



# Course Provider Renewal Process

## Overview

You must be in the process of having at least one course approved by NMLS within 60 days of the initial course approval date or maintain at least once course in an *approved* status with NMLS to maintain your approval status. NMLS will not approve a renewal application if the course provider has not submitted a course for approval within the last two years, is not working in good faith toward having a course approved or has not scheduled or delivered a course within the past 12 months. If you did not maintain your approval status you must reapply to become a course provider.

The provider renewal process involves four steps:

**Step 1:** Prepare required documentation

**Step 2:** Submit the renewal application to the Education Management System

**Step 3:** Upload documents to the provider portal

## Prepare Documentation

Certain materials must be submitted to NMLS for review as part of the provider renewal process. The following documents must be uploaded for renewal:

1. [Provider Renewal Application](#)
2. Copy of business license, tax ID, or other government-issued document that serves as evidence you are authorized to conduct business
3. Copy of instructor and business description document
4. Copy of course completion certificate
5. List of instructors or authors of NMLS-approved courses

## Submit Application to the EMS

1. Log into the [Education Management System](#).
2. Click the **Initiate Course Provider Renewal Application** button. Note the button will only appear in the month you are authorized to submit for provider renewal.

3. Review and, if necessary, update your business demographic information. Click the **Next** button when done.
4. Review the *Standards of Conduct for Approved Course Providers*.
5. E-sign to confirm that you have read and agree to the *Standards of Conduct*.

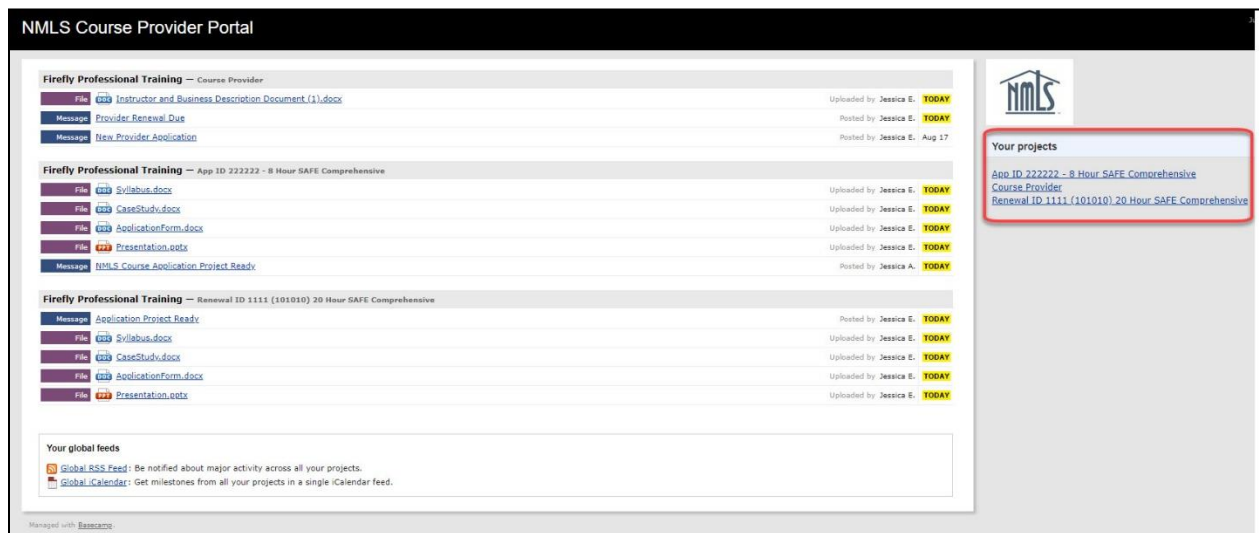
6. Click the **Continue to Payment** button.
7. Enter your payment information.
8. Click the **Submit Payment** button.
9. Click the **Complete** button.

