



NASAA

NORTH AMERICAN SECURITIES ADMINISTRATORS ASSOCIATION

Application Management System (AMS)
IAR CE Content Provider's User Guide

March 2026

Table of Contents

Accessing the AMS.....	1
Submitting a Provider Application	2
Submitting a Course Application.....	2
Submitting an Amendment Application	5
Course Renewal.....	6
Conference Courses	7
Application Statuses	8
AMS Internal Messaging.....	9
Viewing Course Information.....	10
Payments	11
Provider Email Notifications.....	12
Account Permissions	13

Accessing the AMS

Organizations interested in becoming approved as an IAR CE Content Provider will need to complete the [IAR CE Content Provider Interest Form](#) expressing their general interest and qualifications to be a Content Provider. NASAA will review the submission and assuming the basic qualifications are met, NASAA will set up a user account for the IAR CE AMS and send login instructions to the email address provided.

Upon initial login to the AMS, users will be taken to the Account View page. By clicking on the *Home* link above the account name, users will be taken to the main **My Dashboard**. This is where any messages and system notifications will be viewable.

Once Content Providers have completed the initial account creation process, the AMS can be accessed directly through this link: www.iarce.nasaa.org/apply. All future logins will require a verification code sent to the account owner's email.

Accept Invitation

Password

Password strength: Weak

Confirm password

Passwords match: yes

Recommendations to make your password stronger:

- Make it at least 16 characters
- Add uppercase letters
- Add punctuation

I agree to the Terms and Conditions and the Privacy Policy *

Submit

Log in

Email address *
Enter your email address.

Password *
Enter the password that accompanies your email address.

Log in

[Forgot your password?](#)

Home

Mr. NASAA DEMO

View Payment methods Edit Orders See All Users

Name: Mr. NASAA DEMO

Member for 1 minute 42 seconds

Dashboard

Approved Providers Approved Courses FAQ
Participating Jurisdictions System 11 Messages 0

Welcome, Mr. NASAA DEMO!

Welcome to your dashboard! Use the tabs on the left to navigate through the Application Man

Notifications

Displaying 1 - 4 of 4

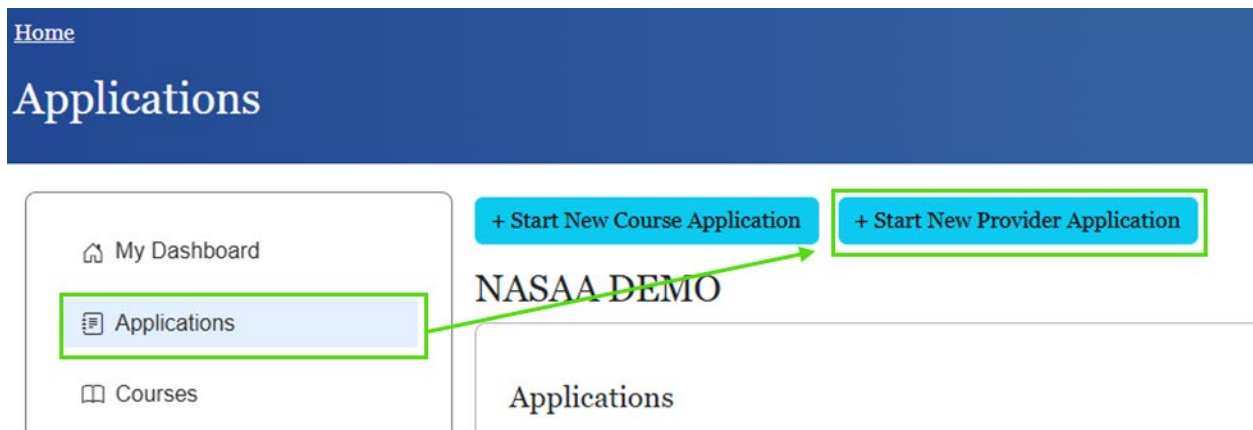
Name	Category	ID	Status	System Notific
NASAA DEMO	Course	C80929	Approved	7
NASAA DEMO Conference Course	Course		Submitted	2

Submitting a Provider Application

Once an interested organization has been granted access to the AMS, they can submit a Provider Application through the AMS for NASAA to review. From the main **My Dashboard**, users can navigate to the **Applications** dashboard then select the *Start New Provider Application* button. Users can then fill in the required fields, upload documents, and submit the Application. There is no application fee to submit a Provider Application.

