



Report Course Completion Process

Overview

There are two ways in which you can perform credit banking:

- **Manual Entry Course Completion** – Manually enter NMLS IDs for up to 100 students. This is a useful option if you have a small number of course completions to report.
- **Upload File Course Completions** – Import information into an Excel spreadsheet in a specific format and upload the .CSV into the EMS. This is a useful option if you have a considerable number of course completions to report.

Credit Banking Rules:

- Credit Banking is to be completed within seven days of course completion
- Do not hit the Back button on your browser during the upload process.

If you give credit to the wrong student or report a student who should not have received credits you need to contact NMLS as soon as possible by sending an e-mail to nmls.ed1@csbs.org. In the e-mail provide as many details as possible to include the student's name, the NMLS ID number, what course they incorrectly received credit for, which course they should be receiving credit for, and any other details. Note that NMLS does not issue refunds for credits for improperly banked credits.

Special Notice Regarding NMLS ID Numbers

All MLO's need to have a unique NMLS ID number to have their course completions recorded in NMLS. The ONLY way individuals can be deemed compliant with pre-licensure or continuing education requirements is to have their course completions recorded on their Course Completion Record through NMLS.

If you have a student who does not know what their NMLS ID number is, have them complete the following steps to retrieve it:

- Login into NMLS
- Click on the **Composite View** tab.
- Click **View Individual** on the sub-header row.
- The number that appears in parentheses after his/her name on the sandbar is his/her NMLS ID number.

NOTE: if you ask an individual to login to NMLS to register for a NMLS ID number, the new number will not be valid until after 6AM EST the following day.

Manual Course Submission Process

This process is for submitting course completions for one course offering at a time

1. Log into the [Education Management System](#).
2. Click the **Credit Bank** button.

The screenshot displays the NMLS Education Management System interface. At the top, the NMLS logo and 'EDUCATION MANAGEMENT SYSTEM' are visible. Below this, the user's profile 'Constellation' is shown with a provider renewal date of 8/1/2020. A navigation bar contains four colored boxes: '2 Pending Courses' (grey), '6 Active Courses' (green), '0 Pending Inactive' (yellow), and '0 Inactive Courses' (pink). A red arrow points to the 'Credit Bank' button in the 'Actions' menu on the left. The main area features a 'Live Applications' section with a search bar and a table of active applications. The table has columns for Application ID, Course Number, Course Name, Type, Status, and Last Modified On. Below this is a 'Courses with Renewal Due' section with a search bar and a table with columns for Course Number, Name, Instruction Method, Category, Status, Requested Hours, Approval Date, and Renewal Start Date. A pie chart for 'Courses by Renewal Month' is partially visible on the right.

3. Select the credit banking method.
4. Click on the course that you are reporting completions for.
NOTE: If you cannot find the correct offering in the EMS, please send email to nmls.ed1@csbs.org. The system will not allow you to create an offering that occurred in the past. An NMLS administrator will need to create the offering for you.
5. Enter the NMLS ID and Last Name of the student (all other fields will be prepopulated).
 - Click Add Entry to add another student
 - If the instructor is getting credit for teaching the course, select the Instructor checkbox.
6. Click the **Validate Roster** button.

Credit Banking

There are two ways in which you can perform credit banking:

- Manual Entry** - This a manual process by which you can type in NMLS IDs for up to 100 students. This is the easiest option if you have a small number of course completions to report.
- Upload File** - This process requires importing information into an Excel spreadsheet in a specific format, saving the file as a .csv file, and then uploading the file into the EMS. While this process requires some initial set-up time, it may be the most efficient way to report a large number of course completions (100 at a time).

Entry Method

Manual Entry Upload File

Applicable Course Offerings

Looking to credit bank against an Online Self Study (OSS) course?

Yes No

Q Search by Offering ID SEARCH SHOW FILTERS

ID	Course Number	Start Date	Start Time	End Date	End Time	Timezone	Total Hours	Instructor	Public Offering	City	State	Status
36	10035	8/20/2018	7:00 AM	8/20/2018	10:00 AM	(GMT-05:00) Eastern Time (US and Canada)	3	John Paul Jones		Coastal City	FL	+
33	10030	8/17/2018	12:00 AM	8/18/2018	12:30 AM	(GMT-10:00) Hawaii	20	John Paul Jones		West British Island	FL	+
32	10030	8/17/2018	3:30 AM	8/18/2018	3:30 AM	(GMT-10:00) Hawaii	20	John Paul Jones		West British Island	FL	+

Show Columns

Roster Entries

NMLS ID	MLO Last Name	Course Number	Offering ID	Course Completion Date	Instructor
		10035	36	Aug 20, 2018	

1. If your submission returned with no errors, click the **Continue to Payment** button.
2. If your submission returned with errors, click the **Revalidate Invalid Entries** button and repeat the process.
3. Enter payment information.
4. Click the **Submit Payment** button.
5. Record your transaction ID and click the **Complete** button.
6. Click the **Offerings & Rosters** tab and then click the **Roster Entries** button to view all roster entries.

