🔟 Help Document

SCHEDULE APPOINTMENTS

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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.

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<u> </u>			HOME FEING MLO TESTING & EDUCATION	11515	COMPOSITE VIEW	FENEMALS ADMIN REPOR
		Create N	lew Test Enrollment Windows Manage Test Appo	ointments		
are currently: State All Open Test Enrollment Windows	Schedule	Appointmen	ts			
Schedule Appointments						& 17: HELP
Reschedule/Cancel Appointments						
Awaiting Candidate	Click the Sche	dule button to schedu	le an appointment for the respective test enrollment window.			
Agreement Acceptance			Filtering Options			
			Fiber Clear All Dopot Digot All			
	Available Action	Individual Name	Test Name	Window Begin Date	Window End Date	Created Entity
	Schedule	Alvarado, Pao (25016)	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)
	Schedule	Thomas, Ashton (45540)	SAFE Mortgage Loan Originator Test - National Component with Uniform State Content	4/2/2014	4/4/2014	Newest Mortgage Company (45647)
	Schedule	Thomas, Ashton (45648)	CA - SAFE Mortgage Loan Originator Test - State Component	4/2/2014	4/4/2014	Newest Mortgage Company (45647)
	Schedule	Alvarado, John (44517)	AK - SAFE Mortgage Loan Originator Test - State Component	9/8/2014	9/10/2014	Alvarado, John (44617)

Figure 1: Schedule Appointments

Definitions an	d Cha	rts
		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.
Windo	w End Date	Displays the last day of the 180 day enrollment window for corresponding test. Test window will expire after this date.
Appoin	tment 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.

- How to Schedule a Test Appointment

Additional Resources

	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*).

	Filtering Options	
Individual ID:]1
	2 Filter Clear All Export Export All	

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).

All Open Test Enrollme	nt Windows					
						🚴 ?? HELP
Below is the list of open test enrollment Click the Schedule button to sched		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.						
Filtering Options						
	iest Type:			-		
	Filter Clear All	Export Expor	rt All			
Available Action Individual Name	Test Name	Window Begin Date	Window End Date	Appointment Date	Location	Created Entity
3 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	and and a second second	·	Alvarado, John (44617)

Figure 4: All Open Enrollment Windows

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

PROMETRIC				
27 SA SA		English		
NEW APPOINTMENT:	INFORMATION REVIEW			
	Information Review			
Information Review	Information Review			
Privacy Policy Review	How to Become Eligible	-		
Eligibility Information	You must have registered for your test(s) with National Mortgage Licensing System and Registry (NMLS) prior to scheduling			
Appointment Selection	your testing appointment at a Prometric Testing Center. https://www.statemortgageregistry.com/Public/Login.aspx. You will			
Test Center Selection	need your NMLS ID number to schedule your testing appointment.	-		

Figure 5: Prometric Website

Additional Resources

- <u>Testing Page on NMLS Resource Center</u>
- <u>MLO Testing Handbook</u>
- View Testing Information
- UST Implementation Information Page