Once a Provider Application is submitted, NASAA's IAR CE team will review the information and either approve the Application or request more information. If more information is needed, the Application status will update to *Awaiting Provider Updates*, and a message will be sent within the AMS with details on the additional information required. After the additional information is added to the Application, the Application must be resubmitted. If the Application is not resubmitted, the updates will not be visible to the NASAA IAR CE team and your Application will not be added to the queue for review. Once the Application is resubmitted, NASAA's IAR CE team will continue their review of the Application. An interested organization is not considered an approved IAR CE Content Provider until the Provider Application is approved in the AMS.

Please allow up to 30 days for Applications to be processed.



Submitting a Course Application

Approved IAR CE Content Providers can submit a Course Application by navigating to the ***Applications*** dashboard of the AMS and selecting *Start New Course Application*. Note: Course Applications can be submitted before a Provider Application has been approved. However, Course Applications will not be reviewed by NASAA's team until the Provider Application has been approved. Application fees are non-refundable and if a Provider Application is not approved, any Course Application fees paid by the non-approved Provider will not be refunded.

Once a Course Application has been opened, users can then fill in the required fields, upload all required documents, review the information, and pay the \$250 Course Application fee directly within the AMS. Course Applications cannot be submitted without paying the Application fee.

Application drafts can be edited by accessing the application in the ***Applications*** dashboard. Once a Course Application is submitted, it cannot be edited. Upon submission, NASAA's IAR CE team will review the information and either approve the Application or request more information. If more information is needed, the Application status will update to *Awaiting Provider Updates*, and a message will be sent within the AMS with details on the additional information required. After the additional information is added to the Application, the Application must be resubmitted. If the Application is not resubmitted, the updates will not be visible to the NASAA IAR CE team and the Application will not be added to the queue for review. Once the additional information is received, NASAA's IAR CE team will continue their review of the Application.

NASAA no longer requires instructor approval. While instructors are no longer required to be approved through a separate application, they should still be qualified to teach the Course in the specific subject matter. NASAA requires the instructor to be listed in the designated field on the Course Application and for instructor credentials to be documented and maintained by the Provider. If the instructor's information is not known at the time of application, the instructor field can be left blank. If a Course is approved for live instruction without a scheduled date or the instructor's information, it will be given the status of *Provisionally Approved* until that information is provided. Once the date and/or instructor information is known, Content Providers should submit an Amendment to the Application in the AMS with the instructor's name, title, and company. Once reviewed by the NASAA IAR CE team, the status will be updated to *Approved*. *Provisionally Approved* Courses are still approved to provide IAR CE credit and can be listed in NASAA's Course Catalog if the Provider selects that option. *Provisionally approved* Courses should be updated with the missing information within 30 days. If the information is not provided within 30 days, the Course's status may be impacted.

Please allow up to 30 days for Applications to be processed.

My Dashboard
Applications
Courses

+ Start New Course Application
NASAA DEMO
Applications

View Documents

Application Sections

- General Info
- Course Format
- Other Information
- Certification
- Preview
- Payment
- Complete

Fill in the Course information, upload any required documents, and review the Application

Payment information

VISA, Mastercard, American Express, Discover, PayPal

Card number *
.....

Month * / Year *
MM / YY

CVV *
...

Select an address
1234 street

NASAA DEMO
1234 street
NASAA, DC 12345
United States

Edit

Continue to review

Contact information

Payment information (Edit)

Discover Card ending in 0012

NASAA DEMO
1234 street
NASAA, DC 12345
United States

I acknowledge that there are no refunds given for course application fees *

Pay and complete purchase Go back

Course Renewal

Course approval is effective for up to five years and requires annual renewal in the AMS along with a \$35 renewal fee due at the end of each one-year term. Course renewal is not automatic. The renewal date for each Course is listed in the AMS **Courses** dashboard. Content Providers will also be notified through the AMS 90 days before a Course is set to renew. Content Providers can then log in to the AMS, navigate to the **Courses** dashboard, locate the Course and scroll to the far right of the table. Under the *Actions* column, users can click the drop-down arrow and select *Pay Annual Renewal Fee*. This will advance to the payment page where users can verify the renewal information before submitting payment.

