



PE Maintenance Review User Guide

Every prelicensure education course must be kept current and accurate throughout its two-year NMLS approval period. PE Maintenance Review is a mid-approval checkpoint to ensure each PE course is being maintained and offered in accordance with NMLS policies. 12-months after the last approval, providers are required to log into the EMS and answer several yes/no questions related the PE course and agree to the Standard of Conduct (SOC). There is no fee associated with this process nor any required documents to submit. If a provider fails to complete the PE Maintenance Review, the course approval will be automatically suspended, and the course will go inactive. Course completions during an inactive period will not be accepted.

This user guide covers the following processes/information related to PE Maintenance Reviews:

- I. Completing a PE Maintenance Review
- II. Reminder Emails and Reports
- III. Using Filters and Columns to find PE Maintenance Review information

I. Completing a PE Maintenance Review

There are two options available to complete a PE Maintenance Review:

Option 1: Bulk PE Maintenance Review. Use this option if you have multiple courses due for PE Maintenance Review **and** the answers to the questions are identical for each course. If the answers are the same for each course, you can submit one PE Maintenance Review for multiple courses.

Option 2: Individual PE Maintenance Review. Select a single course from a list of courses due for PE Maintenance Review and complete the review from the course record.

Option 1: Bulk PE Maintenance Review

1. Log into EMS. Begin on Home page.
2. The "Submit PE Maintenance Reviews" option appears on the left "actions" panel.
3. Click "Submit PE Maintenance Reviews." Courses due for review appear.

Constellation

240001

Provider Renewal Date: 10/1/2024



2 Pending Courses	10 Active Courses	0 Pending Inactive	37 Inactive Courses
----------------------	----------------------	-----------------------	------------------------

Tasks

Task Started On

Task Name

3/31/2022 1:13 PM

Invoice Received

Actions

Credit Bank

Add Course Offerings

Initiate New Course Application

Renew Courses

Course Application Cart

Manage Course Provider

Submit PE Maintenance Reviews

Open Compliance Reviews							
	Review ID	Course Number	Course Name	Issue Type	Status	Start Date	Due Date
	148	10096	5 Hour MD SAFE: PE Maintenance Demo	Course Timing	Not Started	4/25/2022	4/29/2022
	139	10082	5 Hour MD SAFE: PE Maintenance Demo	Course Parameter	Not Started	3/25/2022	

- Click on the row to select or deslect the course(s) to begin the review. **ALERT: If multiple courses are seleted, the answers you provide apply to all selected courses.**

HOME APPLICATIONS COURSES OFFERINGS & ROSTERS

Bulk PE Maintenance Review

Courses Applicable for PE Maintenance

Click on a course to add it to the list

Course Number	Name	Instruction Method	Category	Status	PE Maintenance Start Date	PE Maintenance End Date	PE Maintenance	Inactive Date	Last Modified By	Last Modified On
10102	20 Hour SAFE Comprehensive: PE Maintenance Demo	Online Instructor-Led	PE Comprehensive	Active	7/1/2022	7/31/2022	⚠	9/1/2023	jesquina	7/1/2022 6:33 AM EDT
10095	4 Hour NC SAFE: PE Maintenance Demo	Online Self-Study	PE Elective	Active	7/1/2022	7/31/2022	⚠	9/1/2023	jesquina	7/1/2022 6:30 AM EDT

+ Show Columns

Selected Course(s) for PE Maintenance Review - ☒ Select All

Start typing a course name or enter a course number

Select courses from the grid above, or search by course name or number.

CANCEL



- Selected courses turn blue and the PE Maintaince Review questionnaire appears below the course list. Answer the questions. Depending on the the answers, you may be asked to provide details. Once complete, click submit.

Maintenance review is complete for the selected course(s) as soon as you click submit.