A confirmation email is sent after completion. If you do not receive a confirmation email within 24 hours, contact [nmls.ed1@csbs.org](mailto:nmls.ed1@csbs.org).

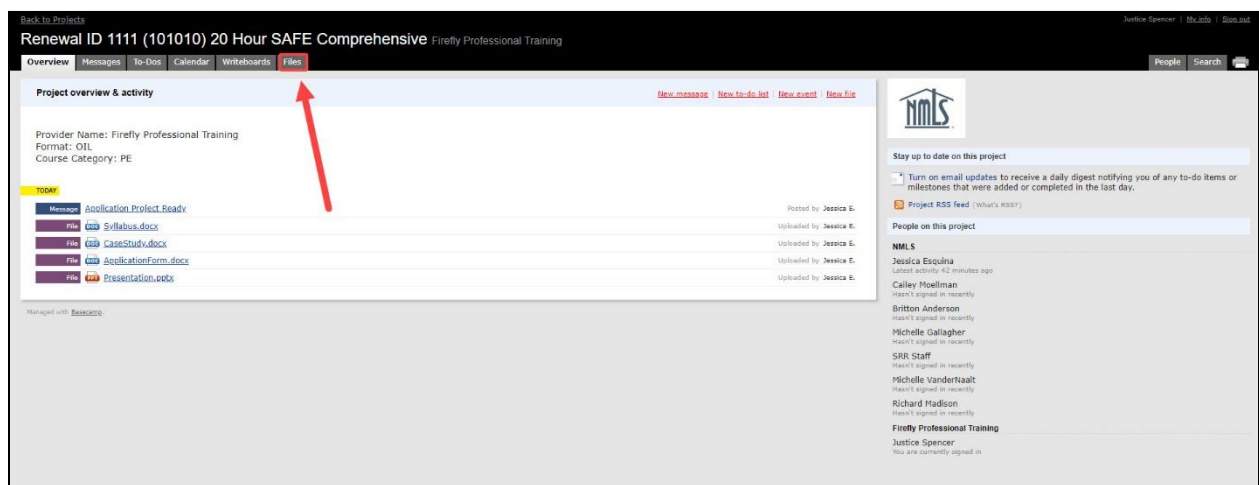
## Upload Documentation to the Provider Portal

A confirmation email containing a link to your renewal project is sent by the following business day after completion of your online application. If you do not receive a link to the Course Provider Portal within the period listed above send email to [nmls.ed1@csbs.org](mailto:nmls.ed1@csbs.org).

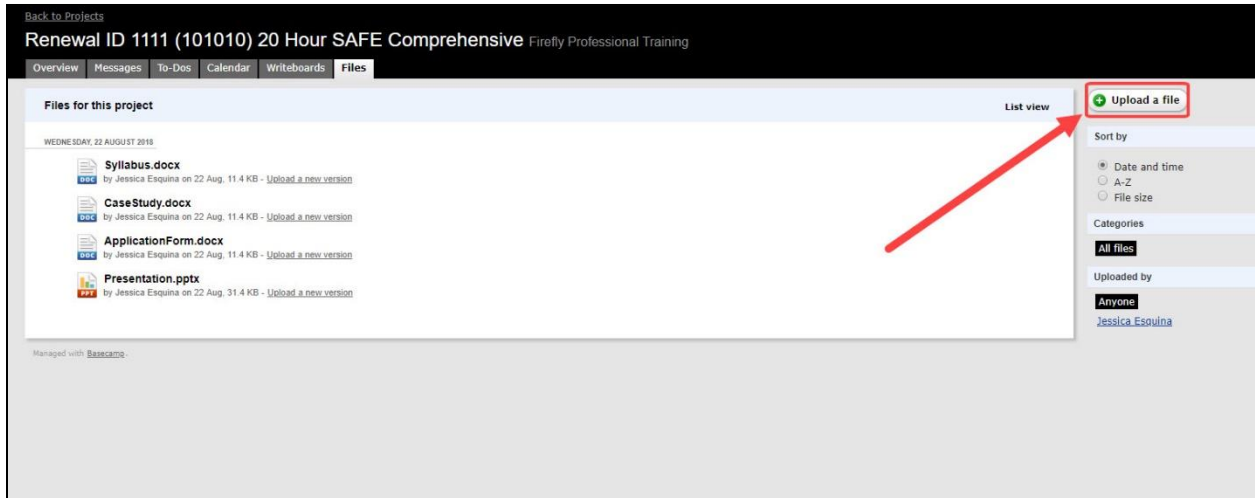
1. Log into the [Course Provider Portal](#) (Basecamp).
2. Click the project link for your renewal application in the Your Projects section.



