syllabus.docx', 'CaseStudy.docx', 'ApplicationForm.docx', and 'Presentation.pptx', all uploaded by Jessica E. TODAY. On the right, there is a 'Your projects' section with a red box highlighting a link: 'App ID: 222222 - 8 Hour SAFE Comprehensive Course Provider Renewal ID: 1111 (101010) 20 Hour SAFE Comprehensive'.

3. Click the Files tab.

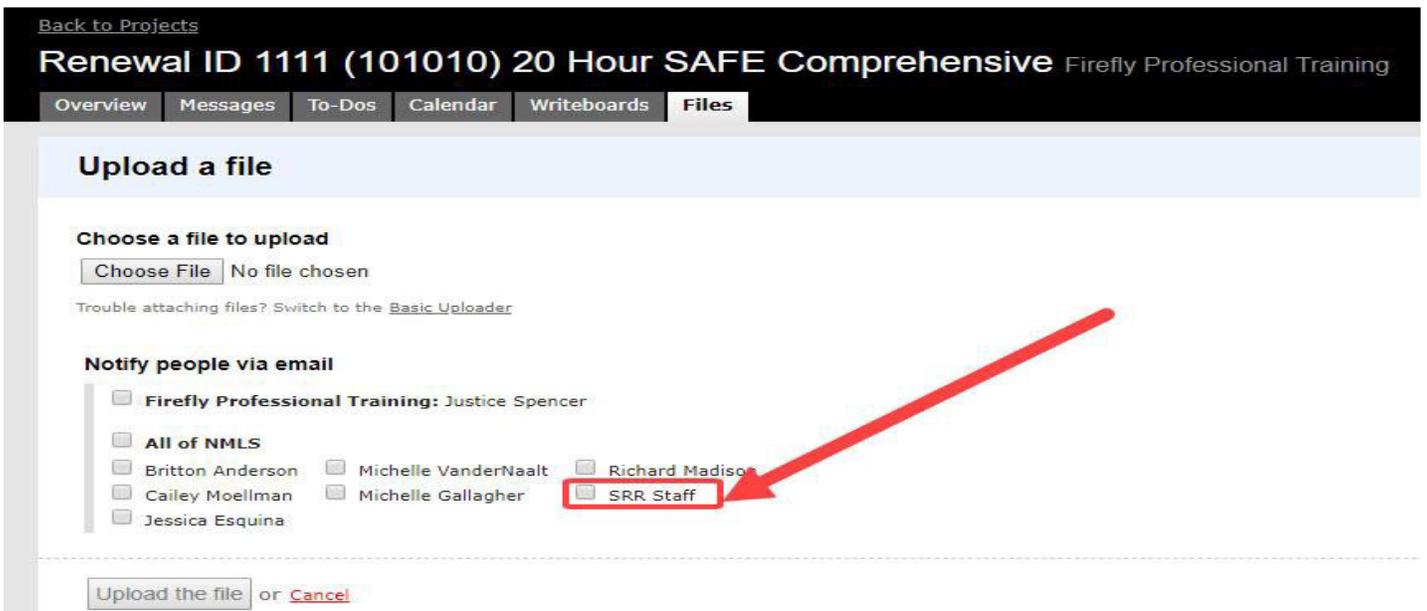


4. Click the Upload a File button.



5. Choose the files for upload.

6. Select the **checkbox labeled SRR Staff** to notify NMLS of your submission.



Your course is given conditional approval once all required content has been uploaded. Allow 30 business days from the upload date for your application to be reviewed and processed. You are notified when the evaluation is complete with a list of any conditions.

If you choose not to renew a course or your renewal application is rejected, you have a 30-day window before your course is rendered inactive. For courses not renewed, the window begins at the first of the month following a course's renewal month. For a course that is rejected for renewal, the window begins on the day you receive notice of rejection from NMLS. Do not schedule any offers outside of the 30-day window. The course will no longer be NMLS approved and the students will not receive credit.

If you encounter a problem during the application process, contact nmls.ed1@csbs.org.