

CHECKLIST FOR OBTAINING A NEW LICENSE BY EXAM July 1, 2007

APPLICANTS: READ CAREFULLY AND COMPLETE THE CHECK LIST BELOW BEFORE MAILING THE APPLICATION TO THE KANSAS REAL ESTATE COMMISSION. FAILURE TO DO SO COULD DELAY THE APPROVAL OF YOUR APPLICATION. INCOMPLETE APPLICATIONS MAY BE RETURNED.

_____ 1. **Completed fingerprint card, the Kansas Real Estate Waiver form and the \$64.00 fee has been mailed to and received by KREC.**

_____ 2. Page 1 (score report) page 2 (company affiliation information) and page 3 (application) of the Exam sheets

The Score Report must show that you have passed both the General and State sections of the exam. If you previously passed one part of the exam but failed the other, the score reports from **both** exams are required. Page 2 includes the Supervising or Branch Broker's Statement, which must be completed, signed and dated. Personal information (name, address, phone etc) on page 2 must match the information on the application. **Make changes as necessary.** Your application must be received by the KREC within 6 months of the earliest exam pass date on the score report or the exam must be taken again. **Broker application must include experience pages and broker applicants must have been licensed for at least two (2) years previous to application date.**

The Application for License as a Real Estate Salesperson or Broker. Salespersons must complete the 30-hour pre-license course and the 30-hour Kansas Practice Course. (The Kansas Practice Course must be completed no more than six-months prior to licensure.) Brokers must complete the 24-hour Pre-broker license course.

Read each question thoroughly. All questions must be answered and all requested information must be included. The application must be signed.

_____ 3. All supporting documentation requested on the application

Include copies of orders, petitions, complaints, settlement agreements, judgments, charges, orders of conviction, sentencing, release from probation or parole, employment permits, etc. See Questions 2, 4, 5 and 6. If you answer yes to Question #5 on the application, include a letter of explanation from you and a letter from your proposed broker stating that he/she is aware of the charges (the letter must state what the charges are) and is willing to supervise you under the circumstances.

_____ 4. Certificate or history of licensures from any state in which you are now or have ever been licensed (Question 1)

Contact the applicable real estate commission(s) to order the certificate. This is not a copy of the license. It is a history of your license and is required even if the license has expired.

_____ 5. The appropriate fees

Salesperson: The application fee for a salesperson is 15.00. The license fee will be prorated according to your last name (see fee schedule provided at exam center or download from www.kansas.gov/krec/forms.html).

Broker: The application fee for a broker is \$15.00. The license fee will be prorated according to your last name (see fee schedule provided at exam center or download from www.kansas.gov/krec/forms.html). Experience pages must be included with your application. Experience pages are available at the exam center or from www.kansas.gov/krec/forms.html. **If you are currently licensed in Kansas as a salesperson, please return your salesperson's wall license with your application. If your application for a broker's license is denied, the salesperson license will be returned.**

SALESPERSON APPLICANTS: YOU MAY NOT ADVERTISE, SHOW OR SELL REAL ESTATE UNTIL YOUR BROKER HAS RECEIVED YOUR LICENSE.

4/29/08

The Exam

[Schedule](#) | [Locations](#) | [Fees](#)

About the Exam:

A Real Estate Candidate Handbook is provided at the conclusion of the pre-license course and/or practice course or is available for download at www.pearsonvue.com (click on Test Taker Information, Kansas Real Estate, and Candidate Guide). The handbook should be read thoroughly to understand the examination procedures. A summary is provided here.

Pearson VUE administers the licensure examinations for the Kansas Real Estate Commission. The exam is given on a computer. All questions are multiple-choice. Four hours are allowed to complete the exam. The test is scored and the results are printed immediately.

Candidates who require special testing arrangements should contact the ADA Coordinator at (800) 274-3707 to obtain requirements for reasonable accommodation and to set up special testing arrangements.

Schedule:

For admittance to the exam, candidates must show one of the following:

A. Certificate of completion for the Kansas pre-license course (salesperson's - 30-hour Principles of Real Estate course; broker's - 24-hour Broker Pre-License Course). It is recommended candidates have in their possession the certificate of completion before contacting Pearson VUE to make an exam reservation.

B. For candidates applying based on equivalent requirements met in another state, proof of a current real estate license in another state as demonstrated by one of the following:

- 1) license or pocket card;
- 2) certification of licensure issued by the state's licensing agency
- 3) license record printed from the state's licensing agency's web site; or
- 4) waiver issued by the Kansas Real Estate Commission [[Request for Waiver - Word](#)] [[Request for Waiver - PDF](#)]

To schedule an exam reservation, cancel or reschedule an exam or correct or update any personal information, contact:

Pearson VUE/Kansas Real Estate
P. O. Box 8588
Philadelphia, PA 19101-8588
or call toll free **800-274-4971**

web site: www.pearsonvue.com

TDD (Telecommunication Devices for the Deaf)
800-274-2617

Candidates scheduling just the Kansas portion of the exam due to their meeting requirements in another state may use waiver code **#8888** in lieu of a school code when making an exam reservation.

Code	Location	Schedule
1705	Overland Park	Mon and Thurs Eve Fri and Saturday Day
1706	Wichita	Tuesday through Saturday
1707	Topeka	Thursday, Friday, Saturday
1708	Hays	2nd and 4th Saturday of the month
0625	Greenwood Village, CO	Tuesday through Saturday
Locations and schedules are subject to change.		

Specific directions to all locations will be given when candidates call to make an examination reservation.

Note: Nonresidents may request a Kansas exam in their resident state or at the nearest Pearson VUE exam center.

Pearson VUE Holiday Schedule

*No exams on the following holidays
or holiday weekends:*

New Year's Day/Eve	Independence Day/Weekend
Martin Luther King, Jr. Day	Labor Day/Weekend
Easter Day/Weekend	Thanksgiving Day/Weekend
Memorial Day/Weekend	Christmas Day/Eve

Candidate Care Reservation and Customer Service lines are open Monday through Friday from 7:00 am to 10:00 pm (Central time), Saturday from 7:00 am to 4:00 pm and Sunday from 9:00 am to 3:00 pm.

