Create New Test Enrollment Windows

Overview/Policy

Depending on the jurisdiction in which an applicant is seeking licensure, the applicant may be required to take two components of the SAFE Mortgage Loan Originator Test - a National Component and a State Component. However, many states only require a passing score on the National Test Component with Uniform State Content. Most state agencies require a passing score on the tests prior to submitting an Individual (MU4) application through NMLS.

- **National Component with Uniform State Content** - Effective April 1, 2013, all state-licensed MLOs are required to pass the National Component with Uniform State Content of the SAFE MLO Test.
- **State Component -** All state-licensed MLOs are required to pass a State Component of the SAFE MLO Test for each jurisdiction in which they hold a license. However, state agencies which adopt the Uniform State Test (UST) no longer require individuals to pass their State-Specific Test Components.

An individual is required to accept the Candidate Agreement through NMLS prior to scheduling a testing appointment.

Definitions and Charts

Not Applicable

How To

Create New Test Enrollment Window

1. To select the test components you wish to request for an individual, click the **Create New Test Enrollment Windows** button.
2. Choose from the following buttons (see *Figure 1*):
   A. **Select by State** – Select a test by the state where a license request will be submitted for the individual (this option is best if unsure which test to select).
   B. **National Test with UST** – Select the SAFE Mortgage Loan Originator Test - National Test with Uniform State Content for an individual.
   C. **List of Eligible Tests** – Select one or more tests from the list of eligible tests for the individual.
   D. **Group Enrollments by Test** – Select test components for a group of individuals who have granted access to your company.
   E. **Pay for Tests in Cart –** Pay for test components already added into the Test Cart.
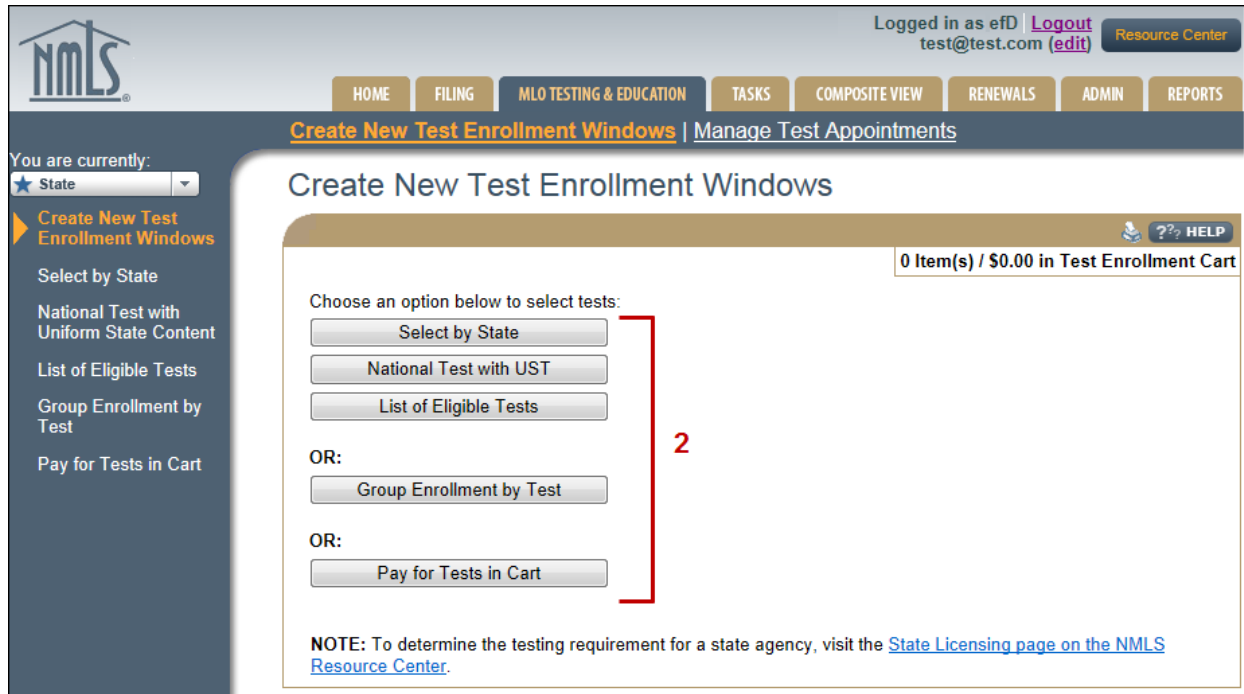
Figure 1: Creating Test Enrollment Windows

Pay for Test Enrollment Windows
1. Click the **Pay for Tests in Cart** button.
2. Click the **Proceed to Invoice** button.
3. Click the **Pay Invoice** button.
4. Read through the Payment Terms and Conditions and click **I agree**.
5. Complete the *One Time Payment* screens.

