



Notice Regarding COVID-19 and NMLS Authorization to Deliver Classroom PE Courses via Webinar; Status of Course Approvals and Test Centers

March 17, 2020

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Purpose

The intent of this notice is to inform NMLS Approved Course Providers that the State Regulatory Registry (SRR) will allow, under conditions outlined below, classroom pre-licensure education (PE) courses to be delivered in a webinar format between March 17, 2020 and April 30, 2020.

Details

In response to COVID-19 (Coronavirus) pandemic and the need to limit social interaction, SRR is authorizing NMLS course providers with approved classroom PE courses and who do not have an already approved classroom equivalent course(s) to deliver their PE courses via webinar under the following conditions:

- NMLS approved classroom PE courses with 15 or less students may be delivered via webinar without any additional approval from SRR beginning March 17, 2020 thru April 30, 2020.
- For any NMLS approved classroom PE courses with 16 or more students, providers are required to inform SRR of their intention to deliver the course via webinar, identify the webinar platform being employed, and explain what processes are being put into place to verify full attendance, promote interaction, and to answer student questions. Emails are to be sent to Michelle VanderNaalt (mvandernaalt@csbs.org) at least 24 hours prior to start of the delivery of the course.
- Provider must have a means to ensure students receive all course materials via hard copy or in electronic form.
- Students are required to sign, and the course provider is required to collect and retain signed copies of the Rules of Conduct for Students.

Effective Dates

This notice is effective March 17, 2020 through April 30, 2020.

Course Approvals and Test Center Availability

Consistent with actions being taken by many other companies, SRR testing and education (T&E) have been directed to work remote. T&E staff are well practiced and equipped at this and are working normal business hours. We also are continuing to

provide normal customer service in the areas of course approvals, provider renewals, credit banking, and BioSig-ID.

Team members responsible for the mortgage testing program are in close contact with our testing partners, monitoring the status of test centers, and will adjust test administrations as the situation may warrant. Updates will be posted on the testing page of the NMLS resource center. T&E staff is also working to ensure the NMLS call center is receiving current information.

SRR will continue to monitor the COVID-19 situation and will make further policy adjustments as necessary to be responsive to the needs of industry and local communities. Please regularly check the alert notice on the EMS homepage for updates or any status changes.

We understand these are extraordinary times and urge you to keep healthy and to be responsive to the needs of your family and local community. Any comments or questions may be addressed to Rich Madison, Sr. Director, (rmadison@csbs.org).