Candidates may make an examination reservation online by visiting the Pearson VUE web site (<http://www.pearsonvue.com>) and clicking on "Make an Exam Reservation".

Phone reservations must be made in advance at least one business day prior to the preferred exam date. On-line reservations must be made at least four business days in advance of the preferred exam date. **No walk-in testing is allowed.**

There are a limited number of seats available and reservations are given for each test site on a first-come, first-served basis.

Payment is not accepted at the exam site. Candidates should have credit card, debit card, or electronic check information available at the time of scheduling an exam reservation. Candidates who wish to pay by check or money order must complete the Pre-Payment Request Form found in the Candidate Handbook. Candidates should **allow ten (10) business days** for receipt of a pre-payment voucher number from Pearson VUE to use in scheduling an exam.

Candidates who require special testing arrangements should contact the ADA Coordinator at (800) 274-3707 to obtain requirements for reasonable accommodation and to set up special testing arrangements.

To change or cancel a reservation, a candidate must call Pearson VUE at (800) 274-4971 at least two business days before the exam date to avoid forfeiting the exam fee.

Locations:

TESTING IS OFFERED AT THE FOLLOWING LOCATIONS

SCHEDULES ARE SUBJECT TO CHANGE

OVERLAND PARK -- Test Center #1705

Monday and Thursday 6:00pm-10:30pm, or

Friday and Saturday 8:00am-5:00pm

Overland Park Pearson VUE Center (formerly known as Promissor Center)

10965 Granada Lane, Ste. 204

Overland Park KS 66212

From Route 50, Exit on Roe Avenue (Exit 77), head South on Roe Avenue to College Blvd. Drive East on College Blvd to Granada Lane. Turn left on to Granada Lane and proceed to 10965 Granada Lane, Suite 204.

WICHITA -- Test Center #1706

Tuesday, Wednesday, Thursday, Saturday* 8:00am and 1:00pm

Friday 8:00am

Pearson Professional Center

7701 E Kellogg

Equity Financial Center

Suite 450, 4th Floor

Wichita, Kansas 67207

TOPEKA -- Test Center #1707

Thursday, Friday 8:00am

Saturday* 8:00am and 1:00pm

Topeka Pearson Professional Center

Gage Office Center Suites

4125 SW Gage Center Drive, Suite 201

Topeka, Kansas 66604

NOTE: Gage Center Drive is not an actual street but the address of the two-story building in the **Gage Shopping Center**.

PARKING: There is ample free parking on the north, south and east sides of the building. An elevator is located just inside the south entrance.

DIRECTIONS:

FROM THE NORTH: Travel southbound on SW Gage Blvd to Huntoon Street. (Huntoon is between 12th and 15th Streets.) Turn right (west) on Huntoon and travel .2 miles to the Gage Center Office Suites, located on the south side of Huntoon in the Gage Shopping Center.

FROM THE SOUTH: Travel northbound on SW Gage Blvd to Huntoon Street. (Huntoon is between 12th and 15th Streets.) Turn left (west) on Huntoon and travel .2 miles to the Gage Center Office Suites, located on the south side of Huntoon in the Gage Shopping Center.

FROM THE EAST: Travel westbound on I-70 to the SW Gage Blvd ext. Travel southbound on SW Gage Blvd approximately 1.5 miles to the intersection of SW Gage Blvd and Huntoon Street. (Huntoon is between 12th and 15th Streets.) Turn right (west) on Huntoon and travel .2 miles to the Gage Center Office Suites, located on the south side of Huntoon in the Gage Shopping Center.

FROM THE WEST: Travel eastbound on I-70 to the SW Gage Blvd ext. Travel southbound on SW Gage Blvd approximately 1.5 miles to the intersection of SW Gage Blvd and Huntoon Street. (Huntoon is between 12th and 15th Streets.) Turn right (west) on Huntoon and travel .2 miles to the Gage Center Office Suites, located on the south side of Huntoon in the Gage Shopping Center.

HAYS -- Test Center #1708

2nd and 4th Saturday* of each month 8:00am and 1:00pm

Hays Pearson Professional Center

Hadley Center

205 E. 7th Street, Suite 237

Hays, KS 67601

Directions:

The Hays Pearson Professional Center is located in the south part of town in the Hadley Center (used to be Hadley Hospital / Hadley Regional Medical Center).

FROM THE NORTH: From I-70 underpass, travel south on Highway 183 (Vine Street) approximately 2.3 miles to 7th Street. Turn right (west) on 7th, a one-way street, and travel approximately .6 miles to the Hadley Center, located on the north side of 7th Street.

FROM THE SOUTH: From the intersection of Highway 183 and the Old Highway 40

bypass, travel north on Highway 183 (Vine Street) approximately .3 miles. Turn left (west) on 7th, a one-way street, and travel approximately .6 miles to the Hadley Center, located on the north side of 7th Street.

WESTBOUND ON I-70: Take Exit 159 off of I-70. Turn south/left onto Vine Street (Highway 183) and travel approximately 2.3 miles to 7th Street. Turn right (west) on 7th, a one-way street, and travel approximately .6 miles to the Hadley Center, located on the north side of 7th Street.

EASTBOUND ON I-70: Take Exit 159 off of I-70. Turn south/right onto Vine Street (Highway 183) and travel approximately 2.3 miles to 7th Street. Turn right (west) on 7th, a one-way street, and travel approximately .6 miles to the Hadley Center, located on the north side of 7th Street.

DETAILED DIRECTIONS: From the main entrance into the Hadley Center, take the elevator to the second floor. Follow posted signs to the Pearson Professional Center, Suite 237, located on the right side of the hall.

PARKING: Free parking is available in the parking lot directly across from the Hadley Center on the south side of 7th Street.

