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Policy

Awaiting Candidate Agreement Acceptance screen displays a list of all open test enrollment windows opened by the company where the individual has not accepted the Candidate Agreement.

The Candidate Agreement must be accepted by the individual through his or her account prior to being able to schedule a test appointment.

NMLS notifications will be sent to individuals after a test enrollment window has been created on their behalf. The notification will serve as a reminder to accept the Candidate Agreement.

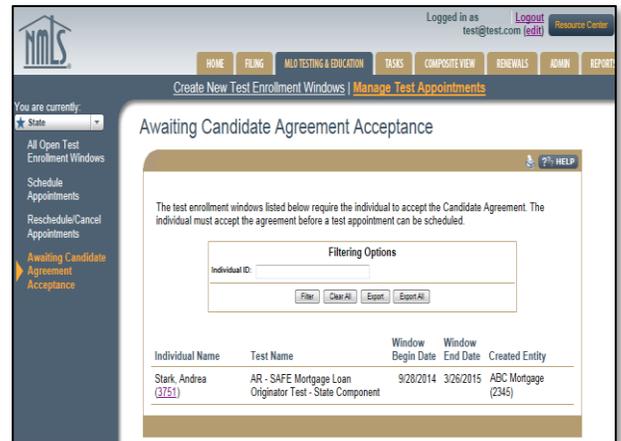


Figure 1: Awaiting Candidate Agreement Acceptance

The notification will trigger at the following intervals until the individual accepts the Candidate Agreement or the test enrollment has closed.

- Window Creation date (next day in this case since it is a nightly notification)
- 170 days before the window end date
- 150 days before the window end date
- 120 days before the window end date
- 90 days before the window end date
- 60 days before the window end date
- 30 days before the window end date
- 10 days before the window end date

Definitions and Charts

	Description
Individual Name	Name of the individual.
Test Name	Displays the name of the corresponding test for the enrollment window.
Window Begin Date	Displays the first day of the 180 day enrollment window. This begin date displays regardless of the available action.

	Description
Window End Date	Displays the last day of the 180 day enrollment window for corresponding test. Test window will expire after this date.
Created Entity	Created Entity Displays the name and NMLS ID of the entity (company or individual) who opened the test enrollment.

Figure 2: Explanation of Column Headers

How to Use the Filtering Options

1. Enter Individual ID.

NOTE: To view all enrollment windows that are awaiting Candidate Agreement acceptance, leave the Individual ID criteria blank and click the **Filter** button.

2. Click the **Filter** button (see *Figure 2*).

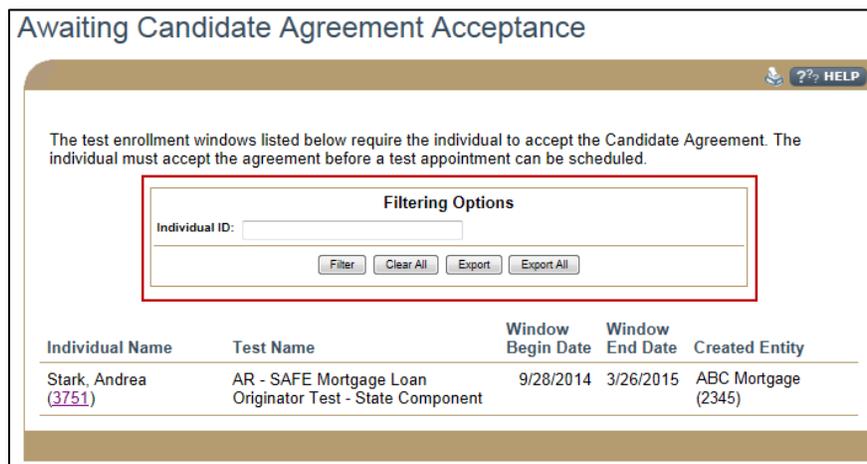


Figure 2: Awaiting Candidate Agreement Acceptance – Filtering Options

NOTE: After filtering, use the Export button to export the search results into a CSV file (opened through Excel). Click the Export All button to export all test enrollment windows that are awaiting Candidate Agreement acceptance.

Additional Resources

- [Testing Page on NMLS Resource Center](#)
- [MLO Testing Handbook](#)
- [Uniform State Test \(UST\) Implementation Information](#)
- [Testing FAQs](#)