If a Course is not renewed before the renewal date, the Course will remain active for a 30-day grace period. If a Content Provider would like to renew a Course after the renewal date and during the 30-day grace period, there will be a \$50 late fee added to the Course renewal. If the Course is not renewed by the Content Provider at the end of the 30-day grace period, the Course will automatically retire.

Course application and renewal fees are non-refundable. Course approval is effective for up to five years. After five years of operation, Courses will be retired and will require a new Application and a new application fee to be considered for another five-year term.

Please note that Conference Courses are not renewable.

The screenshot displays the 'Courses Dashboard' interface. On the left, a navigation sidebar includes 'My Dashboard', 'Applications', 'Courses' (highlighted with a green box), 'Payments', 'Audits', and 'Account Management'. A green arrow points from the 'Courses' menu item to the main dashboard area. The main dashboard features several filter buttons: 'Name', 'ID', 'Status', 'Approval I', 'Last Modified Date', and 'Last Audit Date'. Below these are checkboxes for 'Denied Date' and 'Retired Date', with the instruction 'Select the fields you want to display.' and an 'Apply' button. A table below shows one course: 'NASA DEMO' with Course ID 'C80929', Status 'Approved', and Renewal Date '03/05/202'. A green arrow points from the 'Renewal' column to the 'Actions' dropdown menu on the right. The 'Actions' menu is open, showing options: 'View', 'Open Amendment', and 'Pay Annual Renewal Fee' (highlighted with a green box). A green text annotation reads: 'Find the course with an upcoming Renewal Date and scroll right'.

Name	Course ID	Status	Renewal
NASA DEMO	C80929	Approved	03/05/202

Actions

- [View](#)
- [Open Amendment](#)
- [Pay Annual Renewal Fee](#)

Conference Courses

Content Providers offering live Conference events may consider the Conference option which allows for multiple sessions to be offered over a multi-day period at a capped fee of \$1,000. Conference events may offer up to eight credits per day, with a maximum of 32 credits over five consecutive days. Courses approved as part of a Conference cannot be offered for credit after the event as an on-demand Course and are not renewable.

Content Providers considering the Conference option should reach out to the NASAA IAR CE team at IARCE.providers@nasaa.org to discuss whether the Conference option will best suit their event. If a Conference event is desired by the Content Provider, NASAA will create the Conference listing in the AMS for Content Providers to select on the Course Application.

Content Providers will indicate the Course Application should be assigned to a Conference by selecting *Instructor-Led* in the Course Format section of the Course Application and then selecting the Conference from the drop-down menu under the Conference sub-format.

Courses submitted as part of a Conference event will be charged the same \$250 application fee per Course Application. As long as the Conference is indicated in the applicable question on the Course Application, the Course Application fees will be limited to the first four Course Applications when the \$1,000 cap is reached. All subsequent Course Applications attributed to the same Conference event will not require the \$250 application fee. Courses submitted as part of a Conference cannot be renewed and cannot be offered after the event as an on-demand Course.

Application Sections

- General Info
- Course Format**
- Other Information
- Certification
- Preview
- Payment
- Complete

Course Format
Define how the course will be delivered and structured

How often will the course be offered? *

On Demand

Scheduled Date

Enter course date(s), if known

mm/dd/yyyy [calendar icon] 0 [plus] [minus]

Add 1 more items [Hide row weights](#)

Self-Study or Instructor-Led? (Select all that apply) *

Self-Study (Material is not guided by live instruction)

Instructor-Led (Material is guided in real time by a live instructor)

Select instructor-led format

In-person seminar/event

Live webinar/online presentation

This course is part of a multi-day course live conference event that will take place on one day or consecutive days. A course application will be submitted for each individual course. Each course will be assigned a unique Course ID and participants can attend one or several sessions for Credit.