GREENWOOD VILLAGE, CO -- Test Center #0625

Tuesday through Saturday* 8:00am to 5:00pm

Denver Processing Center

5340 S. Quebec St., Suite 115

Greenwood Village CO 80111

From I-25 take the Belleview Ave Exit and proceed West on Belleview Ave to South Quebec (approx. one block). Turn Left (South) on South Quebec Street and proceed to 5340 S. Quebec St. Turn left into the parking lot and proceed to the North building (the 1st building you come to). Enter through main entrance and proceed to Suite 115.

*** Testing is not available on holidays and holiday weekends**

The candidate, who for religious reasons cannot take an examination offered only on Saturdays, may request a non-Saturday examination date by submitting a written request on official stationery by the candidate's religious advisor. The request may be faxed to (610) 617-9397 or mailed to:

Pearson VUE Test Center Operations

3 Bala Plaza West, Suite 300

Bala Cynwyd, PA 19004

Fees:

The fee to take the licensure examination is **\$75**. If the applicant does not pass the first time, the fee is required again for each attempt. Cash is not accepted. **Payment is not accepted at the exam site.** Candidates may pay by credit card, debit card, or electronic check when scheduling an exam reservation. Candidates who wish to pay by

check or money order must submit the Pre-Payment Request Form to Pearson VUE. The Pre-Payment Request Form can be found in the Candidate Handbook. Candidates paying by check or money order should **allow ten (10) business days** to receive a pre-payment voucher number before making an exam reservation.

Nonresidents may request the Kansas exam be provided in their resident state or at the nearest Pearson VUE exam center.

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Checklist for Getting a License

- ✓ Interview with area real estate firms
- ✓ Complete the appropriate Kansas [salesperson](#) or [broker](#) pre-license course or hold a current license in another state which was obtained by completing a pre-license course equivalent to Kansas' requirement
- ✓ Submit fingerprints, KREC waiver form, and \$64 cashier's check or money order made payable to KREC for a KBI/FBI background check
(fingerprint packets are available at most Kansas schools, Kansas exam centers, or KREC) Review FAQs about fingerprint/background check process [\[Word\]](#) [\[PDF\]](#)
- ✓ If applying for a salesperson's license, complete a 30-hour [Kansas Practice Course](#)
- ✓ If applying for a broker's license based on requirements met in another state, completed a 4-hour [Kansas Law Course](#)
- ✓ Make reservation for the appropriate licensure examination
(Candidates applying based on requirements met in another state may be waived from the national portion of the exam)
- ✓ Pass the examination and receive licensure application
- ✓ Complete the license application and obtain supervising broker's signature
- ✓ Mail the license application, education certificate(s), and appropriate fees to the Commission
 - \$15 application fee (nonrefundable)
 - Prorated license fee for salespersons - (See fee schedules - [\[Word\]](#) [\[PDF\]](#))
 - Prorated license fee for brokers - (See fee schedules - [\[Word\]](#) [\[PDF\]](#))
Application fee and license fee may be combined into one check.
 - \$25.00 open office fee (applicable only to broker applicants opening a new company or branch office)
- ✓ Receive pocket card from supervising broker

Supporting Documentation Required

Submit the following with the license application, if applicable.

1. License History Certification for any real estate license ever held by you in any other state or jurisdiction.

2. Supporting documentation concerning any of the following:

- denial, revocation, suspension, voluntary surrender of license or any other disciplinary action taken against any professional or occupational license or certificate ever held by you;
- real estate related litigation filed against you or a real estate company owned in whole or part by you;
- any pending criminal charges filed against you or any conviction of a criminal offense (including misdemeanors) and a letter from your proposed supervising broker stating they're aware of the charges and willing to supervise you;
- any diversion or suspended imposition of sentence for a criminal offense (including misdemeanors); and
- if you are not a U.S. citizen, documentation that permits you to obtain employment in the United States.

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Requirements for Getting a License

Please be sure you understand the requirements before taking the pre-license education and licensing examination. If you have any questions, please contact the Commission office at (785) 296-3411.

Applicants must have a good reputation for honesty, trustworthiness, integrity and competence to transact the business of salesperson or broker in such manner as to safeguard the public interest.

Salesperson Applicants (not currently licensed in another state)

- 18 or more years of age
- high school diploma or its equivalent
- 30-hour [Principles of Real Estate course](#) approved by the Kansas Real Estate Commission
- Fingerprints, waiver form and \$64 cashier's check or money order payable to KREC to obtain KBI/FBI background checks.
Click the following link for FAQs regarding fingerprint/background checks
[\[Word\]](#)[\[PDF\]](#)
- 30-hour [Kansas Practice course](#) approved by the Kansas Real Estate Commission (file certificate of completion with license application to KREC within **six months** of course completion date)
- pass both parts (general and state) of the Kansas licensing exam **within 12 months** of the completion date of the Principles of Real Estate course
- file an application for license within **six months** of the exam pass date (if the two parts of the exam were passed on different dates, the six-month time period begins from the earlier exam date)
- license application signed by a supervising or branch broker who certifies that the applicant is honest, trustworthy and of good reputation and who will be

responsible for supervising the applicant's real estate activities (an original license cannot be issued on inactive status)

- file a nonresident form with the license application, if applicable [[Word](#)] [[PDF](#)]
- file a current certification of license from any jurisdictions that have ever issued a real estate license to you with the license application

Broker Applicants (not currently licensed in another state)

- 18 or more years of age
- high school diploma or its equivalent
- Fingerprints, waiver form and \$64 cashier's check or money order payable to KREC to obtain KBI/FBI background checks.
Click the following link for FAQs regarding fingerprint/background checks [[Word](#)][[PDF](#)]
- 24-hour [Broker Pre-License course](#) approved by the Kansas Real Estate Commission
- pass both parts (general and state) of the Kansas licensing examination **within 12 months** of the course completion date
- file an application for license within **six months** of the exam pass date (if the two parts of the exam were passed on different dates, the six-month time period begins from the earlier examination date)
- license application signed by a supervising or branch broker if the applicant is not applying as a supervising broker
- If the applicant is applying to be the supervising or branch broker, include a \$25.00 open office fee and a [Trust Account Form](#)
- include with the application for license, the [experience pages](#) to provide detailed information to demonstrate the applicant meets the experience requirement
- file a nonresident form with the license application, if applicable [[Word](#)] [[PDF](#)]
- file a current certification of license from any jurisdictions that have ever issued a real estate license to you with the license application