Upload File Course Submission Process

1. Download the excel sheet template (Shown below) from the Credit Banking page on the EMS:

	A	B	C	D	E	F	G	H	I
1	Course Number	Offering ID (Blank if OSS Course)	NMLS ID	Last Name	Completion Date (MM/DD/YYYY)	Instructor (Y or Blank)			
2									
3									

NOTE: If you are reporting completions for an Online Self-Study (OSS) course, please leave column B “blank” as OSS courses do not require course offerings.

NOTE: The only input in this column F would be “Y”. If the MLO is not receiving instructor credit, leave blank.

NOTE: You may insert up to 100 rows of student data per excel sheet.

2. Enter the student information.
3. Save the file as .CSV when done.
4. Log into the [Education Management System](#).

5. Click the **Credit Bank** button.

NMLS EDUCATION MANAGEMENT SYSTEM

Constellation
260897
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

September

6. Select a credit banking method.
7. Select the **Upload File** radio button.
8. Click the **Next** button.
9. Upload your .CSV file
10. Click the **Validate Roster** button.

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Entry Method

Manual Entry Upload File

Download Template

[Download Template](#)

CSV File *

UPLOAD Drop file here

Must contain no more than 100 entries

CANCEL **VALIDATE ROSTER**

11. If your submission returned with no errors, click the **Continue to Payment** button.
12. If your submission returned with errors, click the **Revalidate Invalid Entries** button and repeat the process.

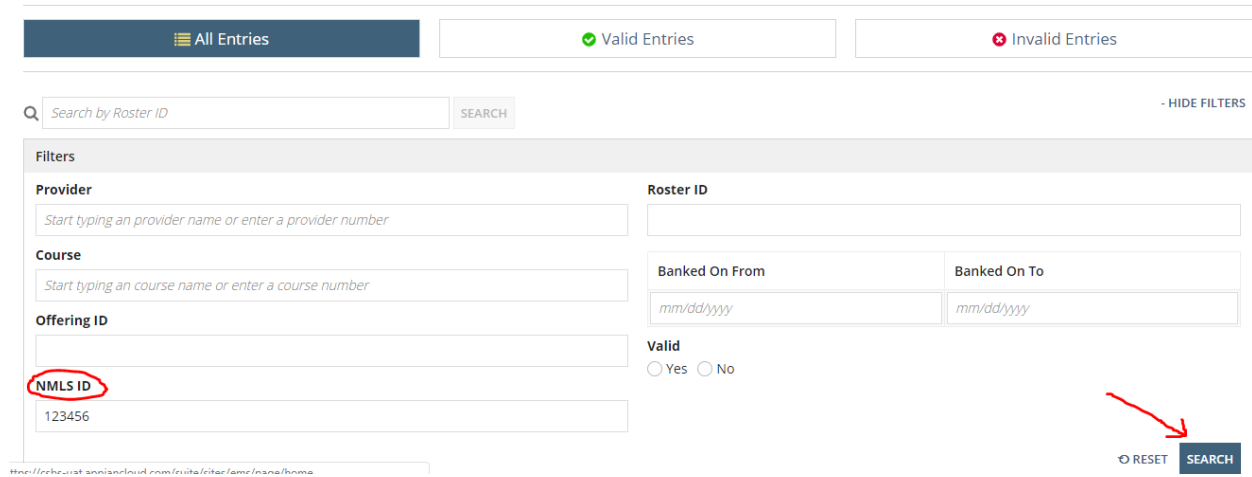
13. Enter payment information.
14. Click the **Submit Payment** button.
15. Record your transaction ID and click the **Complete** button.
16. Click the **Offerings & Rosters** tab and then click the **Roster Entries** button to view all roster entries.

Credit Banking Verification Process

If you ever need to verify whether a particular student was credit banked, please follow these steps:

1. Click on the “Offerings and Rosters” tab at the top of your EMS home page.
2. Click the “Roster Entries” button.
3. Click “Show Filters” on the right hand side of the screen.
4. You will see a text box under the word “NMLS ID”. Type in the NMLS ID number of the student you would like to verify and click “Search”. You will be presented with every course you have credited this student for.

All Roster Entries



The screenshot displays the 'All Roster Entries' interface. At the top, there are three tabs: 'All Entries' (selected), 'Valid Entries', and 'Invalid Entries'. Below the tabs is a search bar with the placeholder text 'Search by Roster ID' and a 'SEARCH' button. To the right of the search bar is a '- HIDE FILTERS' link. The main content area is titled 'Filters' and contains several input fields: 'Provider' (with placeholder text 'Start typing an provider name or enter a provider number'), 'Course' (with placeholder text 'Start typing an course name or enter a course number'), 'Offering ID', and 'NMLS ID'. The 'NMLS ID' field is circled in red and contains the value '123456'. To the right of these fields are 'Banked On From' and 'Banked On To' date pickers (with placeholder text 'mm/dd/yyyy'), and a 'Valid' section with 'Yes' and 'No' radio buttons. At the bottom right, there are 'RESET' and 'SEARCH' buttons. A red arrow points to the 'SEARCH' button.

If you encounter any issues during this process, send mail to nmls.ed1@csbs.org with as much detail as possible.