Nationwide Mortgage Licensing System (NMLS): Release Notes

NMLS Release 2009.2

Release Date: June 22, 2009

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1   Overview

These release notes describe the enhancements for Release 2009.2 of the Nationwide Mortgage Licensing System ("NMLS"), released on June 22, 2009. Release 2009.2 is comprised mainly of: (i) testing functionality that will allow mortgage loan originators and company users to select and pay for national and state test components required under the Secure and Fair Enforcement for Mortgage Licensing Act of 2008 ("SAFE") and all users with MU4 Composite View role to view test information and results in Composite View; (ii) pre-licensure and continuing education functionality that will allow industry and regulator users to view SAFE education compliance and course information in Composite View (iii) various form, screen text and data field enhancements; and (iv) other miscellaneous enhancements. A new Professional Requirements tab has been created in NMLS for functionality related to SAFE requirements. Testing and education are part of this release. Look for functionality relating to background checks (fingerprinting and credit reports) in future releases.

Release 2009.2 Features:

  1. Testing
  2. Education
  3. Form Filing Updates and Enhancements

2   Release Highlights

2.1   *Mortgage Loan Originator (MLO) Testing*

Testing related functionality is being implemented with Release 2009.2 to allow MLOs to comply with SAFE testing requirements. Individuals and companies will be able to select and pay for SAFE required tests through NMLS. NMLS will transmit identifying information to Test Vendors, including confirmation of payment for the selected tests. Then the Individual will be able to select a test center from the test center location listing on the NMLS Resource Center and contact a Test Vendor to schedule a test appointment. Individuals are expected to report to the test center and take the test at the scheduled time and will receive an unofficial score report prior to leaving the center. NMLS is being enhanced to receive testing information pertinent to an Individual's record, including official test results, from the Test Vendor and display the results in Composite View. For more information regarding the Testing requirements and processes, including a link to the MLO Testing Handbook

and test center location listing, please refer to the Testing page of the NMLS Resource Center found here. Additional details regarding testing related functionality within NMLS can be found below.

2.1.1   MLO Test Enrollments

Prior to scheduling an appointment with a Test Vendor to take a SAFE national or state test component at a test center, a test enrollment must be requested and paid for in NMLS under the new Professional Requirements tab. Test enrollments can be requested by an individual MLO directly, or by any company with access to the MLO's NMLS record. Prior to submission of one or more test enrollment requests, the requestor is required to pay all associated test fees through NMLS. An MLO must have an individual NMLS user account before a test enrollment can be requested.

INDIVIDUAL TEST ENROLLMENT PROCESS:

The individual test enrollment process allows the MLO to identify the jurisdiction(s) where he/she is licensed or plans to seek licensure, and select the national test or one or more state tests required by the jurisdiction(s) for test enrollment. Individuals can click here to access a Test Enrollment Quick Guide providing step-by-step instructions to complete the test enrollment process.

COMPANY TEST ENROLLMENT PROCESS:

Company users have two options to assist with test enrollment for their MLOs. Companies can identify a single national or state test and select multiple MLOs for test enrollment, or companies can identify a single MLO and select multiple tests for test enrollment. Company users can click here to access a Test Enrollment Quick Guide for the Company test enrollment process.

2.1.2   Entitlement Role

Account Administrators for the company automatically will be granted the authority to request test enrollments for an Individual provided their company has access to the Individual's record. In addition, with the release, all company users who currently have the Create and submit MU4 filings role will be granted the Manage Test Enrollment role. Otherwise, Account Administrators must assign the *Manage Test Enrollments* role to company users.

2.1.3   Composite View – Testing Information

Information regarding test results, open enrollment windows and closed enrollment windows is displayed in the Testing Information section of Individual Composite View.

TEST RESULTS:

Test results for SAFE national and/or state tests are reported by Test Vendors to NMLS for display in Individual Composite View. Although test score reports are provided to Individuals prior to leaving the test center, test results are not official until posted in NMLS. Test results for each unique national and state test taken by the Individual are displayed in the Official Test Results section. Users can click on the Test Name link to view all test results available for the selected test, including results for other attempts to pass the test. The 'results changed' flag on this page, if applicable, indicates the result (Pass/Fail) for the corresponding test attempt has changed due to a rescoring of the test. Users can click on the hyperlink on the flag to view history for the selected test attempt, including details regarding any rescoring that my have occurred.

