

This document is designed to provide answers to commonly asked questions and answers. This document is deemed reliable at the time of development. All licensing law should be confirmed through the local and federal governing bodies accordingly

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## Mortgage Course Q and A

**Q Where does the student get their materials?**

**A** Once enrolled, students may pick up their materials in the Admissions Office of the school, anytime Monday-Friday between 8am and 6pm.

**Q What are the hours of the classroom?**

**A** Classes are held either 5pm-10pm or 8am to 1pm. See School's calendar for class times.

**Q Are students required to bring a laptop to class?**

**A** No, students are not required to bring a laptop, however, they MAY bring a laptop or other smart device to the classroom if they desire.

**Q What if student has to miss a class or is late to class?**

**A** In order to receive credit for the education, the course must be completed in full (hours required by the NMLS). Attendance is mandatory. If a student misses a day, that absence must be made up by making arrangements with the instructor.

**Q How does student access their completion certificate?**

**A** Students will log into their personal dashboard using the access codes emailed to them at enrollment. The completion certificate will be posted for printing to the dashboard upon completion of the class.

**Q Student is unable to print certificates. Now what?**

**A** If for some reason the student is unable to print certificates, please contact Admissions wherein Key Realty School can print Certificates for the student.

**Q Does Key Realty School upload completion to the National Mortgage License System (NMLS) for the student?**

**A** Key Realty School digitally uploads a completion list of student names to the NMLS within two business days after the completion of the class.

**Q Does Key Realty School have any test prep classes for the license exam?**

**A** Students may enroll in test prep by clicking on the following link:

<http://www.keyrealtyschool.com/courses/mortgage-lending/mortgage-lending-test-prep/>

**Q What are the costs of the examination and the license?**

**A** Test \$110 Exam and Appl info at (855)665-7123 Application \$240 includes: NMLS Initial Processing Fee: \$30 NV Assessment Fee: \$10 NV Application Fee: \$185 Credit Report: \$15

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**Q What are the additional requirements to obtain the Mortgage License?**

**A** The NMLS call center can assist with any questions pertaining to application requirements if additional assistance is required. The Call Center is open 9:00 am to 9:00 pm (Eastern Time), Monday through Friday. Toll Free Number 855-NMLS-123 or 855-665-7123

FBI Criminal Background Check: \$36.25 Authorization for an FBI criminal history background check to be completed in NMLS. After you authorize the FBI criminal history background check through the Individual Form (MU4), you must schedule an appointment to be fingerprinted.

Note: If you are able to 'Use Existing Prints' to process the FBI criminal history background check, you DO NOT have to schedule an appointment. NMLS will submit the fingerprints already on file and the background check will begin to process automatically. NMLS Credit

Report: Authorization for a credit report must be completed. Note: The same credit report can be used for any existing or additional licenses for up to 30 days.

**Q Does a student have to be a resident of the state of Nevada or a citizen of the country to become licensed?**

**A** No, the student has to be legally capable of working in the United States.