Experience Requirement for Broker's License

- licensed as a salesperson in Kansas, or as a salesperson or broker in another jurisdiction, and ACTIVELY ENGAGED in activities which require a license in Kansas for at least two years during the last five years
- experience in the real estate or a related business or a combination of such experience and education may be accepted if the Commission believes it qualifies the applicant to act as a broker. Only experience during the last five years will be considered. Experience will be evaluated on a case-by-case basis.

Guidelines for Evaluating Experience and Education

Effective December 8, 2005

Proof of experience in real estate or a related business, or a combination of such experience and education, may be accepted if the Commission believes it qualifies the

applicant to perform broker level services. Experience will be evaluated on a case-by-case basis. Primary emphasis will be placed on transaction experience.

A. Transaction Experience

Real estate transaction experience required to be considered "actively engaged" in the real estate business as defined by [K.S.A. 58-3039](#)(d)(1):

1. A minimum of 8-10 closed residential or agricultural transactions per year over any two-year period during the past five years.
2. A minimum of 8-10 closed commercial sales or leases per year over any two-year period during the past five years. The Commission may consider a fewer number of commercial transactions depending on the size and complexity of the transaction.

B. Related Business Experience

Pursuant to [K.S.A. 58-3039](#)(e), one, or a combination, of the following real estate or closely related business experience during the past five years may qualify as a substitute for up to one year of the two years of active real estate experience required by [K.S.A. 58-3039](#) (d)(1):

1. Having performed a substantial number of real estate closings for a title company, escrow company, real estate company or a lender.
2. Having performed substantial activities as a real estate appraiser.
3. Having performed substantial activities defined in [K.S.A. 58-3035\(f\)](#) as an officer or principal in a real estate development or construction business or having performed such activities in any other capacity where such activities were exempt from licensure requirements in Kansas or another jurisdiction. Applicant must demonstrate that he or she was personally and actively engaged in such activities.
4. Having performed substantial activities related to real estate transactions as an officer in a bank, savings association, mortgage company, title company or escrow company. Applicant must demonstrate that he or she was personally and actively engaged in such activities.
5. Having been a practicing attorney. The attorney must demonstrate that his or her experience involved a substantial amount of real estate matters

C. Brokerage and Office Management Experience

Pursuant to [K.S.A. 58-3039](#)(e), one, or a combination, of the following real estate or closely related business experience during the past five years may qualify as a substitute for up to two years of active real estate experience required by [K.S.A. 58-3039](#)(d)(1):

1. At least two years of experience as an office manager in a real estate brokerage if duties included extensive activity in the recruiting and training of other agents and oversight of transaction files for compliance purposes.
2. At least two years of experience functioning as the supervising broker of a real estate brokerage located in another jurisdiction if the applicant's responsibilities included recruiting and training of affiliated agents, supervision of affiliated agents and oversight of transaction files for compliance purposes.

D. Real Estate Designations

Pursuant to [K.S.A. 58-3039](#)(e), one, or a combination, of the following real estate designations currently held by the applicant may qualify as a substitute for up to two years of the active real estate experience required by [K.S.A. 58-3039](#)(d)(1): (Attach a copy of membership card or designation certificate.)

ABRM Accredited Buyer Rep. Mgr.
ALC Accredited Land Consultant
CCIM Certified Commercial Investment Member
CPM Certified Property Manager
CRB Council of Real Estate Brokerage Managers
CRE Counselors of Real Estate
SIOR Society of Industrial and Office Realtors

Pursuant to K.S.A. 58-3039(e), the following designation currently held by the applicant may qualify as a substitute for up to one year of the active real estate experience required by K.S.A. 58-3039(d)(1):
(Attach a copy of membership card or designation certificate.)

CRS Certified Residential Specialist

E. Real Estate Education

Pursuant to [K.S.A. 58-3039](#)(e), one, or a combination, of the following real estate education courses may qualify as a substitute for up to three months of the two years of active real estate experience required by [K.S.A. 58-3039](#)(d)(1):

1. Having a degree with a major or minor in real estate from an accredited university.
2. Having one of the following designations: (Attach a copy of membership card or designation certificate.)

ABR Accredited Buyer Representative
CIPS Certified International Property Specialist
GRI Graduate, Realtor Institute

Licensure by Requirements Met in Another State

Salesperson Applicants:

Summary checklist of requirements [[Word](#)] [[PDF](#)]

All license applicants must pass the Kansas portion of the licensure exam for salespersons.

Contact the Commission at (785) 296-3411 or a [Kansas practice course provider](#) to request a Candidate Handbook containing information on scheduling an exam or download the handbook at www.pearsonvue.com (click on Test Taker Information, Kansas Real Estate, and Candidate Guide). The handbook should be read thoroughly to understand the examination procedures.

Applicants who hold a current salesperson's license in another jurisdiction do not have to complete Kansas' 30-hour pre-license course and the **national** portion of the examination IF the applicant has completed a course and examination for a jurisdiction the Commission has determined to have equivalent requirements.

