



PREPARING FOR INDIVIDUAL RENEWAL QUICK REFERENCE

These are the recommended procedures and practices for Renewal preparation.

Task	Resources
Ensure your records are up to date by submitting any necessary amendments via the Filing tab.	Individual (MU4) Amendments Quick Guide
Confirm licenses are in statuses eligible for renewal by reviewing the <i>State License/Registration List</i> under the Composite View tab.	State License/Registration List Help Document
Clear any outstanding license items by viewing the Outstanding License Items on the dashboard and taking any necessary actions.	Individual Dashboard Quick Guide
Ensure Continuing Education (CE) by completing the required annual CE.	State-Specific Education Requirements
Review agency-specific Renewal requirements on the Annual Renewal Checklist Compiler .	Viewing and Exporting NMLS License Renewal Checklists
Verify whether your fingerprints are expired. If expired, authorize a new CBC through a filing and complete the fingerprint process.	Criminal Background Check Status Completing the CBC Process for MLOs