The Course Completion and Compliance Record in NMLS is an integral part of determining if an individual is compliant with Pre-Licensure Education (PE) or annual Continuing Education (CE) requirements. The record shows CE information in blue at the top of the record, and PE information in green below it. The record defaults to display the current and the two previous years of information in an expanded view; older information is collapsed and may be viewed by scrolling down and clicking the + symbol to expand the view for that year.

Only NMLS-approved courses appear on the record. NMLS-approved course providers have seven calendar days from the course end date to report (credit bank) course completions in NMLS.

Many states have PE or CE requirements that exceed the minimum federal standards as required by the SAFE Act. MLOs that become unlicensed are required to complete CE for the last year in which they held a license. Individuals are strongly encouraged to carefully review the State-Specific Education Requirements Document for additional details.

### Definitions and Charts

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Required</td>
<td>Displays if an individual applies for or holds a license that does not require education compliance. Also displays if an individual does not hold a license.</td>
</tr>
<tr>
<td>Pending</td>
<td>Displays with a yellow caution symbol when there is a requirement but less than the required hours of PE or CE for the subject requirement have not been met.</td>
</tr>
<tr>
<td>Compliant</td>
<td>Displays with a green checkmark when the required hours for the subject have been met.</td>
</tr>
<tr>
<td>N/A</td>
<td>Because this number is variable, the General Electives in the Federal Requirements Section will always display as N/A.</td>
</tr>
</tbody>
</table>

Figure 1: Course Completion Record

Figure 2: Compliance Statuses
How to Review Pre-Licensure Education (PE) Compliance

1. Review the Hours Applied/Required and Compliance Status columns under the Federal PE Requirements section.
2. Review the State Hours Applied/Required column under the State PE Requirements section.
3. Review the Compliance Status column under the State PE Requirements section (see Figure 3).

![Figure 3: Pre-Licensure Education](image)

How to Review Continuing Education (CE) Compliance

1. Review the Hours Applied/Required and Compliance Status columns under the Federal PE Requirements section.
2. Review the State Hours Applied/Required column under the State PE Requirements section.
3. Review the Compliance Status column under the State PE Requirements section (see Figure 4).

![Figure 4: Continuing Education (CE)](image)
1. Review the Course ID and Course Name columns under the Courses Taken section (see Figure 5).

![Figure 5: Courses Taken](image)

### Additional Resources

- Information Viewable in NMLS Consumer Access
- Course Completion Records