The following items are required to apply:

- Fingerprints, waiver form and \$64 cashier's check or money order payable to KREC to obtain KBI/FBI background checks.
Click here to review the FAQs about fingerprints and background checks [[Word](#)][[PDF](#)]
- 30-hour [Kansas Practice course](#) approved by the Kansas Real Estate Commission (file certificate of completion with license application to KREC within **six months** of course completion date)
- Passing score report for the Kansas portion of the licensure exam filed with the Commission **within six months** of the date the exam was passed
- Application for License signed by a supervising or branch broker who holds a Kansas broker's license. (The application is provided at the exam center upon passing the Kansas portion of the exam.)
- nonresident form if not a Kansas resident [[Link to Word document](#)][[Link to PDF document](#)]
- current certification of license from any jurisdictions that have issued a real estate license to you (For jurisdiction contact information go to www.arello.com)
- \$15 nonrefundable application fee and a prorated license fee (see fee schedule [[Word](#)] [[PDF](#)]). (Fees may be combined into one check payable to "K.R.E.C.")

Effective 7/1/07, a new salesperson is issued a license that expires according to a [staggered renewal schedule](#) based on the first letter of the applicant's last name. Twelve hours of continuing education will be required by the first renewal due date. However, if the license expires less than six months from issuance, the 12 hours are not required until the second renewal date. License numbers for licensees in this category will begin with the letters "SA".

Broker Applicants:

Summary checklist of requirements [[Word](#)][[PDF](#)]

All license applicants must pass the Kansas portion of the licensure exam for brokers.

Contact the Commission at (785) 296-3411 or a [Kansas law course provider](#) to request a Candidate Handbook containing information on scheduling an exam or download the handbook at www.pearsonvue.com (click on Test Taker Information, Kansas Real Estate, and Candidate Guide). The handbook should be read thoroughly to understand the examination procedures.

Applicants who hold a current broker's license in another jurisdiction do not have to complete Kansas' 24-hour broker pre-license course and the **national** portion of the exam IF the applicant has completed a broker pre-license course and exam for a jurisdiction the Commission has determined to have equivalent requirements.

Applicants must also demonstrate they meet the experience requirement for a Kansas license as follows:

- Licensed as a salesperson in Kansas, or as a salesperson or broker in another jurisdiction, and ACTIVELY ENGAGED in activities which require a license in Kansas for at least two years during the last five years
- Experience in the real estate or a related business or a combination of such experience and education may be accepted by the Commission as being equivalent to all or part of the experience as a licensed salesperson or broker if the Commission believes it qualifies the applicant to act as a broker. Only experience during the last five years will be considered. Experience will be evaluated on a case-by-case basis. (Link to Guidelines for Evaluating Experience and Education [[Word version](#)] [[PDF version](#)])

If the applicant is not applying as a supervising or branch broker, the applicant must be affiliated with a supervising or branch broker who has a Kansas broker's license.

The following items are required to apply:

- Fingerprints, waiver form and \$64 cashier's check or money order payable to KREC to obtain KBI/FBI background checks. Click the following link for FAQs about fingerprints and background checks. [[Word](#)][[PDF](#)]
- 4-hour [Kansas law course](#) (file certificate of completion with license application to KREC **within six months** of course completion date)
- Passing score report for the Kansas portion of the broker's licensure exam filed with the Commission **within six months** of the date the exam was passed.
- Application for Broker's License provided at exam center upon passing the exam
- nonresident form if not a Kansas resident [[Word version](#)] [[PDF version](#)]

- current certification of license from any other jurisdictions that you are currently licensed in or have been in the past (For contact information for other jurisdictions go to www.arello.com) Certification must be filed with the license application no later than **six months** from the issue date shown on the certification
- \$15 nonrefundable application fee and prorated license fee (Link to Fee Schedule [[Word version](#)] [[PDF version](#)]) One combined check is okay.
- \$25 open office fee if opening a new company or branch office and a [Trust Account Form](#)

Note to applicants using **Missouri** Requirements: Applicants must request their pre-license education and exam information be included on the certification of license issued by the Missouri Real Estate Commission. If the Missouri license was obtained without completion of a pre-license course, the applicant must take the Missouri broker pre-license course or the [Kansas 24-hour broker pre-license](#) course, and include a copy of the certificate of completion with the application for license.

To request certification of a Missouri license, go to the web site for the Missouri Real Estate Commission, <http://www.pr.mo.gov/realestate.asp>. Click on Application Forms, and then print the Request for Certification of Licensure. Complete **Part I and III** of the form and send it to the Missouri Real Estate Commission with the \$10 fee. DO NOT ALTER THE CERTIFICATION BY MARKING BOXES, ETC. AFTER IT IS ISSUED! Doing so is considered a serious issue that will require your application to be referred to the Commission for consideration.

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Reasons for Possible Denial or Restriction

Denial:

In determining whether to grant a license the Commission considers:

- (1) If an applicant has entered a plea of guilty or nolo contendere to, or has been convicted of any offense that is comparable to any crime that would require the applicant to register as provided in the Kansas Offender Registration Act, K.S.A. 22-4902 (Link to list of crimes [[Word](#)][[PDF](#)]), regardless of the jurisdiction in which the crime occurred, the applicant must wait 15 years from the date of release from probation or post-release supervision before they are eligible for consideration for licensure. After the 15-year waiting period ends, the applicant has the burden of proof to demonstrate to the Commission that the applicant now has a good reputation for honesty, trustworthiness, integrity, and competence to transact the business of real estate in a manner to safeguard the public interest.
- (2) If the applicant has entered a plea of guilty to or nolo contendere to any other felony, regardless of the jurisdiction in which the crime occurred, the applicant must wait 5 years from the date of release from probation or post-release supervision before they are eligible for consideration for licensure. After the 5-year

waiting period ends, the applicant has the burden of proof to demonstrate to the Commission that the applicant now has a good reputation for honesty, trustworthiness, integrity, and competence to transact the business of real estate in a manner to safeguard the public interest.

(3) any revocation, suspension, voluntary surrender, or other disciplinary action taken against a real estate license.

(4) Whether an applicant has violated the Kansas Real Estate Brokers' and Salespersons' License Act, the Kansas Brokerage Relationships in Real Estate Transactions Act, or rules and regulations adopted thereunder during the term of any prior license.

(5) Any plea of guilty or nolo contendere to, or any conviction of any misdemeanor which reflects on the applicant's honesty, trustworthiness, integrity, or competence to transact the business of real estate.