Bulk PE Maintenance Review


Courses Applicable for PE Maintenance

Click on a course to add it to the list

Course Number	Name	Instruction Method	Category	Status	PE Maintenance Start Date	PE Maintenance End Date	PE Maintenance	Inactive Date	Last Modified By
10102 ↗	20 Hour SAFE Comprehensive: PE Maintenance Demo	Online Instructor-Led	PE Comprehensive	Active	7/1/2022	7/31/2022		9/1/2023	jes
10095 ↗	4 Hour NC SAFE: PE Maintenance Demo	Online Self-Study	PE Elective	Active	7/1/2022	7/31/2022		9/1/2023	jes

[+ Show Columns](#)

Selected Course(s) for PE Maintenance Review - ☒ [Select All](#)

[20 Hour SAFE Comprehensive: PE Maintenance Demo - 10102](#)  [4 Hour NC SAFE: PE Maintenance Demo - 10095](#) 

Select courses from the grid above, or search by course name or number.

Please answer the following questions. Depending on how you answer the questions, you may be required to provide a detailed response in the input box. If you are required to submit a comment, please be truthful and provide as much detail as possible. **Note that the your answers will apply to every course selected above.**

Once a course is approved by NMLS, except for routine maintenance associated with updating content to reflect changes to Federal or State laws, content may not be changed without the express approval of NMLS. Has the course been altered outside of routine maintenance? *

☐ Yes ☐ No

Course provider affirms that the course has been reviewed and is current of all federal and/or state laws such as, but not limited to, loan disclosure requirements, fees, and/or any other information that may be promulgated by a regulatory body. *

☐ Yes ☐ No

Course provider affirms that the course is being reviewed and updated regularly to ensure the content is current and that it meets all requirements as defined by the Functional Specification for All NMLS Approved Courses and other NMLS policies and notices. *

☐ Yes ☐ No

Course provider acknowledges and agrees that as the approval authority for education that is to be administered to MLOs to comply with the SAFE Act, that NMLS may audit by any means it sees fit, and at any time and at any location, any course it has approved, to verify that it is being delivered in accordance with NMLS policies and the Functional Specification. Is the course being administered in compliance with NMLS policies and the Functional Specification? *

☐ Yes ☐ No

Course provider agrees not to make any technical changes to the course to include transitioning of a Learning Management System (LMS) and/or disable/modify any student authentication protocols without coordinating with NMLS prior to the event happening. Has there been any technical changes to LMS or delivery format/platform? *

☐ Yes ☐ No

Course providers further acknowledge that if a course is found by NMLS to be sufficiently deficient and/or not being delivered in accordance with NMLS policies, that NMLS may, with little or no advanced warning, suspend or remove approval of the course. *

☐ Agree and Acknowledge

Course provider further agrees to the [Standards of Conduct for NMLS Approved Course Providers](#). ↗

☐ Agree and Acknowledge

☒ PE Maintenance Attestation

Enter your first and last name as an electronic signature to affirm that you have answered truthfully above

* E-Signature

 Add Signature

CANCEL

SUBMIT 

You are returned to the Home page.

EDUCATION MANAGEMENT SYSTEM

Constellation
240001
Provider Renewal Date: 10/1/2024

Open Compliance Reviews

Review ID	Course Number	Course Name	Issue Type	Status	Start Date	Due Date
148	10096	5 Hour MD SAFE: PE Maintenance Demo	Course Timing	Not Started	4/25/2022	4/29/2022
139	10082	5 Hour MD SAFE: PE Maintenance Demo	Course Parameter	Not Started	3/25/2022	

Option 2: Individual PE Maintenance Review

1. "PE Maintenance" appears as a tab in "courses requiring attention" section at the bottom of the home page. Click "PE Maintenance" to see list of eligible courses.
2. Click on the Course Number to open the record.

Courses Requiring Action

Renewals **PE Maintenance**

Search by Course Number SEARCH + SHOW FILTERS

Course Number	Name	Instruction Method	Category	Status	Requested Hours	Approval Date
10102	20 Hour SAFE Comprehensive: PE Maintenance Demo	Online Instructor-Led	PE Comprehensive	Active	20	7/1/2022
10095	4 Hour NC SAFE: PE Maintenance Demo	Online Self-Study	PE Elective	Active	4	7/4/2017

+ Show Columns Export to Excel

Courses by Maintenance Month

Pie chart showing the distribution of courses by maintenance month: May, June, July, August, and September.

