



Submit a Course Renewal Application

Overview

You must renew your course every year to maintain its active status. Courses that are not renewed or that have their renewal applications rejected are no longer NMLS-approved and students enrolled will not receive credit.

Course Renewal Rules: The renewal window for a course opens on the first day of the course's approval month and ends on the last day of the month. If your course was approved on August 15, 2017, the renewal window opens on August 1, 2018 and ends August 31, 2018.

The course renewal process involves three 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

If you encounter a problem during the application process, contact nmls.ed1@csbs.org.

Prepare Documentation

Certain course materials must be submitted to NMLS for review as part of the course renewal process. The NMLS review ensures that updates and changes made throughout the year are in accordance with state and federal law. Any changes from the previous renewal must be **highlighted in yellow**. The following documents must be uploaded to renew:

1. [Course Renewal Application Form](#)
2. **Course Syllabus with Learning Objectives and Time Allocations**
 - Outline of course and content covered
 - Learning objectives for each module
 - Time allocated for each module
3. **Course-Specific Survey**
4. **Course Content**
 - Instructor guides
 - Quizzes & Exams
 - Case Studies
 - Grading Keys
 - Student Content
 - Outlines
 - Instructor Roster
 - Instructor Resume

Submit Application to the EMS

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

3. Select the desired course from the **Courses Applicable for Renewal** table.

NOTE: If no courses display in the table, you do not have any eligible for renewal.

4. Review the *Standards of Conduct for Approved Course Providers*.
5. Sign to confirm that you have read and agree to the *Standards of Conduct*.

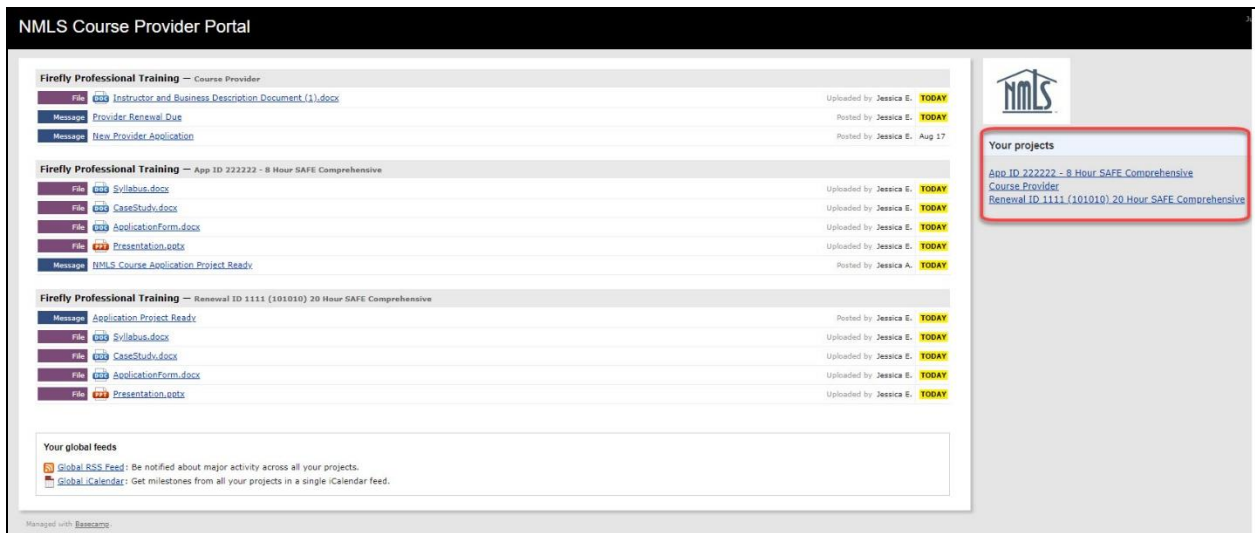
6. Click the **Continue to Payment** button.
7. Enter your payment information.

8. Click the **Submit Payment** button.
9. Click the **Complete** button.

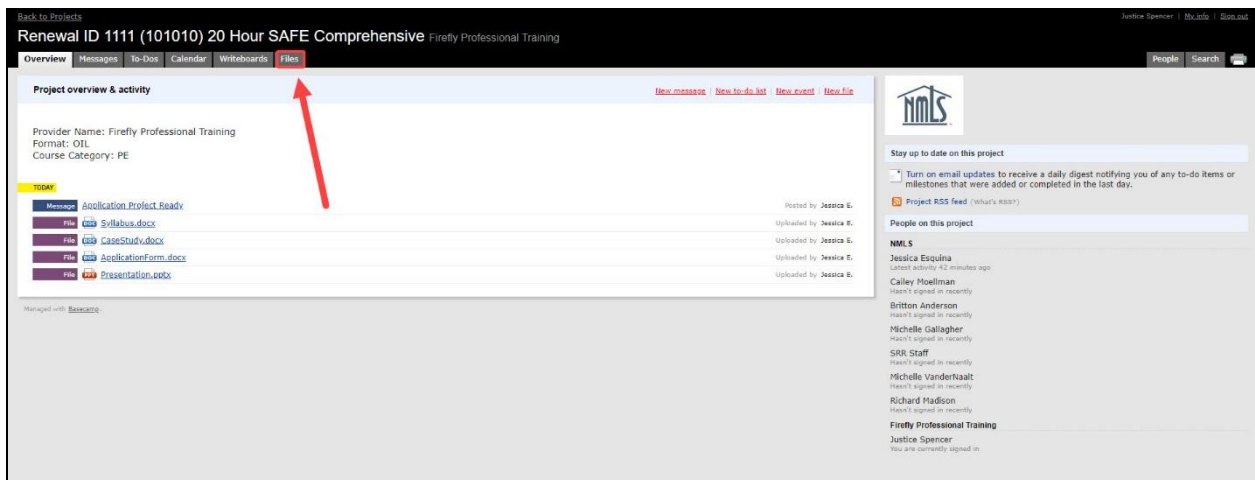
Upload Documentation to the Provider Portal

A confirmation email containing a link to your renewal project is sent within 24 hours of completion of your online application. If you do not receive a link to the Course Provider portal by the following business day, contact SRR Staff at nmls.ed1@csbs.org.