(6) Any conduct of the applicant which reflects on the applicant's honesty, trustworthiness, integrity, or competence to transact the business of real estate.

(7) Such other matters as the Commission deems pertinent.

In its consideration of any such prior revocation or conduct the Commission shall take into account the nature of the offense; any aggravating or extenuating circumstances; the time elapsed since such revocation or conduct; the rehabilitation or restitution performed by the applicant; and such other factors as the Commission deems relevant.

The Commission may deny a license to any person who, without a license, has engaged in a real estate activity for which a license was required.

When an applicant has made a false statement of material fact on the application, such false statement may be sufficient reason for refusal of a license.

Hearing for Denial of License

If an application is denied, a notice is sent to the applicant, giving the reason for denial. The applicant is given an opportunity to be heard at a hearing in accordance with the Kansas administrative procedure act. A hearing is not held if the sole reason for denial is because the applicant failed to pass the required license examination.

Restricted License:

An original license may be issued as restricted if, after a hearing, it is found that an applicant who has met the exam and experience requirement has not met all other applicable requirements.

A license may be restricted:

- by term
- to employment by or association with a particular broker as an independent contractor
- to a particular type of transaction
- by other conditions deemed advisable by the Commission, including the filing of a surety bond

Renewal of a restricted license is at the discretion of the Commission.

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Helpful Hints and FAQs

What is a Salesperson?

An individual who is affiliated with a broker to participate in activities requiring a real estate license.

What is a Broker?

An individual who engages in the business of buying, selling, exchanging or leasing real estate or who, for compensation, engages in activities requiring a license as an employee of, or on behalf of, the owner, purchaser, lessor or lessee of real estate.

A broker may choose to act as an associate broker by affiliating with another broker.

Are companies licensed?

Licenses are not issued to companies. Individuals are licensed to do business under a company name. Licenses of all affiliated licensees are mailed to the supervising broker (or branch broker if applicable) to be kept in the custody and control of the supervising or branch broker and to be displayed in the broker's office.

Schools

Career Education Systems Inc (K.C. #102/Wichita #163)

8600 Ward Pky Ste. 130
Kansas City, Mo 64114
816-444-7277

3450 N Rock Rd Ste 116
Wichita KS 67226
316-651-0652

Mark Barker, DREI 800-748-7715 www.ceskc.com
(**classroom or online**)

Instructors: Brad Barker, DREI, Mark Barker, DREI, Richard Wright, DREI, Bain Culton, Conrad Miller, Larry McMillin, Bob Busboom, Tanya Fipps, Sally Peyton, Jo Berger, Roger Benefiel, Jay Heck, Michael Littlewood, Donnis Crane, Margaret Fraser, Jon Pitluck, Charles Garrison

4 Days 8am-5pm
Evenings 5:55pm-10:12pm (8 sessions)

0167 Career WebSchool (a.k.a. Cengage Learning Inc)

Cumberland Center II
3100 Cumberland Blvd Ste 1450
Atlanta GA 30339
Dana Taulli
800-532-7649
Fax: 770-919-9979

(On-Line Course)

www.careerwebschool.com
Realestate@careerwebschool.com

135 Johnson Co Community College

12345 College Blvd
Overland Park Ks 66210-1299
Timothy Frenzel
tfrenzel@jccc.edu
913-469-4420

Instructors: Sarah Allison, Jo Anne Collins, Dan Schoeneman, Steven Snavelly

111 Kansas Association of Realtors

3644 SW Burlingame Rd

Topeka, Ks 66611-9990

Rod McIntyre rmcintyre@kansasrealtor.com

Jackie Hovey jhovey@kansasrealtor.com

800-366-0069 or (785) 267-3610

<http://www.KansasRealtorEducation.com>

(Classroom or Correspondence)

Instructors: Jack Kochenour or Gordon Bassham

4 days 8am-5pm

161 Kansas Association of Realtors Academy

3644 SW Burlingame Rd

Topeka, Ks 66611-9990

Rod McIntyre 800-366-0069

or (785) 267-3610

<http://www.KansasRealtorEducation.com>

National portion **online** and state portion 8 hrs classroom

112 Kansas City Kansas Community College

7250 State Ave

Kansas City KS 66112

Larry Hill (913) 288-7170

Fax: (913) 288-7663

larryhill@kckcc.edu

<http://www.kckcc.edu>

Instructor: Ed Jaskinia

159 Lowry School Of Real Estate

3636 Alpaca Rd

Joplin MO 64804

Nancy Lowry 417-624-5596

or Toll-Free 1-877-363-5596

Fax: 417-781-1557

Nancy@LowrySchoolofRealEstate.com

Bryan@LowrySchoolofRealEstate.com

www.lowryschoolofrealestate.com

Instructors: Nancy Lowry, Steve Snavely, Tim Wooding, Linda Taylor, Corbin Turpin, Gary Benson, Dave Gosha

(Home-Study or Classroom)

165 Real Estate Prep School

5545 N Oak Trafficway Ste 25B

P. O. Box 28651

Kansas City MO 64118

Steve Swindler

(816) 455-2087

Fax: (816) 455-2097

E-mail: realestateprepschool@yahoo.com

Instructors: Steve Swindler, Raleigh Saighman

www.realestateprepschool.com

(Online, Correspondence or Classroom)

125 Realty School of Kansas

3241 E Douglas

Wichita, Ks 67218

Larry Rickard 316-685-3652

www.rsk.net

Instructor: Larry Rickard, John R. Todd

(Home-Study or Classroom)

Sterling College

125 W Cooper

Sterling KS 67579

Teow-Hwa Kwa, Ph.D. 620-278-4468

Instructor: Teow-Hwa Kwa, Ph.D

E-mail: tkwa@sterling.edu

166 Success Real Estate Institute

One East Ninth Ave

Hutchinson KS 67501

Dennis Messick

(620) 662-6441

Fax: (620) 662-6441

successinstitute@hotmail.com

<http://www.dmessick.com>

Instructor: Dennis Messick or Deborah Finecy

3 days, 8:00am - 6:00pm

155 Washburn University

1700 SW College Ave

Topeka KS 66621

Russell Smith

(785) 670-1308

Fax: (785) 670-1063

russ.smith@washburn.edu

Instructors: Albert Thom II, Lou Ann (Clintsman) Thoms

SALESPERSON LICENSE FEE SCHEDULE
Prorated For Odd Numbered Years (2009, 2011, Etc.)
Fee amounts are set by regulation and subject to change.

