



BROKER PRE-LICENSING CHECKLIST

If you have been convicted of four or more misdemeanors or felony, your application must be reviewed by the Commission; the [Offense Reporting Form](#) is also required.

This checklist will help you navigate the process of obtaining a broker license. This checklist is for your use and does not have to be submitted to the Kansas Real Estate Commission (KREC).

- Submit a completed fingerprint card and [Background Waiver form REL-150](#) to KREC along with payment for the \$50 broker application fee and \$60 background fee. **You may be printed at your local police/sheriff's department or authorized printing entity. Please contact them directly to confirm availability of services. [Click here](#) to view a list of agencies offering print services in Kansas.**

- Complete the [60-hour pre-licensing requirement](#), which is made up of the Kansas Real Estate Fundamentals (a 30-hour course on basic real estate fundamentals) and the Kansas Real Estate Broker Management (a 30-hour course on broker responsibility). **If you hold a broker license in another state:** Complete the 34-hour pre-licensing requirement, which is made up of the Kansas Law (a 4-hour course on license law and rules & regulations) and the Kansas Real Estate Broker Management (a 30-hour course on broker responsibility). **The pre-license education requirement can be satisfied in a live classroom or Internet based format. PLEASE REVIEW THE INFORMATION BELOW REGARDING EXPIRING COURSE CERTIFICATES.**

- Contact [Pearson Vue](#) to create an account and schedule your exam date/time (*Review the [Candidate Handbook](#) & [Exam Outlines](#) before contacting Pearson Vue*). Bring your 30-hour Kansas Real Estate Fundamentals certificate with you when you go to the exam center. **If you hold a broker license in another state:** You will be waived from the national portion of the exam; you must submit a Client Exam Waiver to Pearson Vue after creating an account; once the waiver is approved, you may schedule your exam date/time. Bring your 4-hour Kansas Law Course certificate with you when you go to the exam center. **NOTE: Per KSA 58-3040, you must be a licensed broker in your state of residence to be eligible for a Kansas Broker license.**

- Take the exam consisting of both state and national portions (***unless you are waived from the national portion based on a license held in another state***).
 - *If you fail either or both portions of the exam you must schedule a re-exam through Pearson Vue and pay the required fee. If you pass one portion and fail the other, the failed portion must be passed and the application received by KREC within six months of the earlier exam date.*

- Once you have passed the exam, submit the License Application documents provided by Pearson Vue to KREC along with your certificates of completion for the pre-license education, [Broker Experience Pages](#), [Broker Transaction Log](#) OR Sales Detail Report, payment of \$175 broker license fee and if applicable, a [Nonresident Form](#), Certification of License History from any state you are currently or formerly licensed in, and an [Open Company](#) Form if you plan to hold your own license.

NOTE: If you do not meet the broker experience and/or transaction point requirements for approval of either a restricted or unrestricted license, your application must be reviewed by the Commission. A detailed resume and letter of recommendation from your supervising broker, if applicable, must be submitted along with your application.

In response to COVID-19, KREC is waiving the requirement for applicants to prove to Pearson VUE they are taking the exam within 12 months of the completion date shown on the pre-license course certificate. This will allow additional third-party exam centers to be utilized. Applicants who cannot schedule the exam within 12 months of the course date should immediately forward a copy of the certificate to krec@ks.gov along with the date of the exam reservation. Applicants who are able to test prior to course expiration should follow the standard procedure of emailing the certificate with the exam score and license application.