iMS: Sponsor – Course Application
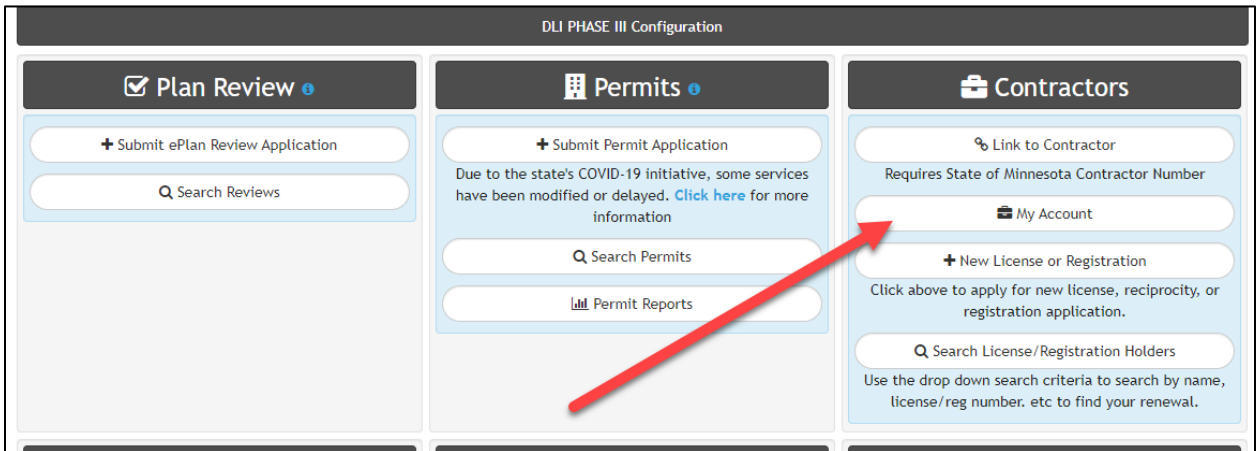
To apply for a continuing education course, follow the steps outlined below.
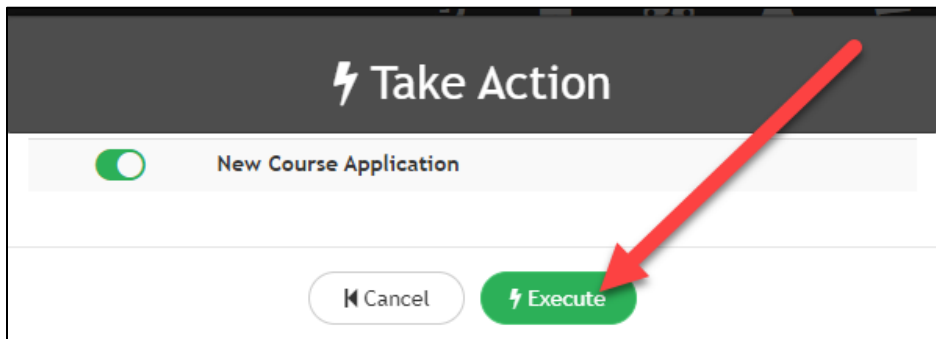
1. Login to your iMS account.
    a. Please note that you must have contacted DLI first to have staff at DLI manually link your iMS account to your S1 license.
2. Once you are logged in, click on "My Account" in the Contractor tile.

3. You are now on your S1 account. To apply for a new course, click on the blue, lightning bolt icon.
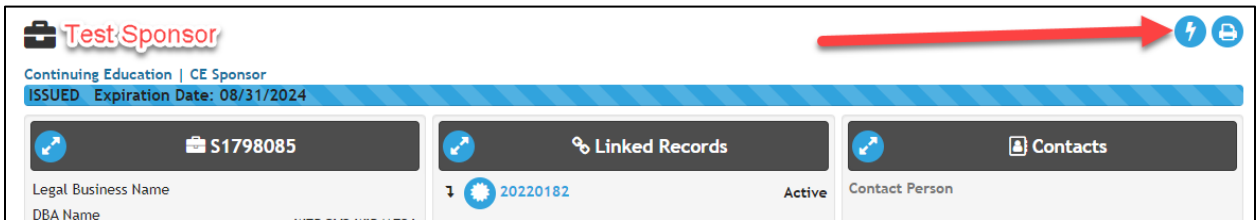

4. Toggle "New Course Application" and then click "Execute"

5. Complete the information requested on the "Course Information" screen.
    a. More than one regulated industry can be selected by holding down the "Control" key while selecting the industries.
   b. Fields with red asterisks are required to be filled in.

c. For document upload, select "Single File" if you have one PDF of your required documents or "Separate Files" if you have multiple files you would like to upload.
    i. If your documents are too large or you need to mail them in, you will be able to bypass the document upload screen when you get there.
d. Click "Next" when completed.