OPEN ENROLLMENT WINDOWS:

Once a test enrollment request has been processed by NMLS, a 180 day test enrollment window is opened, during which, the Individual must schedule and take the test. NMLS transmits information regarding the open window to the Test Vendors and posts information regarding the open window in Composite View. The window begin date can be a future date if the Individual previously failed the test and the waiting period has not yet elapsed or if a test is available for enrollment to enable Individuals to schedule a test that will be available on a future date.

CLOSED ENROLLMENT WINDOWS:

Test enrollment windows are closed or expired when one of the following events occurs: (i) test results for the test are reported to NMLS by a Test Vendor; (ii) NMLS receives information from a Test Vendor that an individual failed to show up for a scheduled test appointment, "No Show," or cancelled a test appointment in violation of the NMLS Cancellation Policy, "Late Cancel;" or (iii) the 180 enrollment window period elapses without test results being reported to NMLS by a Test Vendor. Users can click the View Closed Enrollment Windows link in Composite View to view information regarding closed windows.

2.1.4   MU4 Warning Message

A warning message will display at the top of the completeness check page for an MU4 filing if the Individual has not yet passed one or more required SAFE national or state test component(s) for the jurisdictions in which the individual holds an approved license or has a pending application.

2.1.5   Notifications

NMLS will send appropriate Testing related email notifications to Individuals and to company users assigned to receive such notifications for companies with access to the Individual's record. Any user with the "Notification Administrator" role has the ability to designate users to receive the Testing notifications described below. However, receipt of system notification emails by such users is contingent upon a valid email address being provided when the Company User Account is established.

Notifications are informational messages that are systematically generated and sent when a pre-defined event occurs in NMLS. A separate notification is sent each time an event occurs within NMLS.   Below please find a description of the testing notifications included in Release 2009.2:

Notification Name	Sent when:
New Enrollment Window	A request for test enrollment window has been successfully processed.
Enrollment Window Closed or Expired - No Test Results	The enrollment window is expired or closed due to: (i) the 180 enrollment window period elapsing without test results being reported to NMLS by a Test Vendor; OR (ii) NMLS received information from a Test Vendor that an individual failed to show up for a scheduled test appointment, "No Show," or cancelled a test appointment in violation of the NMLS Cancellation Policy, "Late Cancel".
Initial Test Results Available	Test results are available in Composite View.
Test Score or Result Changed	The score (percentage correct) and/or result (pass/fail designation) has changed for a test with previously reported test results.

2.1.6   Regulators

With the addition of the MLO Testing functionality in NMLS, regulators will have the ability to review testing compliance and enrollment window information for individuals through NMLS Composite View.

TESTING REVIEW ITEM: NMLS will generate a Testing Review Item in connection with the creation of any Work Item created for an MU4 filing. Clicking on the Review Item in the regulator Work List will take the regulator to the View Testing Information Section of the Individual's Composite View.

NOTIFICATIONS:

NMLS also will send the appropriate Testing related email notification to regulator users assigned to receive the notification provided the regulator's jurisdiction current licenses or registers the Individual or the Individual has a pending application in the jurisdiction. Any regulator user with the "Notification Administrator" role has the ability to designate users to receive the Testing notification described below. A separate notification is sent each time an event occurs within NMLS. Below please find a description of the testing notification included in Release 2009.2 for regulators:

Notification Name	Sent when:
Test Result Changed	The result (pass/fail designation) has changed for a test with previously reported test results.

DATA DOWNLOAD: Data Download files are enhanced with this release to include testing compliance data.

2.2   *Education*

As required under SAFE, the Nationwide Mortgage Licensing System and Registry has developed a process to approve Education Providers and their pre-licensure education (PE) and continuing education (CE) courses outside NMLS. Individuals can find information pertaining to approved providers and courses on the NMLS Resource Center and can use this information to schedule and take the courses necessary to comply with SAFE requirements. NMLS is being enhanced to receive information pertaining to compliance with SAFE PE and CE requirements from a third party system that collects course completion information from Education Providers to display in Composite View. For more information regarding Education requirements and processes, please refer to the Education

page of the NMLS Resource Center found here. Additional details regarding education compliance tracking functionality within NMLS can be found below.

2.2.1   Composite View – Education Information

Information regarding an Individual's pre-licensure and continuing education compliance is displayed in the Education Information section of Individual Composite View. This section includes a table that displays when an Individual became compliant with SAFE Pre-Licensure Education (PE) and/or Continuing Education (CE) requirements. Users can click the hyperlink on the year in the table to view the NMLS PE/CE Course Completion Record.

