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Policy

The Schedule Appointments screen displays open test enrollment windows that are available for scheduling an appointment. If an appointment is already scheduled, that specific enrollment does not display in this area.

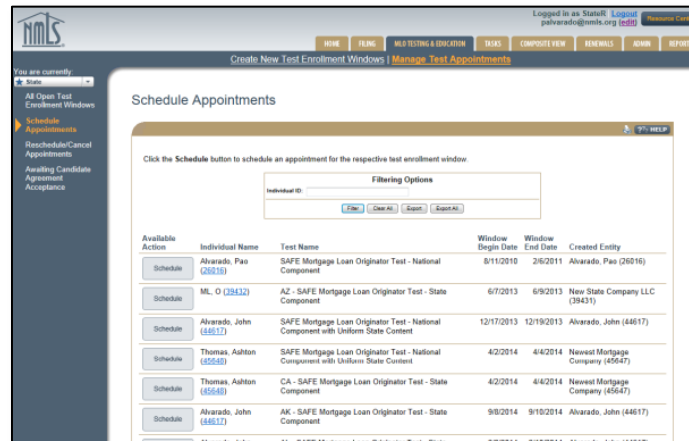


Figure 1: Schedule Appointments

Definitions and Charts

	Description
Available Action	The action that is available for the specific test enrollment. Three possible actions may display: Awaiting Candidate Agreement, Schedule, and Reschedule/Cancel. Company and individual users will have the Schedule and Reschedule/Cancel option. Individuals must accept the Candidate Agreement from his or her individual account prior to the individual or company being able to schedule an appointment.
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.
Window End Date	Displays the last day of the 180 day enrollment window for corresponding test. Test window will expire after this date.
Appointment Date	Displays the date of scheduled appointment; specific time will not display. The date displays as a hyperlink, and clicking on the hyperlink will take the user to an appointment confirmation page on Prometric's website with details of the appointment.

	Description
Location	Displays the city and state of the testing center where the specific test has been scheduled.
Created Entity	Displays the name and NMLS ID of the entity (company or individual) who opened the test enrollment.

Figure 2: Schedule Appointments – Column Headers

How to Use the Filtering Options

1. Enter an **Individual ID** and/or select a **Test Type** from the dropdown.

NOTE: Using only one criterion will display broader search results and not using either criteria will display all open test enrollments for associated individuals.

2. Click the **Filter** button (see *Figure 3*).

Figure 3: All Open Test Enrollments Filtering Options

How to Schedule a Test Appointment

1. Enter the desired filter criteria as described in [How to Use the Filtering Options](#) above.
2. Click the **Schedule** button for the corresponding testing window (see *Figure 4*).

Below is the list of open test enrollment windows:

- Click the **Schedule** button to schedule an appointment for the respective test enrollment window.
- Click the **Reschedule/Cancel** button to modify or cancel an appointment for the respective test enrollment window.

Test enrollment windows with an available action of "Awaiting Candidate Agreement" require the individual to accept the Candidate Agreement. The individual must accept the agreement before a test appointment can be scheduled.

The column headers are sortable; click the **Window End Date** header to view your open test enrollment windows by date. Once a test enrollment window has been closed, it cannot be reopened and no refund will be issued.

Available Action	Individual Name	Test Name	Window Begin Date	Window End Date	Appointment Date	Location	Created Entity
Schedule	Alvarado, Pao (26016)	SAFE Mortgage Loan Originator Test - National Component	8/11/2010	2/6/2011			Alvarado, Pao (26016)
Schedule	ML, O (39432)	AZ - SAFE Mortgage Loan Originator Test - State Component	6/7/2013	6/9/2013			New State Company LLC (39431)
Schedule	Alvarado, John (44617)	SAFE Mortgage Loan Originator Test - National Component with Uniform State Content	12/17/2013	12/19/2013			Alvarado, John (44617)

Figure 4: All Open Enrollment Windows

3. Complete the process using the Prometric website (see *Figure 5*).

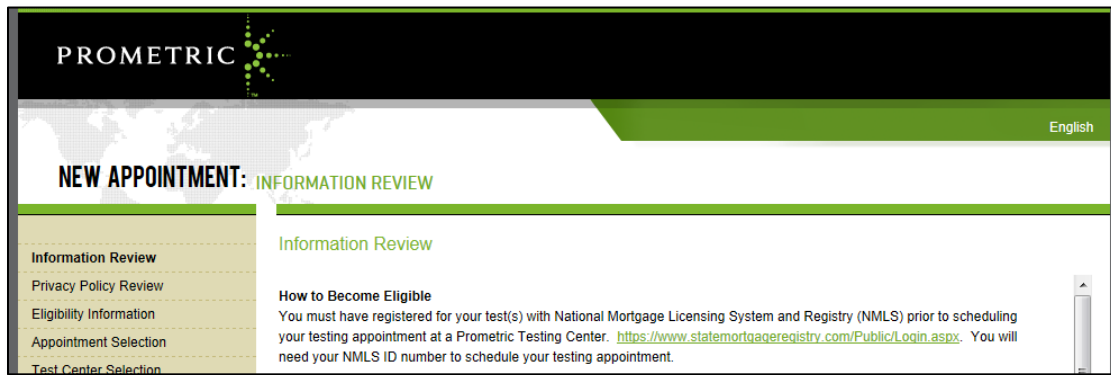


Figure 5: Prometric Website

Additional Resources

- [Testing Page on NMLS Resource Center](#)
- [MLO Testing Handbook](#)
- [View Testing Information](#)
- [UST Implementation Information Page](#)