HOME

APPLICATIONS

COURSES

OFFERINGS & ROSTERS

20 Hour SAFE Comprehensive: PE Maintenance Demo - 10102

ADD COURSE OFFERINGS
CREDIT BANK
PE MAINTENANCE REVIEW

Summary
Applications
Course Offerings
Roster Entries
Related Actions

Renewal Date: 7/1/2023
[Access Basecamp](#)

Status - Active

Provider Name Constellation

Last Modified By Jessica Esquina
Last Modified On 7/1/2022 6:33 AM EDT

Approved On 7/1/2022

Details

Hours

Dates

Course Name 20 Hour SAFE Comprehensive: PE Maintenance Demo
Instruction Method Online Instructor-Led
Category PE Comprehensive
State Agency

Category	Hours
Requested Hours	20
Federal Law	3
Ethics	3
Non-Traditional	2

Date Type	Date
Approval Date	Jul 1, 2022
PE Maintenance Start Date	Jul 1, 2022
PE Maintenance End Date	Jul 31, 2022

- Click on "PE Maintenance Review" at the top to open the PE maintenance review questionnaire.
- Answer the questions. Depending on the answers, you may be asked to provide additional details. Once complete, click submit.

PE Maintenance

Please answer the following questions. Depending on how you answer the questions, you may be required to provide a detailed response in the input box. If you are required to submit a comment, please be truthful and provide as much detail as possible.

Once a course is approved by NMLS, except for routine maintenance associated with updating content to reflect changes to Federal or State laws, content may not be changed without the express approval of NMLS. Has the course been altered outside of routine maintenance? *

☐ Yes ☐ No

Course provider affirms that the course has been reviewed and is current of all federal and/or state laws such as, but not limited to, loan disclosure requirements, fees, and/or any other information that may be promulgated by a regulatory body. *

☐ Yes ☐ No

Course provider affirms that the course is being reviewed and updated regularly to ensure the content is current and that it meets all requirements as defined by the Functional Specification for All NMLS Approved Courses and other NMLS policies and notices. *

☐ Yes ☐ No

Course provider acknowledges and agrees that as the approval authority for education that is to be administered to MLOs to comply with the SAFE Act, that NMLS may audit by any means it sees fit, and at any time and at any location, any course it has approved, to verify that it is being delivered in accordance with NMLS policies and the Functional Specification. Is the course being administered in compliance with NMLS policies and the Functional Specification? *

☐ Yes ☐ No

Course provider agrees not to make any technical changes to the course to include transitioning of a Learning Management System (LMS) and/or disable/modify any student authentication protocols without coordinating with NMLS prior to the event happening. Has there been any technical changes to LMS or delivery format/platform? *

☐ Yes ☐ No

Course providers further acknowledge that if a course is found by NMLS to be sufficiently deficient and/or not being delivered in accordance with NMLS policies, that NMLS may, with little or no advanced warning, suspend or remove approval of the course. *

☐ Agree and Acknowledge

Course provider further agrees to the [Standards of Conduct for NMLS Approved Course Providers](#). ↗

☐ Agree and Acknowledge

PE Maintenance Attestation

Enter your first and last name as an electronic signature to affirm that you have answered truthfully above

* E-Signature

☐ Add Signature

CANCEL

SUBMIT

Maintenance review is complete as soon as you click submit.



You are returned to the course record.

HOME

APPLICATIONS

COURSES

OFFERINGS & ROSTERS

4 Hour NC SAFE: PE Maintenance Demo - 10095

CREDIT BANK

Summary Applications Course Offerings Roster Entries Related Actions

Renewal Date: 7/1/2023 [Access Basecamp](#)

Status - Active

Provider Name	Constellation	Last Modified By	Jessica Esquina	Approved On	7/4/2017
		Last Modified On	7/1/2022 6:30 AM EDT		

Details

Course Name 4 Hour NC SAFE: PE Maintenance Demo

Instruction Method Online Self-Study

Category PE Elective

State Agency NC

Open to Public Yes

Description *
PE Maintenance Demo

Hours

Category	Hours
Requested Hours	4
Federal Law	0
Ethics	0
Non-Traditional	0
General Elective	0
State Elective	4
Total Approved	4

