

# **Course Application Process**

#### **Prepare Documentation**

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

- 1. Course Approval Application Form
- 2. Course Description/Marketing Language
- 3. Course Syllabus with Learning Objectives and Time Allocations:
  - Outline of course and content covered
  - Learning objectives for each module
  - Time allocated for each module
- 4. Instructor Roster/CV/Resume
- 5. Course Content
  - Instructor guides
  - Quizzes & Exams
  - Case Studies
  - Grading Keys
  - Student Content
  - Outlines

Refer to documents on the following by going to the NMLS Resource Center:

- Submitting a Course for Approval
- Example Documents and Evaluation Forms
- <u>NMLS Education Policies</u>

**NOTE:** Courses taught online must be submitted for approval in their *ready-to-take* format. You must provide NMLS with the location (URL) and login information required to enter and evaluate the course. You must provide at least three logins for online courses. These logins will be used by a content evaluator, a technical evaluator, and a NMLS/State evaluator. You may also be required to participate in a webinar to demonstrate to the NMLS or course evaluator how your LMS works.

The <u>Functional Specifications for All NMLS Approved Courses</u> document provides detailed requirements for how courses must be configured for approval. Make sure that your course meets the requirements prior to submission.

#### Submit Application to the EMS

- 1. Log into the Education Management System.
- 2. Click on the Initiate New Course Application button.

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<ul> <li>Initiate New Course Application</li> <li>Renew Courses</li> <li>Manage Course Provider</li> </ul>	Application J 10 94202	Course Number TBD 2	Course Name	Type	Status Draft	Last Modified On 8/21/2018 3:25 PM EDT	ø	×

- 3. Enter the course information and click the **Next** button when done.
- 4. Answer the course application questions and click the **Next** button when done.
- 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.

	Application Questions	Attestation	Confirmation	Payment/Submission
Standards of Conduct Attestation				
ease carefully read the NMLS Course Provider Sta	ndards of Conduct, and enter your first and last name as an electr	onic signature to affirm that you have read and agree to	the NMLS Course Provider Standards of Conduct	
	STANDAR B State Regulatory Registry LL	DS OF CONDUCT FOR APPROVED COURSE PRO Approved February 4, 2010 y the Mortgage Testing and Education Board acting on behalf of C (SRR) and Nationwide Mortgage Licensing S	OVIDERS system and Registry (NMLS)	
is the intent of NMLS to have all Approved Course ted below. Additionally, Approved Course Provide	Providers promote themselves and their course offerings in accorr rs are required to operate in accordance with NMLS provider and	rdance with the highest ethical standards. As such, NMLS course approval policies to include:	5 approval status is granted with the understanding that	Course Providers will maintain the Standards of Conduct
<ul> <li>Policy on Criteria for Granting Approval for</li> <li>Policy on NMLS Approved Pre-Licensure an</li> <li>Policy on Reporting (Banking) of Student Ci</li> </ul>	a Course to Become NMLS Approved - Initially published June 11 d Continuing Education Classroom Formats and Standards - In edits - Initially published June 16, 2009	6, 2009 itially published June 16, 2009		
Approved Course Provider Standards of Co Policy on Business Arrangements, Reselling	nduct - Initially published June 16, 2009 and updated March 25, 20 , and Marketing of NMLS Approved Courses - Initially published	14 I February 4, 2009 and updated January 1, 2018		
Eunctional Specification for All MMI S Appn	wed Courses - Initially published March 15, 2010 and as updated in t Retention Policy - Initially published May 18, 2018 and effective	annually January 1 2018		
<ul> <li>NMLS Approved Course Data and Documen</li> </ul>				
MMLS Approved Course Data and Documen     olation of any of these policies could result in sam	tions or disciplinary action up to and including loss of NMLS appro	oval status as provided by the Administrative Action Proc	cedures for S.A.F.E. 3 Education Requirements	
MMLS Approved Course Data and Documer     Idation of any of these policies could result in san     View Entire Policy	ctions or disciplinary action up to and including loss of NMLS appr	oval status as provided by the Administrative Action Proc	redures for S.A.F.E. 3 Education Requirements	

#### 7. Click the **Next** button

8. Confirm that your information entered is correct and click the **Continue to Payment** button when done.

- 9. Enter your payment information.
- 10. Click the **Submit Payment** button.
- 11. Click the **Complete** button.

#### **Bulk Pay Course Applications**

- 1. Navigate to the EMS home page
- 2. Click "Initiate new course application"
- 3. Complete the course information, application questions, and attestation
- 4. At the "confirmation" step, click "Add to Cart" at the bottom right corner of the screen
- 5. Repeat steps 2-4 for multiple courses (maximum 10)
- 6. From the home page click the "Course Application Cart" action
- 7. Click to select confirm every application you want to pay for, provide your esignature, and click "Continue to Payment"
- 8. Enter payment details, click "Submit Payment", and then click "Complete" to finalize the submission

### Upload Documents to the Course 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 NMLS at <u>nmls.ed1@csbs.org</u>.

- 1. Log into you're the Course Provider Portal.
- 2. Click the project link for your course application in the Your Projects section.

Irelly Professional Training - Course Provider		NMC
File and 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
irefly Professional Training — App 1D 222222 - 8 Hour SAFE Comprehensive		App ID 222222 - 8 Hour SAFE Comprehensive
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File 003 ApplicationForm.docx	Uploaded by Jessica E. TODAY	-
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Message NMLS Course Application Project Ready	Posted by Jessica A. TODAY	
irefly Professional Training — Renewal ID 1111 (101010) 20 Hour SAFE Comprehensive		
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File (mot CaseStudy.docx	Uploaded by Jessica E. TODAY	
File and ApplicationForm.docx	Uploaded by Jessica E. TODAY	
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Your global feeds		
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.

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

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5. Choose the files for upload and select the checkbox labeled SRR Staff.

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Firefly Professional Train	ing: Justice Spencer			

## 6. Click the **Upload the File** button.

Allow 15-30 business days from the upload date for the application to be reviewed and processed. You will be notified when the evaluation is complete with a list of any revisions.

If approved, you can market your course as being NMLS approved either through your own catalog or on your web site. You should use the "NMLS approved" logo with the course number next to the specific course offering to let students know that the course has undergone the review process and that they will get either pre-licensure or continuing education credit for taking the course. When marketing and delivering your courses, follow NMLS policies and standards.