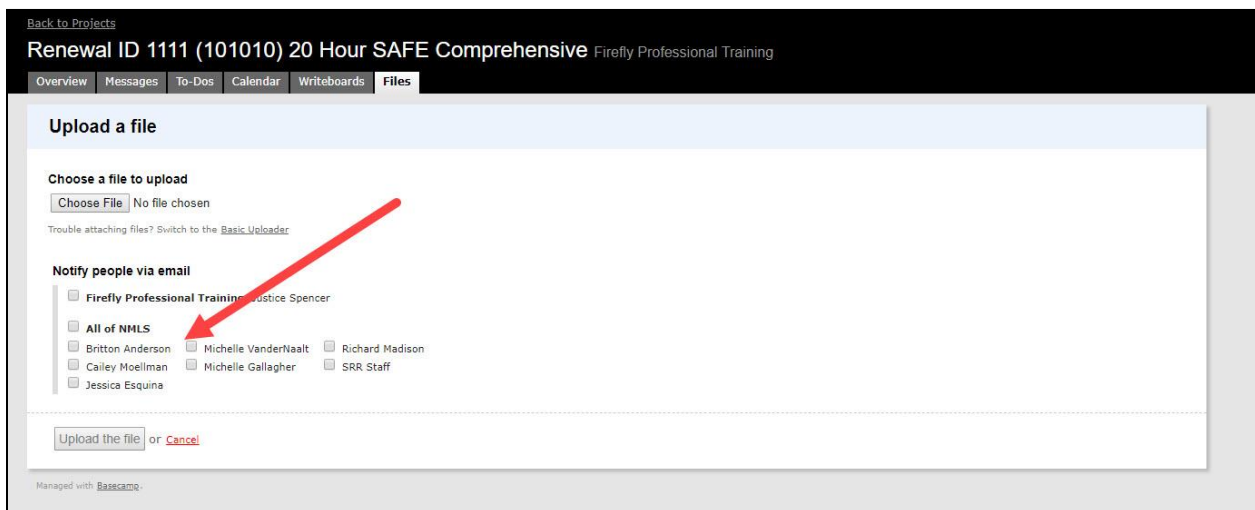
3. Click the **Files** tab.



4. Click the **Upload a File** button.



5. Choose the files for upload and select the checkbox labeled “All of NMLS.”



6. Click the **Upload the file** button.

Allow 30 days for your application to process. You will be notified via email if there are any issues concerning your application package. Once the review process is complete, you will receive an email and a notice will be posted to the message board of your course provider renewal project.

Once processed, NMLS will conduct either a physical or virtual desk review to verify and discuss the information submitted as part of the renewal package. The review takes approximately one hour.

If you choose not to renew as an NMLS-approved course provider, you have a 30-day window from the last day of your renewal anniversary month to teach out any course and to perform credit banking. After 30 days your approved status will expire, and you will lose access to the EMS and course provider portals. Moreover, **all courses previously approved will become inactive regardless of when they were submitted and approved.** The expiration of approval

status is a permanent process and cannot be reversed once it occurs. If you decide to resume offering courses, you must apply and submit courses as a new provider.

If you encounter a problem with any step in the process, contact [nmls.ed1@csbs.org](mailto:nmls.ed1@csbs.org).