NOTE: All fees paid through NMLS are non-refundable and non-transferable.

Manage Test Appointments
1. Click the **Manage Test Appointments** button and choose from the following links on the left navigation panel (see *Figure 2*):

   A. **All Open Test Enrollment Windows** – Schedule/reschedule/cancel all tests that have been paid for by the company or individual.
   B. **Schedule Appointments** – View a list of individuals who have accepted the Candidate Agreement and are ready for appointment scheduling.
   C. **Reschedule/Cancel Appointments** – View a list of individuals who have an existing appointment with Prometric.
   D. **Awaiting Candidate Agreement Acceptance** – View a list of individuals who have not yet accepted the Candidate Agreement.
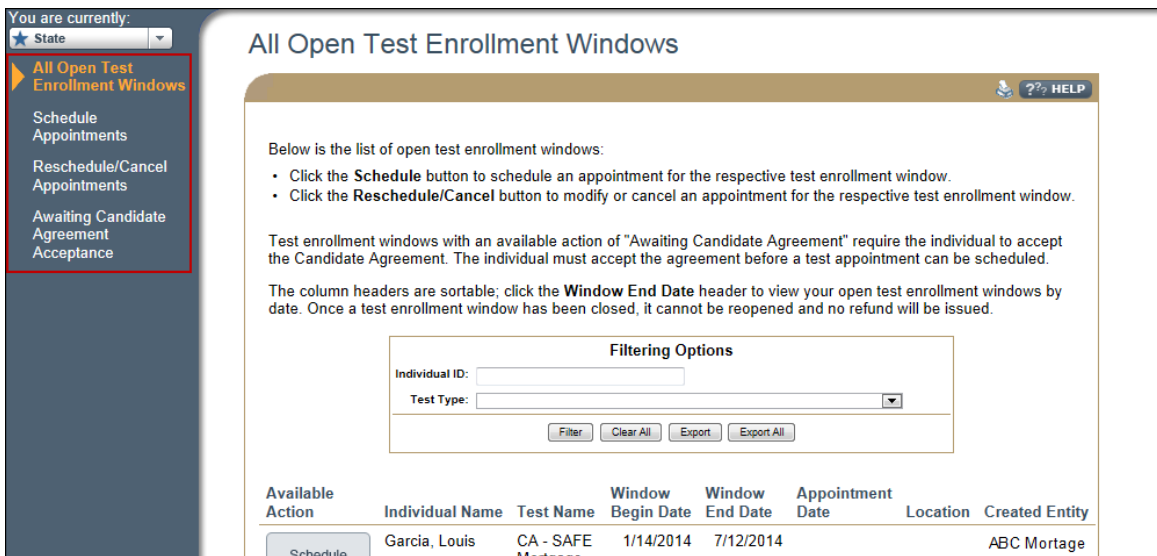
Figure 2: Managing Test Appointments

Helpful Hints

1. Many state agencies have adopted the Uniform State Test (UST). For more information, visit the Testing page and the Uniform State Test Implementation Information page of the NMLS Resource Center.
2. If an individual has not created an Individual Account in NMLS, you will not be able to pay for a test enrollment until the account is created and *Company Access* has been granted.
3. Individuals creating an account must use their legal name as documented on their government issued ID to avoid issues at the testing centers.
4. Prior to scheduling an appointment through the test vendor, payment must be remitted by completing the steps described in the *Pay for Enrollment Windows* section above.

Additional Resources:

- MLO Testing Handbook
- Testing page on the NMLS Resource Center
- Quick Guide:
  - Individual Test Enrollment
  - Providing Access to a Company

See MLO Testing & Education Help Table of Contents