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

- NMLS Education Policies

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 [Functional Specifications for All NMLS Approved Courses](#) 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.

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.*

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 e-signature, 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 nmls.ed1@csbs.org.

1. Log into you're the Course Provider Portal.
2. Click the project link for your course application in the Your Projects section.
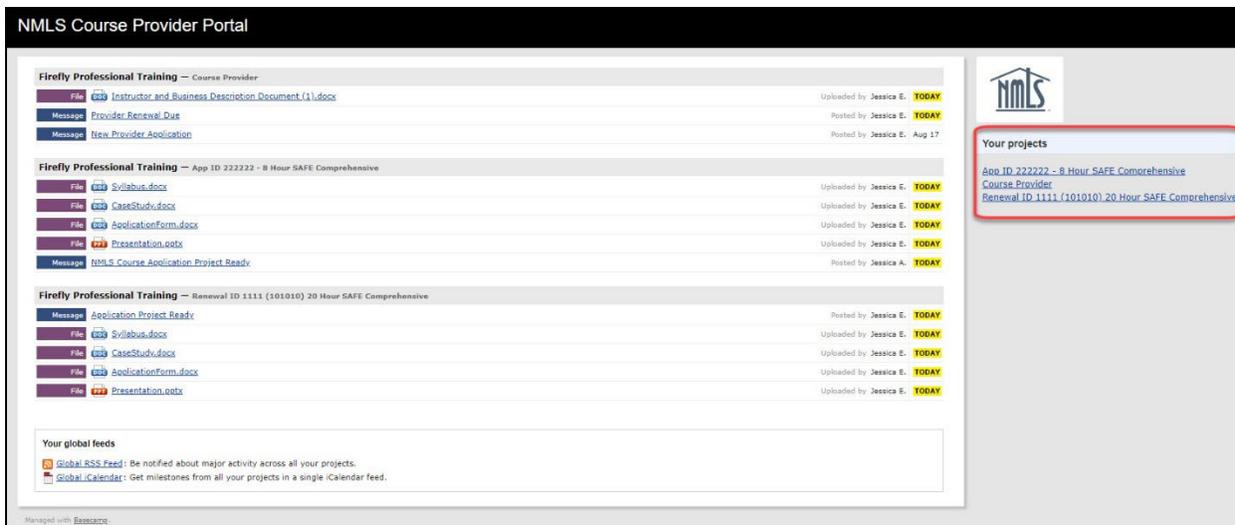
3. Click the **Files** tab.
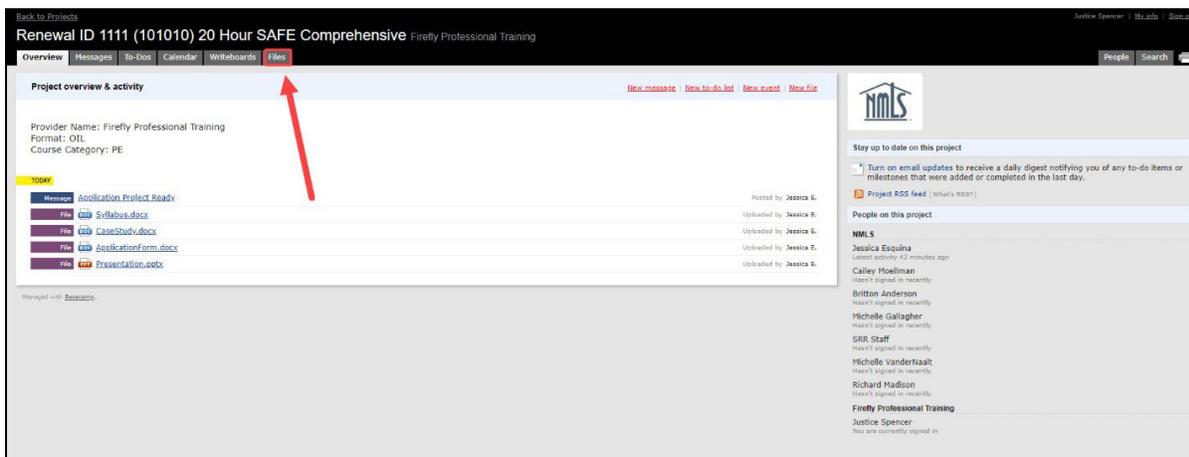
4. Click the **Upload a File** button.
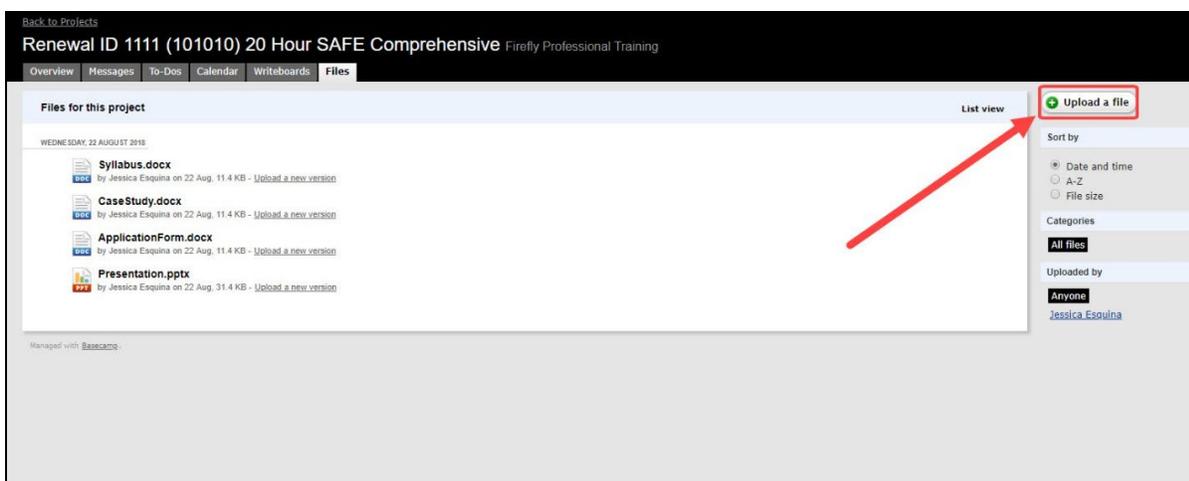
5. Choose the files for upload and select the checkbox labeled SRR Staff.

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.