



COURSE ENROLLMENTS (INDIVIDUAL)



PRIOR TO ENROLLING IN ANY NMLS APPROVED PRE-LICENSURE OR CONTINUING EDUCATION COURSE, YOU WILL NEED THE FOLLOWING:

- A NMLS account
- Your individual NMLS ID

HOW TO OBTAIN THE NMLS INDIVIDUAL ID:

For Individuals without an existing NMLS account, follow these steps to create your account and ID:

1. Open the [NMLS Resource Center](#) website.
2. Select the “**Log into NMLS**” button
3. Select the “**Create an individual account**” link.
4. Retype the security letters & numbers shown on the screen in the space provided and click **Next**.
5. Complete the information on the “**Create Individual User Account**” page.
6. Click the “**Finish**” button to confirm.
7. A confirmation message containing your **User Name** and **Individual (User) ID** will be displayed.

For Individuals with an existing NMLS account, follow these steps to view your ID:

1. Open the [NMLS Resource Center](#) website.
2. Select the “**Log into NMLS**” button
3. Select the “**Log in**” link.
4. Select the “**Composite View**” tab.
5. Select the “**View Individual**” link at the top of the page.
6. Your **Individual ID** will be displayed in parenthesis.

HOW TO DETERMINE EDUCATION REQUIREMENTS

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1. Open the [NMLS Resource Center](#) website.
2. From the left navigation pane, select “**Professional Requirements**” and select “**Education**”.
3. From the **Related Links** section of the Education page, you will need to review the **List of State Specific Education Requirements** link.

Note: Taking the same course two years in a row will result in CE not being counted for license renewal which could result in your license being suspended! Before registering for a course, check the course description in the NMLS Course Catalog to see if the course uses licensed content or shares content with another course. If it does, you may not take a course using the same content two years in a row. Courses using licensed content or sharing content with another course use the same unique course title or unique title phrase which is stated at the beginning of the course description. *Do not take a course with the same title or title phrase two years in a row.*”

HOW TO LOCATE A NMLS APPROVED COURSE PROVIDER

1. Open the [NMLS Resource Center](#) website.
2. From the left navigation pane, select “**Professional Requirements**” and select “**Education**”.
3. From the **Related Links** section of the Education page, you will need to review the **List of NMLS Approved Course Providers**

HOW TO REGISTER FOR A COURSE

1. Open [NMLS Resource Center](#) website.
2. From the left navigation pane, select “**Professional Requirements**” and select “**Education**”.
3. From the “**How to register for a course**” section of the Education page, you will need to select the **Master Course Catalog** link.
4. Search and browse the Master Course Catalog to find the course you wish to take. Choose the course(s) you want to take and write down the course number(s)
5. Call the course provider or visit their website to schedule the courses (payment must be made directly to the course provider).
Reminder: Have your NMLS Individual ID number available, you will need to provide it to your course provider in order to have your hours banked.

For further assistance, please contact the NMLS Call Center at 240-386-4444.