Locate the first letter of your last name. Find the time period in which your application will be received by the Kansas Real Estate Commission. The amount shown where these two points meet is the prorated fee. (If there are **asterisks** in the box, see below.) Make check or money order payable to the KREC. (**This fee does not include the application fee of \$15.00**) Be sure to include the **\$15.00 application fee** with the License fee. If you have questions, call the Commission at 785-296-3411.

NAME DATE	B	C	D-E	F-G	H	I-J-K-L	M	N-O-P	Q-R	S	T-U-V	W-X-Y-Z-A
January Odd Yr	92.00	***104.00	12.00	20.00	28.00	36.00	44.00	52.00	60.00	68.00	76.00	84.00
February Odd Yr	88.00	***100.00	8.00	16.00	24.00	32.00	40.00	48.00	56.00	64.00	72.00	80.00
March Odd Yr	84.00	92.00	***104.00	12.00	20.00	28.00	36.00	44.00	52.00	60.00	68.00	76.00
April Odd Yr	80.00	88.00	***100.00	8.00	16.00	24.00	32.00	40.00	48.00	56.00	64.00	72.00
May Odd Yr	76.00	84.00	92.00	***104.00	12.00	20.00	28.00	36.00	44.00	52.00	60.00	68.00
June Odd Yr	72.00	80.00	88.00	***100.00	8.00	16.00	24.00	32.00	40.00	48.00	56.00	64.00
July Odd Yr	68.00	76.00	84.00	92.00	***104.00	12.00	20.00	28.00	36.00	44.00	52.00	60.00
August Odd Yr	64.00	72.00	80.00	88.00	***100.00	8.00	16.00	24.00	32.00	40.00	48.00	56.00
Sept. Odd Yr	60.00	68.00	76.00	84.00	92.00	***104.00	12.00	20.00	28.00	36.00	44.00	52.00
October Odd Yr	56.00	64.00	72.00	80.00	88.00	***100.00	8.00	16.00	24.00	32.00	40.00	48.00
Nov. Odd Yr	52.00	60.00	68.00	76.00	84.00	92.00	***104.00	12.00	20.00	28.00	36.00	44.00
Dec. Odd Yr	48.00	56.00	64.00	72.00	80.00	88.00	***100.00	8.00	16.00	24.00	32.00	40.00

*** The asterisks mean that either no licensure fee is required because the license expires the last day of the month in which it is issued and a renewal fee of **\$100 must be remitted** for the following two-year period or a license fee is required for the current month and a renewal fee of **\$100 must be remitted** for the following two-year period.

SALESPERSON LICENSE FEE SCHEDULE
Prorated For Even Numbered Years (2008, 2010, Etc.)
Fee amounts are set by regulation and subject to change.

Locate the first letter of your last name. Find the time period in which your application will be received by the Kansas Real Estate Commission. The amount shown where these two points meet is the prorated fee. (If there are **asterisks** in the box, see below.) Make check or money order payable to the KREC. (**This fee does not include the application fee of \$15.00**) Be sure to include the **\$15.00 application fee** with the License fee. If you have questions, call the Commission at 785-296-3411.

NAME DATE	B	C	D-E	F-G	H	I-J-K-L	M	N-O-P	Q-R	S	T-U-V	W-X-Y-Z-A
January Even Yr	44.00	52.00	60.00	68.00	76.00	84.00	92.00	***104.00	12.00	20.00	28.00	36.00
February Even Yr	40.00	48.00	56.00	64.00	72.00	80.00	88.00	***100.00	8.00	16.00	24.00	32.00
March Even Yr	36.00	44.00	52.00	60.00	68.00	76.00	84.00	92.00	***104.00	12.00	20.00	28.00
April Even Yr	32.00	40.00	48.00	56.00	64.00	72.00	80.00	88.00	***100.00	8.00	16.00	24.00
May Even Yr	28.00	36.00	44.00	52.00	60.00	68.00	76.00	84.00	92.00	***104.00	12.00	20.00
June Even Yr	24.00	32.00	40.00	48.00	56.00	64.00	72.00	80.00	88.00	***100.00	8.00	16.00
July Even Yr	20.00	28.00	36.00	44.00	52.00	60.00	68.00	76.00	84.00	92.00	***104.00	12.00
August Even Yr	16.00	24.00	32.00	40.00	48.00	56.00	64.00	72.00	80.00	88.00	***100.00	8.00
Sept. Even Yr	12.00	20.00	28.00	36.00	44.00	52.00	60.00	68.00	76.00	84.00	92.00	***104.00
October Even Yr	8.00	16.00	24.00	32.00	40.00	48.00	56.00	64.00	72.00	80.00	88.00	***100.00
Nov. Even Yr	***104.00	12.00	20.00	28.00	36.00	44.00	52.00	60.00	68.00	76.00	84.00	92.00
Dec. Even Yr.	***100.00	8.00	16.00	24.00	32.00	40.00	48.00	56.00	64.00	72.00	80.00	88.00

*** The asterisks mean that either no licensure fee is required because the license expires the last day of the month in which it is issued and a renewal fee of **\$100 must be remitted** for the following two-year period or a license fee is required for the current month and a renewal fee of **\$100 must be remitted** for the following two-year period.

Wichita Area Association of REALTORS®

2009 Fee Schedules for New and Reinstatement Members

Effective 1-1-09

Forms needed (can be found at www.wichitarealtors.com)

- Membership Application
- Lock box key agreement (signed by agent and broker)
- MLS subscriber agreement

Please call WAAR, 263-3167, to schedule an appointment.

