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Policy

The Manage Test Appointments page displays all open test enrollment windows. An individual has a 180 day open test enrollment window once payment is submitted. From this page, the following actions can be taken:

- **Accept Candidate Agreement** – the agreement must be accepted prior to being able to schedule an appointment
- **Schedule** – this button provides the user with the ability to schedule an appointment directly through the Prometric website
- **Reschedule/Cancel** – this button provides the user with the ability to reschedule or cancel a previously scheduled appointment.

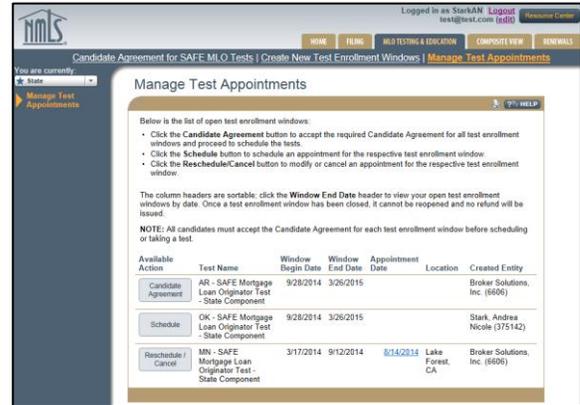


Figure 1: Screenshot of Candidate Agreement

Definitions and Charts

Column Header	Description
Available Action	The action that is available for the specific test enrollment. Three possible actions may display: 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.
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. The 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.

Column Header	Description
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.
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 window.

Figure 2: Key Terms

How to Accept the Candidate Agreement

1. Click the **Candidate Agreement** button (see Figure 3).
2. Read through the Agreement.
3. Click the **I Accept** button.

The screenshot shows the 'Manage Test Appointments' page. On the left, there are instructions and a table of appointments. A red box highlights the 'Candidate Agreement' button in the 'Available Action' column of the first row. A red arrow points from this button to a pop-up window on the right. The pop-up window displays the 'NATIONWIDE MORTGAGE LICENSING SYSTEM (NMLS) S.A.F.E. MORTGAGE LOAN ORIGINATOR TEST CANDIDATE TEST SECURITY AND CONFIDENTIALITY AGREEMENT'. It includes an 'IMPORTANT NOTE TO CANDIDATES' section and 'I Accept' and 'I Do Not Accept' buttons at the bottom.

Available Action	Test Name	Window Begin Date	Window End Date	Appointment Date	Location	Created Entity
Candidate Agreement	AR - SAFE Mortgage Loan Originator Test - State Component	9/28/2014	3/26/2015			Broker Solutions, Inc. (6606)
Schedule	OK - SAFE Mortgage Loan Originator Test - State Component	9/28/2014	3/26/2015			Stark, Andrea Nicole (375142)
Reschedule / Cancel	MN - SAFE Mortgage Loan Originator Test - State Component	3/17/2014	9/12/2014	8/14/2014	Lake Forest, CA	Broker Solutions, Inc. (6606)

Figure 3: Example of How to Accept the Candidate Agreement

How to Schedule a Test Appointment

1. Click the **Schedule** button.
2. You will be redirected to the Prometric website to complete this action (see *Figure 4*).

The screenshot shows the 'Manage Test Appointments' page. It includes a table of available test appointments and a modal window for scheduling a new appointment.

Table of Available Test Appointments:

Available Action	Test Name	Window Begin Date	Window End Date	Appointment Date	Location	Created Entity
Candidate Agreement	AR - SAFE Mortgage Loan Originator Test - State Component	9/28/2014	3/26/2015			Broker Solutions, Inc. (6606)
Schedule	OK - SAFE Mortgage Loan Originator Test - State Component	9/28/2014	3/26/2015			Stark, Andrea Nicole (375142)
Reschedule / Cancel	MN - SAFE Mortgage Loan Originator Test - State Component	3/17/2014	9/12/2014	8/14/2014	Lake Forest, CA	Broker Solutions, Inc. (6606)

Modal Window: NEW APPOINTMENT: INFORMATION REVIEW

The modal window displays the 'Information Review' section, which includes the following steps:

- Information Review
- Privacy Policy Review
- Eligibility Information
- Appointment Selection
- Test Center Selection
- Date and Time Selection
- Testing Accommodations

The 'Eligibility Information' section contains the text: "How to Become Eligible. You must have registered for your test(s) with National Mortgage Licensing System and Registry (NMLS) prior to scheduling your testing appointment at a Prometric Testing Center. <https://www.statemortgageregistry.com/Public/Login.aspx>. You will need your NMLS ID number to schedule your testing appointment."

Figure 4: Example of How to Schedule a Test Appointment

How to Reschedule/Cancel a Test Appointment

1. Click the **Reschedule/Cancel** button.
2. You will be redirected to the Prometric website to complete this action (see *Figure 5*).

Manage Test Appointments

Below is the list of open test

- Click the **Candidate Agreement** button to proceed to schedule the test.
- Click the **Schedule** button to schedule the test.
- Click the **Reschedule/Cancel** button to reschedule or cancel the test.

The column headers are sorted by test enrollment window has

NOTE: All candidates must accept the Candidate Agreement for each test enrollment window before scheduling or taking a test.

Available Action	Test Name	Window Begin Date	Window End Date	Appointment Date	Location	Created Entity
<input type="button" value="Candidate Agreement"/>	AR - SAFE Mortgage Loan Originator Test - State Component	9/28/2014	3/26/2015			Broker Solutions, Inc. (6606)
<input type="button" value="Schedule"/>	OK - SAFE Mortgage Loan Originator Test - State Component	9/28/2014	3/26/2015			Stark, Andrea Nicole (375142)
<input type="button" value="Reschedule / Cancel"/>	MN - SAFE Mortgage Loan Originator Test - State Component	3/17/2014	9/12/2014	8/14/2014	Lake Forest, CA	Broker Solutions, Inc. (6606)

Figure 5: Example of How to Reschedule/Cancel a Test Appointment

Additional Resources

- [Testing Page of Resource Center](#)
- [MLO Testing Handbook](#)
- [Viewing Testing Information](#)
- [Individual Test Enrollment](#)