

EquitySmart

HOME LOANS

How to Get Approved as an MLO in Idaho

Step 1: [Read the Official Checklist](#)

Review the **Idaho Department of Finance Mortgage Loan Originator (MLO) License New Application Checklist** to ensure compliance with all requirements.

Step 2: [Complete Pre-License Education](#)

- **20 hours of NMLS-approved education**, including **2 hours of Idaho-specific education**.
- **NOTE: If you completed the national 20-hour SAFE PE for another license, you would only need to take the 2-hour Idaho course.**
 - The current NMLS PE Expiration Policy states that PE education is good for three years from the last date of licensure as an MLO. Check with the regulator to be sure.

Step 3: [Take and Pass the SAFE MLO Licensing Exam](#)

- **Exam Cost:** \$110
- **Passing Score Required:** 75%
- **Exam Format:** Multiple-choice
- **Testing Options:** In-person or online proctored
- **Retake Policy:** If failed **3 consecutive times**, a **6-month waiting period** is required before retaking.
- **NOTE:** *If you are already licensed as a LO you do not need to take the exam again.*
- **Resources:**
 - [Exam Scheduling Quick Guide](#)
 - [MLO Testing Handbook](#)
 - Trello board on [How to Pass the MLO SAFE Exam](#)

Step 4: Apply for Your License on NMLS

1499 Huntington Drive, Suite 500, South Pasadena, CA 91030
(323) 258-4317 | Fax: (562) 645-7941 | NMLS ID: 856170

- **Complete Individual Form (MU4) in NMLS** ([Quick Guide](#)).
- **Fees (Non-Refundable):**
 - **\$35** – NMLS processing fee
 - **\$200** – Idaho Application fee
 - **\$100** – License Registration fee
 - **\$15** – Credit Report fee
 - **\$36.25** – FBI Background Check fee

Step 5: Background Check & Credit Report Authorization

- **FBI Background Check:**
 - Schedule fingerprinting (if required).
 - [How to request a background check](#).
- **Credit Report Authorization:**
 - Complete **Identity Verification Process (IDV)** in NMLS.

Step 6: Request Sponsorship from Equity Smart

- **ESHL must submit a sponsorship request** in NMLS.
 - **\$35** – NMLS ESHL Sponsorship Fee
 - ESHL will sponsor your license at its own cost and will reimburse itself the cost of your license upon the closing of your next loan
- Until sponsorship is approved, your license remains in **"Approved-Inactive"** status, meaning you **cannot originate loans**.

Helpful Resources

- **How to Become an MLO:** [Resources & Video](#)
- **Contact Idaho Department of Finance Licensing:**
 - **Phone:** (208) 332-8000
 - **Email:** mlo@finance.idaho.gov

Questions? Please email us at licensing@equitysmartloans.com!