

Salesperson Prelicensing Checklist

This checklist will help you navigate the process of obtaining a salesperson license. Please review the [Salesperson License Requirements](#) for additional qualifying information.

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Submit Salesperson Prelicensure App



- **Create An Account:** Go to [Citizen Access](#) to set up an account. Login, then click APPLY FOR LICENSE and select Salesperson Prelicensure.
- **Tell Us About Yourself:** Answer a few questions to help us determine your license requirements then pay the \$15 application fee and \$70 background fee.
- **Check Your Email:** We'll send you an email detailing your next steps. The email contains your PRELICENSE NUMBER, which you will need to complete your requirements.

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Complete Your Prelicense Requirements



- **Submit Your Fingerprints:** Get printed at your local police/sheriff's department or authorized entity. Click [here](#) for more information. Paper print cards must be mailed to our office.
- **Complete Prelicense Courses:** If you're not licensed in another state, complete the 30 hour Principles of Real Estate (must be done before the exam) **and** the 30 hour Kansas Practice Course. If you're licensed in another state, complete the 30 hour Kansas Practice Course. Click [here](#) for more information. Remember to use your PRELICENSE NUMBER when registering. The school will send us your course completion(s).
- **Pass The Exam:** We'll let the exam center, [Pearson Vue](#), know when your exam is authorized. They'll email you instructions for scheduling. Review the Candidate Handbook & Exam Outlines before you go. Pearson Vue will send us exam score(s).

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Submit Your License Application Online

Once you have completed all applicable pre-license requirements, we'll email you an invitation to submit your license application on [Citizen Access](#). Be prepared to provide the following:

APPLY NOW



- **Company Affiliation Information:** you'll need to tell us which Kansas Broker will supervise you.
- **Certification(s) of License History:** you must attach a license history certification from all states you're currently or formerly licensed in.
- **Court Documents:** If you have a criminal history or any unsatisfied judgments due to real estate related litigation, you must attach court documents.
- **License Fee Payment:** Payment for the \$125 Salesperson License fee due upon submission.

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Important Information



- Schools have up to FIVE days to report your course(s); if you're required to take the Principles of Real Estate, your exam will not be authorized until your completion is reported.
- You cannot schedule the license exam until you receive an email from [Pearson Vue](#) (within 24 hours of your exam authorization). If you are licensed in another state, you'll be waived from the national portion of the exam.
- If you have been convicted of four or more misdemeanors, have a pending felony charge or a felony conviction, the [Offense Reporting Form](#) is required. Additional information may be requested.
- Commission staff will review and process your license application within 7-10 business days; you will be **NOTIFIED VIA EMAIL** if additional information is needed.