VIEW NMLS PE/CE COURSE COMPLETION RECORD:
Users can select this option to view a list of courses completed by the Individual. The record also will display the allocation of hours toward meeting SAFE education requirements.

2.2.2   MU4 Warning Message

A warning message will display at the top of the completeness check page for an MU4 filing if the Individual has not satisfied SAFE pre-licensure education requirements.

2.2.3   Notifications

NMLS will send appropriate Education related email notifications to Individuals and to company users assigned to receive such notifications for companies with access to the Individual's record. Any user with the "Notification Administrator" role has the ability to designate users to receive the Education notifications described below. However, receipt of system notification emails by such users is contingent upon a valid email address being provided during user set-up.

Notifications are informational messages that are systematically generated and sent when a pre-defined event occurs in NMLS. A separate notification is sent each time an event occurs within NMLS. Below please find a description of the education notifications included in Release 2009.2:

Notification Name	Sent when:
Individual is PE Compliant	An Individual has satisfied SAFE pre-licensure education requirements.

Notification Name	Sent when:
Individual is CE Compliant	An individual has satisfied SAFE continuing education requirements for a specified year.
Individual's PE Compliance is Retracted	The compliance indicator for an Individual previously marked as compliant with SAFE pre-licensure education requirements has been retracted.
Individual's CE Compliance is Retracted	The compliance indicator for an Individual previously marked as compliant with SAFE continuing education requirements for a specified year has been retracted.

2.2.4   Regulators

With the addition of the Education functionality in NMLS, regulators will have the ability to review Education compliance information, including course completion records for Individuals through NMLS Composite View.

EDUCATION REVIEW ITEM: NMLS will generate an Education Review Item in connection with the creation of any Work Item created for an MU4 filing. Clicking on the Review Item in the regulator Work List will take the regulator to the View Education Information Section of the Individual's Composite View.

NOTIFICATIONS:

NMLS also will send appropriate Education related email notifications to regulator users assigned to receive such notifications provided the regulator's jurisdiction current licenses or registers the Individual or the Individual has a pending application in the jurisdiction. A separate notification is sent each time an event occurs within NMLS. Below please find a description of the education notifications included in Release 2009.2 for regulators:

Notification Name	Sent when:
Individual's PE Compliance is Retracted	The compliance indicator for an Individual previously marked as compliant with SAFE pre-licensure education requirements has been retracted.
Individual's CE Compliance is Retracted	The compliance indicator for an Individual previously marked as compliant with SAFE continuing education requirements for a specified year has been retracted.

DATA DOWNLOAD: Data Download files are enhanced with this release to include education compliance data.

2.3   Form Filing Updates and Enhancements

Release 2009.2 includes several screen text, data field and form updates and enhancements as described below:

1.   The Control Affiliates page is renamed and text amended to clarify the information intended to be collected on the page. Specifically, the Control Affiliates page heading is changed from "Control Affiliates" to "Affiliates/Subsidiaries" and the screen text replaced to request identification of each entity under common ownership (affiliate) and each entity under the applicant's control (subsidiary) that provides mortgage-related or settlement services. In addition, text changes are made to the Control Information page to clarify that details: (i) for the first question will be collected from the newly renamed "Affiliates/Subsidiaries" section (ii) for the second question will be collected from the Financial Institutions section and (iii) for the third question will be collected from the Indirect Owners page. In addition, the definition of "control affiliate" will be added to the instructions on the Disclosure Questions page.

2.   Instructional text in the MU1/MU3 and the Individual license wizards is amended to clarify the transition process and reduce the number errors made by licensees transitioning versus submitting new applications.

3.   Amendments are made to the text and format of the Welcome Page to more clearly identify where users can access functions within NMLS and to provide a link to the NMLS Resource Center where users can access quick guides, navigation guides and tutorials to assist users with the creation and maintenance of NMLS records to meet the licensing/registration requirements in all participating states.

4.   Language on the Individual base record creation page is amended to clarify that an Individual account must be created by the Individual to gain access their Individual record.

5.   The warning message that appears when a company requests attestation from an Individual who has not established an Individual account is amended to clarify why the message appears and provide a link to the Quick Guide to Create and Individual Account.

6.   The Sub-menu items appearing at the top of the page under the tabs are underlined to clarify they are hyperlinks.

7.   The text on the Completeness Check page is amended to clarify that completeness check messages reflect errors in the filing that must be corrected before the filing can be submitted.