6. On the upload screen, you will either be asked to upload a single document of all application documents (if you selected "Single File" on the previous screen) or be guided through a series of upload screens (if you selected "Separate Files"). Each of these screens is skippable.

7. Please review the items in the Certifications and Statements of Understanding screen. Once reviewed, select "I Accept".
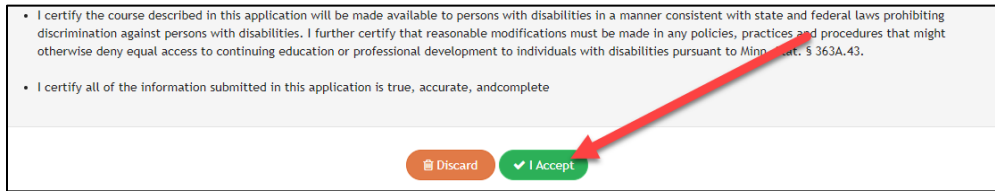
8. On the "Summary Screen" review information provided. You can make edits at this time to information provided in the "Course Information" tile by clicking on the orange edit icon in the tile.
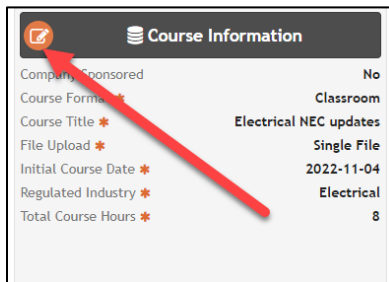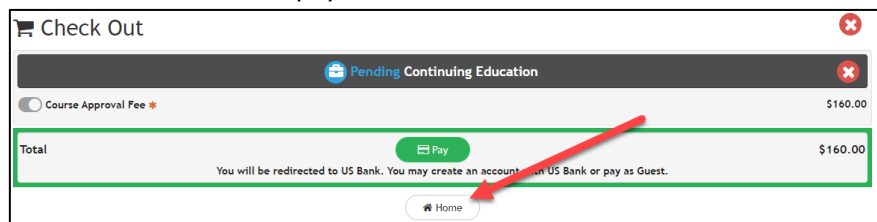

9. After the review of the summary screen to confirm accuracy of the application, click "Add to Cart" in the charges tile or at the bottom of the screen.
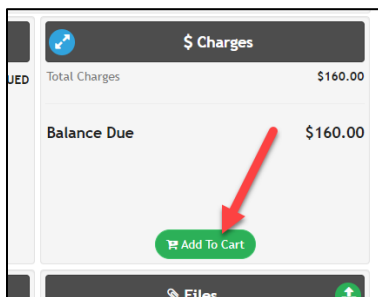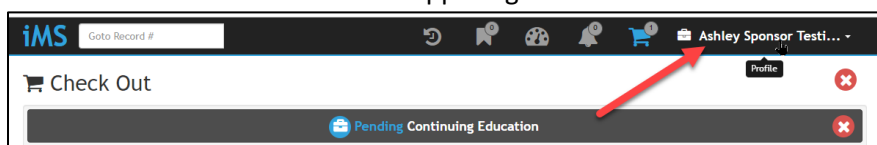

10. The fee for the course is now in the "Shopping Cart". If you have additional courses you would like to submit, you can do so at this time, DO NOT PAY.
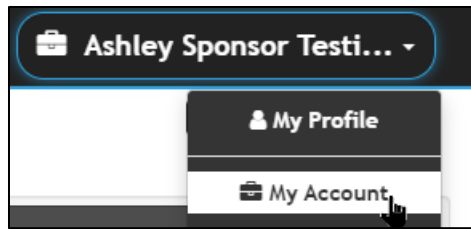   a. On the checkout screen
        i. Click "Home" under the payment OR

