

S.A.F.E. ACT LICENSE STEPS

1. Go to the NMLS website and create an account
 - You will receive two e-mails from the NMLS
 1. One will list your username
 2. One will contain your *temporary* password
 1. Copy/paste the *temporary* password from the e-mail and log in to your NMLS account
 2. You will be prompted to change your password to something of your choosing (try using one that's easy to recall later)
 - View the NMLS Quick Guide: Creating an Individual Account for help
 - You need your unique NMLS ID # to file paperwork with the OCCC and take any S.A.F.E. Act pre-licensing education course
 1. Find your NMLS ID #:
 1. Log into your NMLS account;
 2. Click the "Composite View" tab on the left;
 3. Click the "View Individual" link in the top center;
 4. Account information, including your Individual ID #, is displayed
 - Refer to this general guide to getting started as a MLO for more help
2. Review and begin completing the state and standard requirements
 - Texas requirements here
 1. OCCC jurisdiction requirements here
 2. Overview of S.A.F.E. Act law and requirements from the OCCC here
 - Standard, nationwide requirements here
3. Begin the process of submitting a MU4 application
 - Select Texas – OCCC as the "jurisdiction" and submit the MU4
 1. View a sample MU4 form here to see what information you will need
 - If selling land-home as traditional real estate, also select "Texas - SML"
 - When asked during the application process for the "sponsoring entity", indicate the name (individual or company) that is currently listed with the OCCC as a Ch. 347 creditor
 1. If you have not applied as a creditor with the OCCC or have let your status lapse, file or renew your registered creditor status with the OCCC
 1. Click HERE to file/renew your registered creditor status with the OCCC
 2. Cost: \$15/location
 - **IMPORTANT:**
 1. You do not need to submit the MU4 before completing a pre-licensing course
 2. Payment is required upon MU4 completion/submittal
4. After the MU4 is submitted, schedule a fingerprint appointment with an approved provider
 - Fingerprinting steps:
 1. Log into your NMLS account
 2. Click the "Composite View" tab on the left
 3. On the left side of the page click "View Criminal Background Check Requests"
 4. Click "CRIMINAL BACKGROUND CHECK CERTIFICATE"
 5. Clicking the above link will open new page
 6. Click "CLICK HERE TO SCHEDULE YOUR APPOINTMENT NOW"
 7. This will open this link and take you to the NMLS fingerprint scheduling site
 8. You must enter your e-mail address if you are a new user

1. This is the blank box on the left under “New Users | Sign Up”
9. After signing up with the fingerprint scheduling site, you will be directed to a page to locate the nearest approved fingerprint provider
 - Please note: the OCCC requires the jurisdiction requirements to be SENT WITHIN FIVE (5) DAYS of submitting an MU4 application – see the requirements on page two of [this document](#)
5. Look to the list of current [approved initial 20-hour education providers](#) and satisfy the education requirement (online or in a classroom setting)
6. Sit for the national *and* state components of the licensing test. These can be taken together or individually
7. Complete all necessary licensing steps prior to January 31, 2011

revised April 2011

Approved 20-hour education providers in Texas

123CE, INC
 NMLS Provider ID: 140019
 19901 Southwest Freeway
 Sugar Land, TX 77479
www.123ceinc.com

101 Mortgage Training
 NMLS Provider ID: 1400346
 900 East Business 83 #B37
 San Juan, TX 78589
www.101mortgage.com

360training.com, Inc
 NMLS Provider ID: 1400132
 13801 N. Mopac Expwy
 Austin, TX 78727
www.360training.com

Academy of Real Estate
 NMLS Provider ID: 1400197
 6500 Boeing Ste 112 Bldg L
 El Paso, TX 79925
www.academyofrealestate.com

Alliance Academy
 NMLS Provider ID: 1400091
 101 S. Coit Road Suite 36317
 Richardson, TX 75080
www.allianceacademy.org

Austin Institute of Real Estate
 NMLS Provider ID: 1400455
 8828 Research Blvd. Austin, TX 78758
www.austininstitute.com

BrokerCE
 NMLS Provider ID: 1400218

1212 E. Arapaho Suite 200
 Richardson, TX 75081
www.brokerce.com

Champions School of Real Estate
 NMLS Provider ID: 1400073
 5627 FM 1960 W Suite 100
 Houston, TX 77069
www.championschool.com

EDJ School Online
 NMLS Provider ID: 1400447
 202 New York Avenue, Suite #906
 Arlington, TX 76010
www.edjce.com

First American Title Company
 NMLS Provider ID: 1400413
 3520 Executive Central Drive Suite #G100
 Austin, TX 78731
www.firstamaustin.com

Five Star Institute
 NMLS Provider ID: 1400243
 1909 Woodall Rodgers Suite 300
 Dallas, TX 75201
www.dsnews.com

Legends Real Estate School
 NMLS Provider ID: 1400483
 13604 Midway Road, Suite #163
 Dallas, TX 75244
www.legendrealestateschool.com

**National Association of Professional
 Mortgage Women**
 NMLS Provider ID: 1400309

PO Box 451718
 Garland, TX 75045
www.napmw.org

Power Training
 NMLS Provider ID: 1400059
 8000 Anderson Square 103
 Austin, TX 78757
www.powertraininginc.com

Preferred CE
 NMLS Provider ID: 1400439
 1810 Connors Cove
 Cedar Park, TX 78613

Spencer Training and Testing Development
 NMLS Provider ID: 400219
 3303 Louisiana 150
 Houston, TX 770066
www.spencertesting.com

State Continuing Education, Inc.
 NMLS Provider ID: 1400022
 1514 N Greenville Avenue Suite # 310
 Allen, TX 75002
www.statece.com

Texas Mortgage Bankers Association
 NMLS Provider ID: 1400072
 823 Congress Ave Suite 200 Austin, TX 78702
www.texasmortgagelicensing.org

TrainEz.net
 NMLS Provider ID: 1400398
 6500 Hillside Terrace Dr.
 Austin, TX 78749
www.trainez.net