2.4   Problem Report Resolution

The following problem reports impacting industry and regulator users have been addressed/resolved in Release 2009.2:

1.   The branch search functionality is corrected to ignore a Company ID that has been provided if a Branch License Number also has been provided as a search criterion.

2.   NMLS is enhanced to recreate an invoice with current charges when navigating to the invoice page. This will require recalculation of charges for any pending filing before the filing can be submitted in case the fees for a jurisdiction have changed since the filing was initialized.

3.   NMLS now will retain the page-by-page Completeness Check selection on MU1 and MU3 after navigation to and then away from the Completeness Check and Submit section from the navigation panel.

4.   License status history entries with same update date will sort correctly.

5.   NMLS now will display historical MU3 filings with foreign branch addresses.

6.   The error message created when a comment box exceeds the 512 character limit will identify the box exceeding the limitation.

7.   NMLS will no longer send system notification e-mails to Company Account Administrators that have been deleted.

8.   The Individual Roster is updated to display only the most recent sponsorship history record.

9.   Each MU2 historical filing will be populated with the Oath language from the attestation of the filing.

10. Previously, it was difficult to determine whether a Filing Refresh involving changes to the License/Registration was successfully completed. NMLS now will navigate a user to the License/Registration list page when a Refresh is completed.

11. NMLS has been enhanced to allow for the successful processing of Company Roster Reports without a time-out error.

12. Validate active user account when saving work item to avoid generating exception.

13. The warning message that appears when terminating company or branch licenses has been updated to reflect the appropriate message.

14. NMLS will no longer allow a Company Relationship Termination Date to precede the Sponsorship Status Date (where Sponsorship Status = 'Requested') and will generate an appropriate error message if a user attempts to enter an inappropriate date.

15. The Individual Account creation function has been amended to require Individuals to provide a phone number.

The following Regulator specific problem report also has been addressed/resolved: Regulator Users are prohibited from entering a future date in the Review Item Date field on the Regulator Work List - Work Item detail page.

2.5   Miscellaneous Enhancements

1. AUTOMATIC REMOVAL OF COMPANY ACCESS – When a company relationship is terminated NMLS will automatically remove the company's access to the Individual's record.

2. *SPONSORSHIP REMINDER E-MAIL* – To increase the chances of sponsorships being requested shortly after the submission of an MU4 filing and to reduce the number of deficiencies that must placed by regulators for missing sponsorships, NMLS will send an e-mail to a company user subsequent to the submission of an MU4 filing by the user to remind the user to submit a sponsorship request, if required.

3. *COMPANY RELATIONSHIP COMPLETENESS CHECK* – An MU4 completeness check enhancement included in the release prohibits a company user from making an MU4 filing on behalf of an Individual if a Company Relationship has not yet been created. The company user will be able to click on the MU4 link in the Completeness Check message to access the Company Relationship section of NMLS to create the required relationship. Only companies who have made a company license or transition request filing through NMLS are able to establish a company relationship with an Individual. Therefore, subsequent to this release, companies that have a base record but have not made a filing in NMLS will be unable to complete and submit MU4 filings on behalf of their mortgage loan originators.

4. Links to Individual Snapshot are provided from the Direct Owner and Qualified Individual pages of the MU1 and the Branch Manager page of the MU3 in Historical Filings and Composite View.

5. The link on the MU1 – Qualifying Individual page is updated to take users to the State Resources Page of the NMLS Resource Center instead of its home page.

6. NMLS will now limit the number of results returned on an entity search. If the maximum limit (250) is reached a warning message will display advising that the max was reached and the search results should be refined. This change is to enhance system performance.

7. *REGULATOR ONLY:* The License/Registration status "Updated Date" field will now be included in the Data Download files that contain license/registration information.

3   Support

3.1   *World Wide Web Site:*

To access the latest information for Nationwide Mortgage Licensing System on our world wide website, please enter this URL into your Internet browser:

http://www.stateregulatoryregistry.org/NMLS

Note: Regulator section of the website is secured. You need to have a login ID and password to access this information. Please visit our website to request the login details.

3.2   *Call Center*

For questions relating to the Nationwide Mortgage Licensing System, users can contact the call center between 9:00 a.m. to 7:00 p.m. EST from Monday through Friday.

1. Industry: The call center number for Industry is 240-386-4444

2. For questions concerning the development of the Nationwide Mortgage Licensing System, users can contact State Regulatory Registry LLC at:

http://www.stateregulatoryregistry.org