

## NMLS Required Course Cover Page Guidance

Section 1.6.2 of the NMLS Functional Specifications requires that every course include a cover page as part of its course materials. The cover letter and ROC should be made available to students as part of the course materials. The following chart lists the information that is required and an explanation of that requirement:

<b>Requirement</b>	<b>Explanation</b>
Name and Address of the course provider approved to offer the course	Your organization's name and address
NMLS approve course provider number	The course provider number issued by NMLS.  This can be found in the EMS.
Title of the course as approved by NMLS	Course title as it was approved by NMLS.  This can be found in the EMS
NMLS approve course number	Number issued to course by NMLS.  This can be found in the EMS.  You may use the NMLS approved course logo issued by NMLS
Date of the course content	Date of most recent revision. This is the last time your organization made revisions and/or updates to the content.
Date of the course approval	Date of when the course was approved.  If the course has not been through a renewal, use the date the course was approved on.  If the course has been through a renewal cycle, use the date of the most recent renewal.  These can be found in the EMS
NMLS Rules of Conduct for Students (ROCS)	Attach the ROCS as issued by NMLS to the cover page

## Sample Cover Page

### 20 Hour SAFE Comprehensive

Course Provider, LLC  
1 Main Street  
Suite 1  
Washington, DC 00000

Date of course content: 1/10/2015  
Date of the course approval: 3/30/2014

#### Attachments:

1. NMLS Rules of Conduct for Students (ROCS)
2. Syllabus

