

Group Enrollment by Test

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 - State licensed MLOs may be 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.

A company user may select a specific test for a group of individuals who have granted access to your company. The system automatically displays the list of individuals based on the test selected and the following:

- Previous test results
- Test components that have already been paid for
- Test components currently in the Test Cart awaiting payment

Definitions and Charts

Not Applicable

How To

Select Group Enrollment by Test

1. From the Create New Test Enrollment Windows screen, click the **Group Enrollment by Test** button.
2. Select a test from the list.
3. Click the **Next** button.
4. Select the **checkbox** next to the applicable individual(s).
5. Click the **Add to Cart** button (see *Figure 1*).
6. Click the **Proceed to Invoice** button.
7. Click the **Pay Invoice** button.
8. Read through the Payment Terms and Conditions and click the **I agree** button.
9. Complete the *One Time Payment* screens.

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

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0 Item(s) / \$0.00 in Test Enrollment Cart

Select the Individual(s) you would like to enroll for the **SAFE Mortgage Loan Originator Test - National Component with Uniform State Content** test. Then click **Add To Cart** to continue.

[Select All](#) [Unselect All](#)

	ID	Name	Year Of Birth
4	<input type="checkbox"/> 29900	Harris, Doug	1984
	<input type="checkbox"/> 40019	Joseph, Harlow	1986
	<input type="checkbox"/> 36835	Originator, Example	1909

A 180-day test enrollment window will be opened for the selected test for each individual selected when you submit the cart and make a payment. If an individual does not accept the candidate agreement, schedule, or take the test prior to the end of the test enrollment window, the window will close and a new test enrollment window will need to be opened and a new payment required.

An individual for which your company has access may not be eligible to enroll for the selected test for any of the following reasons: (i) the individual has not created an NMLS user account; (ii) the individual has an open enrollment window for the selected test; (iii) the individual has passed the test; (iv) a test enrollment request for the individual is in the cart for the selected test; or (v) the test was replaced with the Uniform State Test (UST).

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Figure 1: Group Enrollment by Test

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 who need to create an account must use their legal name matching their government issued ID to create in order to avoid issues at the test center.
4. Prior to scheduling an appointment through the test vendor, Steps 1-9 above must be completed.

Additional Resources:

- [MLO Testing Handbook](#)
- [Testing page of the NMLS Resource Center](#)
- Quick Guide:
 - [Test Enrollment](#)
 - [Providing Access to a Company](#)

See MLO Testing & Education Help [Table of Contents](#)