



COURSE ENROLLMENTS (INDIVIDUAL)



PRIOR TO ENROLLING IN ANY NMLS-APPROVED PRE-LICENSURE OR CONTINUING EDUCATION COURSE, YOU NEED THE FOLLOWING:

- An NMLS account
- Your individual NMLS ID number

How to Obtain an NMLS Individual ID Number

For Individuals without an NMLS account, follow these steps to create an account and ID:

1. Navigate to the [NMLS Resource Center](#).
2. Click the **Log into NMLS** button in the upper right corner.
3. Select the *Request an Account* link.
4. Enter the CAPTCHA information and click **Next**.
5. Provide the information requested on the **Create Individual User Account** page.
6. Click the **Finish** button to confirm.
7. A confirmation message containing your **User Name** and **Individual NMLS ID number** will be displayed.
8. An email notification is sent to your provided email address containing your user name and password.

For Individuals with an existing NMLS account, follow these steps to view your NMLS ID

1. Navigate to the [NMLS Resource Center](#).
2. Click the **Log into NMLS** button in the upper right corner.
3. Log into your NMLS account.
4. Select the **Composite View** tab.
5. Select the **View Individual** link in the top sub-menu.
6. Your Individual ID number displays on the page.

How to Determine Education Requirements

1. Navigate to the [MLO Education Requirements](#) page.
2. Scroll down to the section titled **Prelicensure (PE) and Continuing (CE) Education Requirements per Agency**.

3. Select the State Agency from the available list.
4. The state specific page consists of two sections: Every state licensed MLO (in any approved status) is required to complete **Continuing Education** and New state-licensed MLOs are required to complete **Pre-Licensure Education**.
5. To review education as well as licensing/registration fees and requirements, please navigate to the [State Checklist Compiler](#).

How to Locate an NMLS-Approved Course Provider

1. Navigate to the [NMLS Resource Center](#).
2. Move your mouse over the **Licensing & Registration** and hover over **Common Individual Requirements**.
3. Select **Education** from the drop-down menu.
4. At the top of the page, you will find a link to the [NMLS Approved Course Provider List](#). This list displays approved NMLS course providers and some of their contact information.

Note: Have your NMLS Individual ID number available, your course provider needs it to bank your hours.

Note: **Taking the same course two years in a row results in CE credit not applying to license renewal which can result in license suspension!** Before registering for a course, check the course description to see if the course uses licensed content or shares content with another course. Courses using licensed content or sharing content with another course use the same unique course title or unique title phrase which is stated at the beginning of the course description. *Do not take a course with the same title or title phrase two years in a row.*

For further assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).