Dates

Date Type	Date
Approval Date	Jul 4, 2017
PE Maintenance Start Date	Jul 1, 2022
PE Maintenance End Date	Jul 31, 2022
Renewal Start Date	Jul 1, 2023
Renewal End Date	Jul 31, 2023
Offering End Date	Aug 31, 2023
Credit Banking End Date	Aug 31, 2023
Pending Inactive Date	Aug 1, 2023
Inactive Date	Sep 1, 2023

II. Reminders of Upcoming PE Maintenance Reviews

EMS sends a reminder email:

- 30-days before PE Maintenance Review start.
- 15-days before PE Maintenance Review end.

Alert: Email goes to the [primary contact and support user\(s\)](#) selected to receive course notifications. Check EMS to ensure your primary contact and support users are correct.

Example of each email:

30-Days Prior to PE Maintenance Review

Dear Primary Contact,

You have one or more NMLS approved PE courses that will be due for PE Maintenance Review next month. Per the Standards of Conduct for NMLS Approved Course Providers, you are required to ensure that all courses remain accurate and current throughout the NMLS approval period. To maintain course approval status, you will need to login to the Education Management System (EMS) next month to

confirm course content is current and the course is being delivered in accordance NMLS policies and procedures.

The list of upcoming courses coming up for PE Maintenance Review can be found in the EMS. If you have not already, you need to ensure these courses are current and accurate. You will be attesting to this for each course next month.

Failure to complete the form for these course(s) will result in immediate course suspension and the NMLS approval status will become inactive. For detailed instructions about how to confirm the course(s) are current, please see the User Guide in the course provider section of the NMLS Resource Center. Questions should be directed to nmls.ed@stateregulatoryregistry.org.

15-Days Post Start of PE Maintenance Review

Dear Primary Contact,
You have one or more NMLS approved PE courses due for PE Maintenance Review. Login to the Education Management System (EMS) immediately to confirm course content is current and the course is being delivered in accordance with NMLS policies and procedures. Failure to complete the form for a course will result in immediate course suspension and the NMLS approval status will become inactive.

The list of course(s) currently due for PE Maintenance Review can be found in the EMS.

Failure to complete the form for these course(s) will result in immediate course suspension and the NMLS approval status will become inactive. For detailed instructions, please see the User Guide in the course provider section of the NMLS Resource Center. Reminder - Per the Standards of Conduct for NMLS Approved Course Providers, you are required to ensure that all courses remain accurate and current throughout the NMLS approval period. Questions should be directed to nmls.ed@stateregulatoryregistry.org.

III. Using Filters and Columns to find PE Maintenance Review information

Click "Courses" in top blue banner.

Filter options related to PE Maintenance Review are:

- PE Maintenance Start Date From
- PE Maintenance Start Date To
- PE Maintenance Submitted: Yes filters for courses that have been completed; No filters for those that have not been complete.

Column options related to PE Maintenance Review are:

- PE Maintenance start date
- PE Maintenance end date
- PE Maintenance. This displays status of review as either due now (yellow triangle), complete (green check circle), or not due this month (clock).

HOME

APPLICATIONS

COURSES

OFFERINGS & ROSTERS

All Courses

All Courses

Pending

Active

Conditional

Pending Inactive

Inactive

Late CE

Course Number	Name	Instruction Method	Category	Status	Provider Status	Approval Date	Renewal Start Date	Renewal End Date	Inactive Date	Last Modified On
10104	4 Hour MT SAFE: PE Maintenance Demo	Online Self-Study	PE Elective	Active	Active	7/6/2022	7/1/2023	7/31/2023	9/1/2023	7/6/2022 3:29 PM EDT
10100	4 Hour MT SAFE: PE Maintenance Demo	Classroom Equivalent	PE Elective	Active	Active	5/26/2021	7/1/2023	7/31/2023	9/1/2023	7/6/2022 3:25 PM EDT

Make your selections to display. Option to export to excel is on the bottom right corner.

Questions or problems? Send to NMLS at nmls.ed1@csbs.org.