



# Course Offerings Set-up & Cancellation

## Create a Course Offering

1. Log into the [Education Management System](#).
2. Click the **Add Course Offerings** button in the left navigation panel.

**Constellation**  
240007  
Provider Renewal Date: 8/1/2020

2 Pending Courses | 6 Active Courses | 0 Pending Inactive | 0 Inactive Courses

**Actions**

- Credit Bank
- Add Course Offerings**
- Initiate New Course Application
- Renew Courses
- Manage Course Provider

**Active Applications**

Requiring My Attention | All Active Applications

Search by Application ID

Application ID	Course Number	Course Name	Type	Status	Last Modified On
215	TBD *	SAFE Act for MLOs	New	Draft	8/17/2018 2:02 PM EDT
197	10032 *	8 Hour CA SAFE Act CE Fundamentals for Mariners	New	Awaiting Documents	8/16/2018 3:26 PM EDT

**Courses with Renewal Due**

Search by Course Number

Course Number	Name	Instruction Method	Category	Status	Requested Hours	Approval Date	Renewal Start Date
10030	20 Hour SAFE Act Fundamentals for Mariners	Classroom	PE Comprehensive	Active	20	8/20/2017	8/1/2018

**Courses by Renewal Month**

3. Select a course from the **Applicable Courses** table.

**Create New Course Offering(s)**

Select a course for the offering you want to create.

**Applicable Courses**  
Click on a course to add new offerings

Search by Course Number

Course Number	Name	State Agency	Instruction Method	Category	Status	Offering End Date
10035 *	3 Hour NV Seafare Law Overview for MLOs	Nevada	Classroom	PE Elective	Active	8/31/2019
10034 *	4 Hour WA SAFE Act MLO Fundamentals	Washington	Classroom	PE Elective	Active	8/31/2019
10033 *	2 Hour HI SAFE Act State Law Fundamentals	Hawaii	Classroom	PE Elective	Active	8/31/2019
10031 *	10 Hour SAFE Act Course for Mariners		Classroom	CE Comprehensive	Active	8/31/2018
10032 *	8 Hour CA SAFE Act CE Fundamentals for Mariners	California-DBO	Classroom Equivalent (Webinar)	CE Comprehensive	Active	8/31/2019

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4. Enter the course offering information in the New Offering form.
  - Select the time zone of your business location for online courses.
  - Select a specific instructor to create multiple offerings at a time. Click **New Offering** to fill out information for the additional offering.
  - **NOTE:** If a TBD instructor is selected, you will **NOT** be able to enter anymore offerings until an instructor is chosen for that offering.
  - Click **Copy Offering** to duplicate the offering.

5. Click the **Save Offerings** button.
6. Click the **Offerings & Rosters** tab to view the new offering.  
**NOTE:** Record your course offering number. The EMS tracks offerings by offering number so you will be asked to provide it when requesting assistance.

## Manage Course Offering

1. Click the **Courses** tab.

Application ID	Course Number	Course Name	Type	Status	Last Modified On
215	TBD	SAFE Act for MLOs	New	Draft	8/17/2018 2:02 PM EDT
197	10032	8 Hour CA SAFE Act CE Fundamentals for Mariners	New	Awaiting Documents	8/16/2018 3:26 PM EDT

2. Select the desired course by clicking on the hyperlinked ID in the Course Number column.

Course Number	Name	Instruction Method	Category	Status	Approval Date	Renewal Start Date	Renewal End Date	Inactive Date	Last Modified On
TBD	SAFE Act for MLOs	Classroom	CE Comprehensive	Pending					8/17/2018 2:43 PM EDT
TBD	SAFE Act for MLOs	Classroom	CE Comprehensive	Pending					8/17/2018 1:59 PM EDT
10035	3 Hour NV Seafare Law Overview for MLOs	Classroom	PE Elective	Active	8/17/2018	8/1/2019	8/31/2019	10/1/2019	8/17/2018 11:18 AM EDT
10034	4 Hour WA SAFE Act MLO Fundamentals	Classroom	PE Elective	Active	11/14/2017	11/1/2018	11/30/2018	12/13/2018	8/16/2018 4:38 PM EDT
10033	2 Hour HI SAFE Act State Law Fundamentals	Classroom	PE Elective	Active	10/1/2017	10/1/2018	10/31/2018	12/1/2018	8/16/2018 4:25 PM EDT
10031	10 Hour SAFE Act Course for Mariners	Classroom	CE Comprehensive	Active	9/6/2017	9/1/2018	9/30/2018	11/1/2018	8/16/2018 3:40 PM EDT
10032	8 Hour CA SAFE Act CE Fundamentals for Mariners	Classroom Equivalent (Webinar)	CE Comprehensive	Active	8/16/2018	8/1/2019	8/31/2019	10/1/2019	8/16/2018 3:29 PM EDT
10030	20 Hour SAFE Act Fundamentals for Mariners	Classroom	PE Comprehensive	Active	8/20/2017	8/1/2018	8/31/2018	10/1/2018	8/16/2018 2:35 PM EDT

3. Click the **Course Offerings** link in the submenu.

**3 Hour NV Seafare Law Overview for MLOs - 10035** ADD COURSE OFFERINGS CREDIT BANK

Summary Applications **Course Offerings** Roster Entries Related Actions

Renewal Date: 8/1/2019 Access Basecamp

Status - Active

Provider Name Constellation Last Modified By Rich Madison Approved On 8/17/2018  
Last Modified On 8/17/2018 11:18 AM EDT

**Details**

Course Name 3 Hour NV Seafare Law Overview for MLOs  
Instruction Method Classroom  
Category FE Elective  
State Agency Nevada  
Open to Public No  
Description This course will meet Nevada's SAFE Act requirements.

**Hours**

Category	Hours
Requested Hours	3
Federal Law	0
Ethics	0
Non-Traditional	0
General Elective	0
State Elective	3
<b>Total Approved</b>	<b>3</b>

**Dates**

Date Type	Date
Approval Date	Aug 17, 2018
Renewal Start Date	Aug 1, 2019
Renewal End Date	Aug 31, 2019
Offering End Date	Aug 31, 2019
Credit Banking End Date	Sep 30, 2019
Pending Inactive Date	Sep 1, 2019
Inactive Date	Oct 1, 2019

4. Click the **Copy Offering** button to copy the offering's details into a new course offering.

5. Click the **Update Offering** button to update the details of the offering.

6. Click the **Cancel Offering** button to cancel the offering and remove it from course catalogue.

- **NOTE:** Offerings marked as **Active** have had credits reported against them and cannot be cancelled.

**3 Hour NV Seafare Law Overview for MLOs - 10035** ADD COURSE OFFERINGS

Summary Applications **Course Offerings** Roster Entries Related Actions

All Offerings / Offering - 38

Copy Offering Update Offering Cancel Offering

Status - Submitted

Created By John Jones Last Modified By John Jones  
Created On 8/20/2018 9:53 AM EDT Last Modified On 8/20/2018 9:53 AM EDT

Start Date	Start Time	End Date	End Time	Timezone
Sep 15, 2018	8:00 AM	Sep 15, 2018	11:00 AM	(GMT-08:00) Pacific Time (US and Canada)

Instructor John Paul Jones  
Public Offering? Yes

Address 1 123 Oceana Blvd  
Address 2 Suite 222  
City San Francisco State California Zipcode 94110

If you have any questions send an email to NMLS at [nmls.ed1@csbs.org](mailto:nmls.ed1@csbs.org).