**NMLS Course Application Form**

Carefully review the [*Functional Specifications for All NMLS Approved Courses*](https://mortgage.nationwidelicensingsystem.org/courseprovider/Course%20Provider%20Resources/Functional%20Specification%20for%20All%20NMLS%20Approved%20Courses.pdf)to ensure the course complies with all technical requirements for NMLS approval.

**DIRECTIONS:** This form is required for submission as part of the course approval process. The answers help to explain how this course complies with the *Functional Specifications for All NMLS Approved Course*s and provides a checklist to ensure your application is complete. Please upload this form into the application project in Basecamp along with all other required documentation.

1. **Basic Information**

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| --- | --- |
| Contact Person:Roy L. Ponthier, Ph.D., Ed.D, CDEI, DREI  | Email Address:DrPonthier@ProEducate.com |
| Course Title:2 Hour CA-DFPI SAFE: California Mortgage Laws and Regulation |
| Course Format:Online Self-Study |

1. **Instructors**. List the instructors who will be teaching the course:

***Roy L. Ponthier, Ph.D., Ed.D, CDEI, DREI***

***Erika del Pilar Burton-Minard, Ph.D.***

1. **Content**. Has the content in this course been submitted, approved, or otherwise reviewed in part or in whole by NMLS previously? If so, please provide the course or application IDs in which the material was reviewed along with an explanation.

***Yes. The content within this course has previously been approved as 2 Hour CA-DFPI SAFE: California Mortgage Laws and Regulation (Course ID #11686).***

1. **Online Instructor Led or Online Self Study Courses Only:**
2. In the chart below, list the **three (3) separate logins required to provide access and the website address** for the course. *Open access is defined as entrance into a course without the same limitations on the system as a student user would experience. This can be in the form of “instructor” access where free movement is allowed or in a previously completed course that no longer has any restrictions on movement. Closed access is defined as containing all the technical features in the course as they will appear to a student in the “live” version.* In addition to the logins, ensure all course content is submitted in a format that can be easily reviewed by an evaluator outside of the online environment. *references functional specification 4.4)*

|  |  |
| --- | --- |
| Website:  | www.ProEducate.com |
| Username | Password | Access Type (Closed/Open)  |
| NMLSOPEN | 2023 | OPEN |
| NMLSCLOSED1 | 2023 | CLOSED |
| NMLSCLOSED2 | 2023 | CLOSED |

1. Provide login instructions or details for the reviewer (acceptable browsers, security questions, etc.)

***All course content is available online. To access the course, the student will need a PC, tablet, or other mobile device to access the Internet. The only software needed is an Internet browser such as Google Chrome, Firefox, Safari, etc.***

***Any additional software, such as Adobe Reader, needed to access PDF files, is available in the course for immediate and free download.***

1. What Learning Management System (LMS) is being used to deliver the course? *(references functional specification 4.1)*

***The ProEducate LMS was developed as a proprietary system originally designed to meet standards established by the International Distance Education Certification Council (IDECC) and The Association of Real Estate License Law Officials (ARELLO). The functional specification of both organizations for online courses exceed the requirements established in the NMLS function specification guidelines. This system has been in use for more than 3 years and has been utilized to present both prelicensing (Instructor-led) NMLS approved courses (since late 2009) and NMLS approved self-study continuing education course (since August, 2010). The system either meets or exceeds NMLS functional specification guidelines for both methods of delivery.***

1. For Online Self Study, Is the BioSig-ID requirement implemented in the course? If no, please explain.

***Yes***

1. **Checklist.** Ensure that you have the following materials ready to upload into the application project in Basecamp:

NOTE: This list is not all inclusive but provides the basic items needed for review. You may be required to provide additional item.

* Syllabus with learning objectives. detailed timed outline, and course schedule. See the [***Functional Specifications for All NMLS Approved Courses***](https://mortgage.nationwidelicensingsystem.org/courseprovider/Course%20Provider%20Resources/Functional%20Specification%20for%20All%20NMLS%20Approved%20Courses.pdf) and [***Model Course Syllabus***](https://mortgage.nationwidelicensingsystem.org/courseprovider/Pages/Course-Development-Resources.aspx) for more information on the requirements for a syllabus
* All course material to be used in the course including but not limited to instructor materials, student materials, presentations, text, handouts, etc
* All question and answer banks for any quizzes, exams, case study activities, other activities, etc

Ensure the course contains the following:

* Case studies to illustrate the instruction with real world application
* Discussions, activities, and/or questions that follow the case studies to challenge an adult learner to apply the learning
* Complete citations
* Required topics as applicable; see the [NMLS Policy on SAFE Act Approved / Not Approved Topic List](https://mortgage.nationwidelicensingsystem.org/courseprovider/Course%20Provider%20Resources/Notice%20of%20Approved%20Course%20Topics.pdf) and [State Specific Education Notices](https://mortgage.nationwidelicensingsystem.org/courseprovider/Pages/Education-Notices.aspx)
* Courses are configured and loaded correctly into the accounts provided in this form (applicable to online formats only)

Thank you for completing the Course Approval Application Form. Please save this form to your desktop electronically. You will be required to upload it into Basecamp along with the other required documentation.

For further steps, please consult the[***Submit a New Course Application***](https://mortgage.nationwidelicensingsystem.org/courseprovider/Pages/Resources.aspx) written guidelocated in the Course Provider Resources section of the NMLS Resource Center.