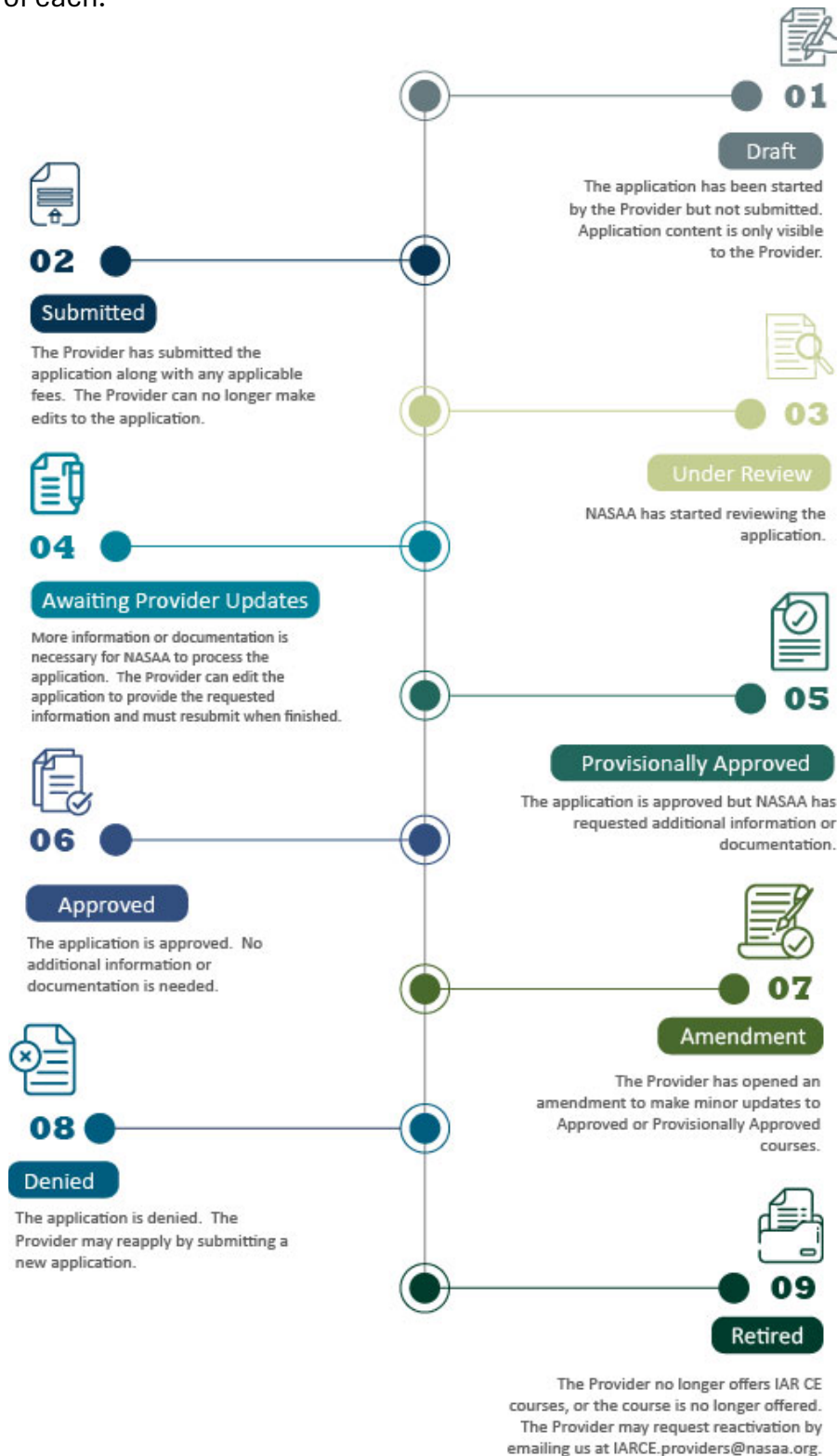
Select Conference

NASAA DEMO CONFERENCE

Once NASAA creates the conference, it will be available to select in the course application

Application Statuses

Below are the various Application statuses from *Draft* through *Retired*, along with a brief description of each.



AMS Internal Messaging

All communication regarding IAR CE Applications and active Courses should be done through the AMS. This will include any system messages (notice of status changes, amendments/audits opened) and any direct communications with the NASAA IAR CE team. A count of unread messages will be displayed in the top right of the AMS. Messages are separated into system notifications and all other communications.

Users can access these messages by navigating to **My Dashboard**. Here, Providers will see a comprehensive list of their Courses and Applications regardless of status. On the right side of the table are columns showing the number of unread messages for each Course separated by system notifications and all other communications. Clicking the *View* button on the far right of the table will take users to the specific Course's inbox, where all communications for that Course will be displayed.