        ii. Click on the account name on the upper right-hand corner of the screen
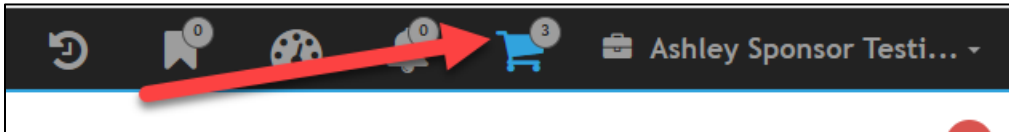
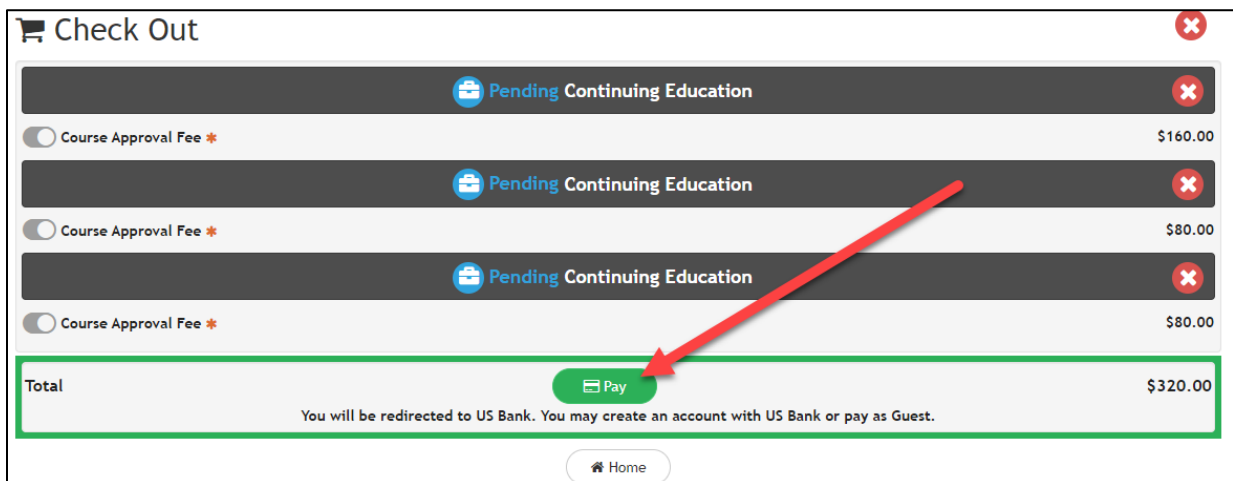iii. Click "My Account" and repeat the steps above.

Making Payment for a Course(s)

1. Applications ready to make payment can be found in the shopping cart. They will remain there until payment has been made.


2. To make payment, either click the shopping cart (if you are not on the Check Out screen) shown above or if you are on the Check Out screen click "Pay".

3. You will be routed to our secure payment portal with US Bank. You will be asked to create a profile, if you create a profile payment record will be retained in the account. You can also choose to pay as a "guest" without creating a profile.

4. After payment has been made, the pending applications can be found by going to your account.
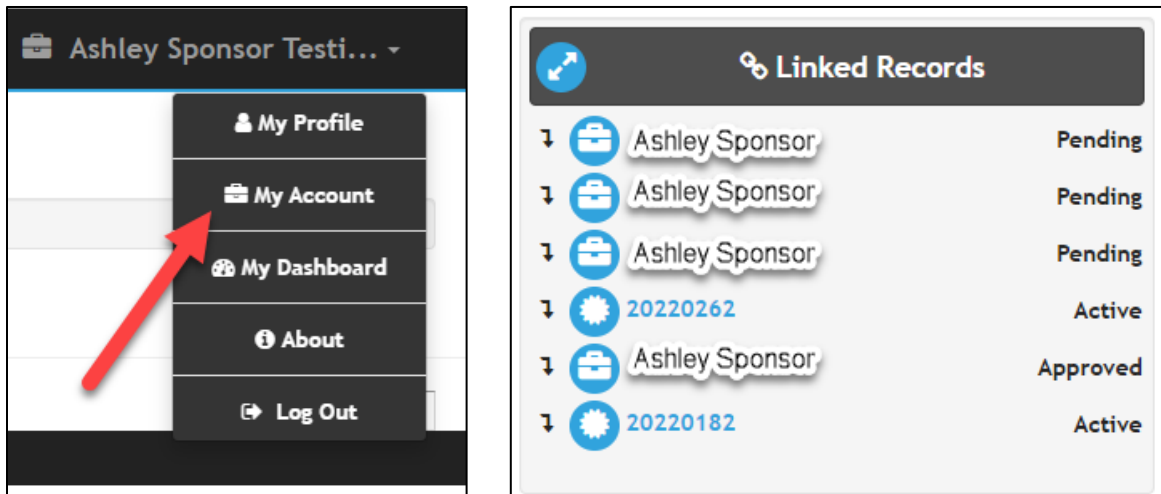
Course Approval

1. Courses will be reviewed in the order that they are received. During the review if documents or information is missing, you will receive a deficiency notice and must respond to have the review approved.

2. Once the review is approved, you will receive and email notification of approval. You will also see the courses on the S1 Account, under "Linked" records.
   a. Records still in "Pending" status have not been reviewed yet
   b. Records that are "Active" are approved courses. From approved courses, you will proceed with submitting "Session" and "Rosters".