WAAR, KAR & NAR Dues Amounts

2009	WAAR	KAR	NAR*	WAAR Initiation	WAAR Reinstatement	KAR New Member Fee	KAR Issues Mobilization	Total For New Member	Total Reinstatement Member
January	225.00	120.00	115.00	75.00	175.00	100.00	5.00	640.00	740.00
February	206.25	110.67	108.33	75.00	175.00	100.00	5.00	605.25	705.25
March	187.50	101.34	101.67	75.00	175.00	100.00	5.00	570.51	670.51
April	168.75	92.01	95.00	75.00	175.00	100.00	5.00	535.76	635.76
May	150.00	82.68	88.33	75.00	175.00	100.00	5.00	501.01	601.01
June	131.25	73.35	81.67	75.00	175.00	100.00	5.00	466.27	566.27
July	112.50	64.02	75.00	75.00	175.00	100.00	5.00	431.52	531.52
August	93.75	54.69	68.33	75.00	175.00	100.00	5.00	396.77	496.77
September	75.00	45.36	67.67	75.00	175.00	100.00	5.00	368.03	468.03
October	56.25	36.03	55.00	75.00	175.00	100.00	5.00	327.28	427.28
November	37.50	26.70	48.33	75.00	175.00	100.00	5.00	292.53	392.53
December	18.75	17.37	41.67	75.00	175.00	100.00	5.00	257.79	357.79

*Includes a \$35 special assessment for the National Public Image Campaign

MLS Fees

MLS Dues are \$95.00 a Quarter and are prorated weekly

Week in the Quarter	MLS Dues	Initiation Fee	Reinstatement	SafeMLS Token	Total New Members	Total Reinstatement
Week 1	95.00	75.00	50.00	31.89	201.89	176.89
Week 2	87.69	75.00	50.00	31.89	194.58	169.58
Week 3	80.38	75.00	50.00	31.89	187.27	162.27
Week 4	73.07	75.00	50.00	31.89	179.96	154.96
Week 5	65.76	75.00	50.00	31.89	172.65	147.65
Week 6	58.45	75.00	50.00	31.89	165.34	140.34
Week 7	51.14	75.00	50.00	31.89	158.03	133.03
Week 8	43.83	75.00	50.00	31.89	150.72	125.72
Week 9	36.52	75.00	50.00	31.89	143.41	118.41
Week 10	29.21	75.00	50.00	31.89	136.10	111.10
Week 11	21.90	75.00	50.00	31.89	128.79	103.79
Week 12	14.59	75.00	50.00	31.89	121.48	96.48
Week 13	7.28	75.00	50.00	31.89	114.17	89.17

Supra Lock Box Keys

Agents have 2 key options (go to <http://www.supraekey.com> for more information on key specifics):

- 1) Active Key – digital display lock box key (Annual lease amount)
- 2) E-key – Electronic key that uses your personal PDA or Smartphone (Devices not included, monthly lease for service only)

Two Types with different features and costs: e-key Basic and e-key Professional.

Visit http://www.gesecurity.com/GEsecurity/Real%20Estate/current_devices.pdf for exact specifications and compatible devices for e-key service

ActiveKey Lock Box Proration Schedule						
Key Issues Between						
Start Date	End Date	Lease Amount	One Time Activation Fee	Insurance (optional)	Total without insurance	Total with insurance
12/17/09	1/16/10	36.77	50.00	25.00	86.77	111.77
1/17/10	2/9/10	24.51	50.00	25.00	74.51	99.51
2/10/09	2/16/09	170.99	50.00	25.00	220.99	245.99
2/17/09	3/16/09	159.04	50.00	25.00	209.04	234.04
3/17/09	4/16/09	147.08	60.00	25.00	207.08	232.08
4/17/09	5/16/09	134.82	60.00	25.00	194.82	219.82
5/17/09	6/16/09	122.56	60.00	25.00	182.56	207.56
6/17/09	7/16/09	110.31	60.00	25.00	170.31	195.31
7/17/09	8/16/09	98.05	60.00	25.00	158.05	183.05
8/17/09	9/16/09	85.79	60.00	25.00	145.79	170.79
9/17/09	10/16/09	73.54	60.00	25.00	133.54	158.54
10/17/09	11/16/09	61.28	60.00	25.00	121.28	146.28
11/17/09	12/16/09	49.03	60.00	25.00	109.03	134.03

E-Key Services		
E-Key Service	Monthly Fee	An Activation fee is also charged on the e-key. The monthly bill date for the e-key is the 17 th . Payment will be automatically debited from a member's credit or debit account. Supra collects the 1 st months payment. There is no proration. Ex) If a member signs up for e-key service on the 1 st of the month, Supra collects payment and then the member's account will be charged on the 17 th of that month.
Basic	14.97	
Professional	23.64	

Fee Estimation Worksheet		Example of <u>new</u> member joining WAAR & MLS 1/1/09		Example of <u>reinstate</u> member joining WAAR & MLS 1/1/09	
Total for new or reinstate member (from above)		Total for new member (From above)	640.00	Total for reinstate member (From above)	740.00
MLS fees (from above)		MLS fees (from above)	211.89	MLS fees (from above)	186.89
Key fee- Active Key (Separate payment to Supra)		Key fee w/insurance- Active Key (Separate payment to Supra)	110.88	Key fee w/insurance- Active Key (Separate payment to Supra)	110.88
Total		Total	\$963.77	Total*	\$1038.77
				* Include Safe MLS token. If you have a token, subtract \$31.89 from the reinstate total.	

Payment Info:

Credit and Debit Cards Accepted: Visa, MasterCard, American Express, and Discover

Check: If paying by check, two checks are needed because lockbox key payment is separate from WAAR & MLS fees.

Cash Not Accepted. We apologize for the inconvenience.

Call the Association office for an appointment and exact costs (316) 263-3167