

Loan Officer Licensing Checklist

A Comprehensive Guide by The Housing Assistant



Purpose

This checklist is designed to assist mortgage companies and professionals in ensuring a new Loan Officer is fully licensed and compliant prior to originating loans. All steps should be completed prior to handling applications, communicating loan terms, or engaging in loan origination activities.

Loan Officer Licensing Requirements Checklist

Requirement	Status/Notes
Complete 20 hours of NMLS pre-licensure education (SAFE Act)	
Pass the NMLS national exam with UST component	
Submit fingerprints and authorize background check (FBI + state)	
Authorize credit report through NMLS	
Submit individual (MU4) NMLS application	
Pay licensing and registration fees	
Provide proof of sponsorship by licensed employer	
Complete state-specific education and testing (if required)	
Review and sign LO Code of Conduct and Ethics	
Complete THA onboarding and compliance orientation	
Obtain NMLS Unique Identifier	
Add licensing info to email signature and business cards	

All licensing steps should be documented and verified by your compliance team or licensing coordinator. Maintain all documentation in the personnel file and ensure NMLS status remains active and in good standing.