Users can select the message to view its content and reply directly in the AMS. Additionally, Content Providers can contact the NASAA IAR CE team regarding any of their Courses by selecting the *Create Message* button located on the inbox page.

Please note that communications not related to Applications or Courses should be sent via email to iarce.providers@nasaa.org.

The screenshot shows the AMS dashboard interface. At the top, there is a navigation bar with the IAR logo and links for 'Approved Providers', 'Approved Courses', 'FAQ', and 'Participating Jurisdictions'. On the right, there are notification counts for 'System' (8) and 'Messages' (0), along with links for 'Unm: Unmasquerade' and a 'Logout' button.

The main dashboard area has a blue header with the word 'Dashboard'. On the left is a sidebar menu with options: 'My Dashboard' (highlighted with a green box), 'Applications', 'Courses', 'Payments', 'Audits', and 'Account Management'. The main content area starts with a welcome message: 'Welcome, Mr. NASAA DEMO! Welcome to your dashboard! Use the tabs on the left to navigate through the Application Management System.'

Below the welcome message is a 'Notifications' section. It displays 'Displaying 1 - 3 of 3' and a table with the following data:

Name	Category	ID	Status	System Notifications	Application Messages	Actions
NASAA DEMO Conference Course	Course		Submitted	2	0	View
NASAA DEMO	Course	C80929	Approved	4	0	View
NASAA DEMO	Provider	S17496	Approved	2	0	View

The 'System Notifications' and 'Application Messages' columns in this table are highlighted with a green box. A green arrow points from the 'View' button in the second row of the table to the 'Messages' page header below.

The 'Messages' page has a blue header with 'Home / NASAA DEMO' and 'Messages'. Below the header is a '+ Create Message' button and tabs for 'View', 'Messages', and 'Documents'. The main content area shows 'Displaying 1 - 4 of 4' and a list of messages:

- NASAA DEMO Application Approved (03/05/2026 21:22 PM)
- Status Change for NASAA DEMO C80929 Application (03/05/2026 21:22 PM)
- Status Change for NASAA DEMO C80929 Application (03/05/2026 17:00 PM)
- Payment confirmation for NASAA DEMO (03/05/2026 17:00 PM)

Viewing Course Information

Content Providers can access all their Courses and Applications in the AMS. Courses with a status of *Draft*, *Submitted*, *Under Review*, *Awaiting Provider Updates*, and *Amendment* are found in the **Applications** tab. Courses with a status of *Provisionally Approved*, *Approved*, *Denied*, and *Retired* are found in the **Courses** tab. Note, while an Amendment is pending, the original version of the Course will still be listed in the **Courses** tab.

In the **Courses** or **Applications** tabs, Content Providers can click on a Course title to view the Course's details. If the Provider is still in the process of completing the the initial Application or an Amendment, the *View* tab will be the Course Application itself. If the Provider has completed the Application and has reviewed the information in preparation for submission, or if the Application has any other status, the *View* tab will display the information provided on the Application. As long as a Course isn't in *Draft* status, the Course's details and history of activity within the AMS are shown at the bottom of the page.

From the *View* tab, Providers can also access messages and documents associated with that Course. The *Messages* tab will display all communications specific to the Course. The *Documents* tab will display all documents uploaded to the AMS for the Course. If the NASAA IAR CE team requests additional documentation for a Course outside of what is needed for a Course Application or Amendment, the Content Provider will upload the requested document(s) here in the *Documents* tab.

The screenshot illustrates the user interface for viewing course information. It is divided into three main sections:

- Courses Dashboard:** A sidebar on the left contains navigation links: My Dashboard, Applications, Courses (highlighted), Payments, Audits, and Account Management. The main area shows filters for Name, ID, and Last Modified Date, along with checkboxes for Denied Date and Retired Date. A table lists one course: **NASAA DEMO** with Course ID **C80929**.
- Course Detail View (NASAA DEMO):** This view has tabs for View, Messages, and Documents. The 'General Info' section is expanded, showing 'General Information' with the subtitle 'Provide basic course information and details'. A green box highlights the 'Documents' tab, with an arrow pointing to the 'Documents' section below.
- Documents Section:** Features a '+ Upload Document' button and tabs for View, Messages, and Documents. It displays 'Displaying 1 - 2 of 2' documents, with the first one being 'IAR CE State Implementation by Year.docx'.