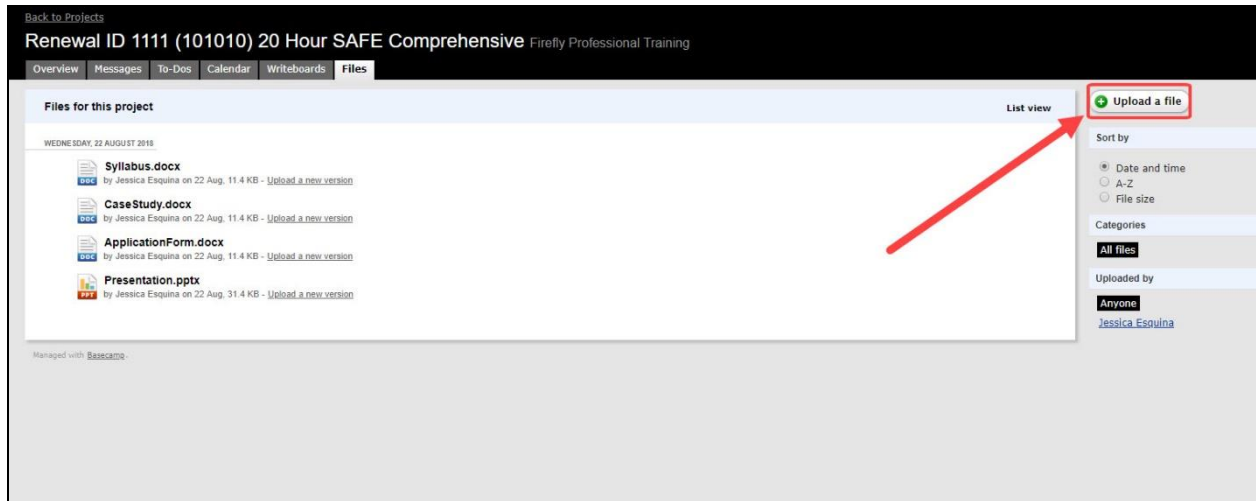
1. Log into the [Course Provider Portal](#).
2. Click the project link for your course renewal application in the Your Projects section.



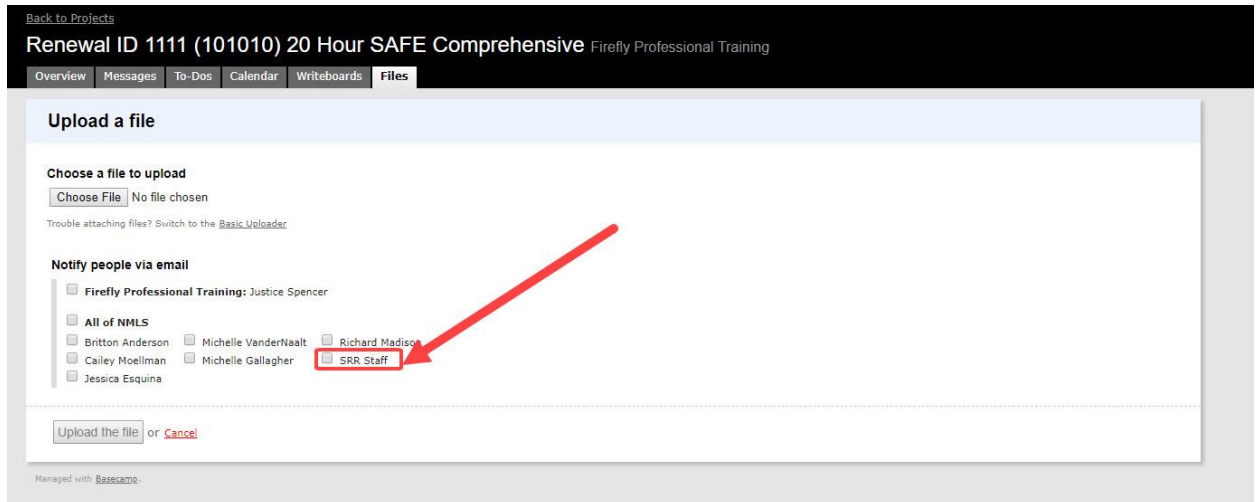
3. Click the **Files** tab.



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



5. Choose the files for upload and select the checkbox labeled SRR Staff.



6. Click the **Upload the File** button.

Your course is given conditional approval once all required content has been uploaded. Allow 30 business days from the upload date for your application to be reviewed and processed. You are notified when the evaluation is complete with a list of any conditions.

If you choose not to renew a course or your renewal application is rejected, you have a 30-day window before your course is rendered inactive. For courses not renewed, the window begins at the first of the month following a course's renewal month. For a course that is rejected for renewal, the window begins on the day you receive notice of rejection from NMLS. Do not schedule any offers outside of the 30-day window. The course will no longer be NMLS approved and the students will not receive credit.

If you encounter a problem during the application process, contact nmls.ed1@csbs.org.