



**Nationwide Mortgage Licensing System and Registry
Course Provider Application Checklist**

Directions: This form is used as part of the NMLS annual provider renewal and/or desk review process. Once you have completed this form and checked off each item listed, you will need to provide attestation.

Provider Name:	Provider Number:
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Directions:

- (1) Review the below items and affirm that the documents are uploaded in Basecamp. All documents are required to be accurate and complete. If the documents have not changed, you do not need to upload them again. If there are new documents or changes, ensure they are uploaded.
- (2) Review the business information in the Education Management System (ESM) to make sure all the information on your record including owners, website, address and instructors is current.
- (3) Check each block on the below checklist
- (4) Sign and attest that information posted in Basecamp and in the EMS is accurate

Document Checklist:

Organization Structure and Ownership: Has been updated and provided to NMLS.

- Current organizational chart has been provided.
- Current resume for owners, principals, and/or executives.
- Current business license or document showing you are authorized to do business.
- Current organizational changes that have occurred in past year has been provided.

Regulatory Actions – The organization has not had any regulatory, enforcement actions, and/or revocations.

- Provider 's employees or the organization has not been denied approval to offer mortgage related education or training courses in any state.
- Provider's organization has not had its license or accreditation status suspended or revoked with the past year.
- Provider's owners, employees or the organization have not been subject to any final regulatory or enforcement actions related to compliance with applicable Federal and State laws regulations in the past year.

E-Commerce– All information is accurate and updated.

- Refund policy is in place and administered.
- Course cancelation policy is clear and accurately followed by the organization.

Education Administration– Accurately followed and administered.

- Registration is properly administered.
- Attendance is taken for each course offering.
- Instructor hiring practices and oversight is implemented.
- NMLS Rules of Conduct for Students (ROCS); issuance and retainment are properly followed.
- End of course surveys are administered and used for purposes of improvement and feedback.
- Data and document retention policy is implemented and followed.
- Course completion is provided to all students who have completed the course.
- Website(s) have been provided to NMLS and the organization has reviewed all the information for accuracy.

- Affiliations with NMLS Course Providers and/or Associations for purposes of compensation are up-to-date and have been provided to NMLS.

By submitting this application, I acknowledge that I am attesting to all the information being reviewed and accurate.

Signature (Type in Name)

Date