Additional details from the 'Details' section of the course view:

ID	C80929	Submission Date	03/05/2026	Submitted By	Mr. NASAA DEMO
Status	Approved	Approval Date	03/05/2026	Credits	2.00
Content Area	Ethics & Professional Responsibility	Format	Text-Only	Last Modified Date	03/06/2026
Last Audit Date					

History
Total revisions: 7
Total status changes: 6

- Status updated from Submitted to Approved by NASAA on 6 Mar 2026 - 13:44
- Status updated from Amendment to Submitted by Mr. NASAA DEMO on 6 Mar 2026 - 13:44
- Amendment Opened by Mr. NASAA DEMO on 6 Mar 2026 - 13:28
- Status updated from Under Review to Approved by NASAA on 5 Mar 2026 - 21:22

A green text annotation says: "Scroll down to view the course's details and history" with an arrow pointing to the History section.

Payments

Content Providers can see a list of all payments they have made through the AMS in the **Payments** dashboard. This includes both new Course Application payments and Course renewals. Providers will also receive an email notification when any payment is processed in the AMS.

In the **Payments** dashboard, users can view receipts, resend the receipt to their email, and download a copy of the receipt.

Payments

- My Dashboard
- Applications
- Courses
- Payments**
- Audits
- Account Management

Payments

Name ID Payment Date Payment Amount Type

Apply

Displaying 1 - 2 of 2

Name	ID	Payment Type	Payment Amount	Payment Date	Actions
NASAA DEMO Conference Course	3	Application	\$250.00	03/06/2026	View
NASAA DEMO	1	Application	\$250.00	03/05/2026	Download Resend

Provider Email Notifications

The following table shows a list of all automatic notifications Content Providers will receive via email from the AMS, the action that triggers the notification, and the users who will receive them.

Notification Type	Action	Recipients
Status change	An Application status updates to any status except <i>Approved</i>	All Provider Admins, the Provider Standard who submitted the Application
Application Approval	An Application status moves to <i>Provisionally Approved</i> or <i>Approved</i>	All Provider Admins, the Provider Standard who submitted the Application
Payment confirmation	A Provider user has paid for a Course Application or renewal	All Provider Admins, the Provider Standard who submitted the Application
Annual renewal fee due	A Course was approved 9 months ago. It is 90, 60, 30, 7, and 1 day before the annual renewal payment is due	All Provider Admins, the Provider Standard who submitted the Application
Annual renewal fee late	The Provider has not paid the annual renewal fee by the due date. It is 1, 7, or 30 days after the payment was due	All Provider Admins, the Provider Standard who submitted the Application
5-year course renewal due	A Course was approved 4 years and 9 months ago. It is 90, 60, 30, 7, and 1 day before the 5-year anniversary of the approval date of the Application	All Provider Admins, the Provider Standard who submitted the Application
Audit opened	NASAA opens an Audit on an Application	All Provider Admins
Audit action needed	NASAA indicates that action is needed on an open Audit	All Provider Admins

Account Permissions

The following tables outline the different system permissions given to Admin users and Standard users.

Account Management

Only the NASAA IAR CE team can create Admin accounts, and each Provider can have up to two Admin accounts. Once the Admin account is created, the Content Provider's Admin will be able to create and deactivate Standard accounts. Standard accounts will have no account management privileges.

Creating Standard user accounts is done through the **Account Management** dashboard. In **Account Management**, Admin users can select *Create User Account* and fill in the new user's first and last name, the new user's email address, select 'Provider standard' from the Role drop-down box, and then click Submit. This will trigger a system invitation to be sent to the new user's email address with instructions on how to complete the setup process.

Provider Application Permissions:

Action	Admin	Standard
Create a Draft	Yes	Yes
Delete a Draft	Any	Own
Submit Application	Any	No
Manage/View Application	Any	No

Course Application Permissions:

Action	Admin	Standard
Create a Draft	Yes	Yes
Delete a Draft	Any	Own
Submit Application	Any	Own
View Payment Receipts	Any	Own
Manage/View Application	Any	Own