

Broker Prelicensing Checklist

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

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Submit Broker Prelicensure App



- **Create An Account:** Go to [Citizen Access](#) to set up an account. Login, then click APPLY FOR LICENSE and select Broker Prelicensure.
- **Tell Us About Yourself:** Answer a few questions to help us determine your license requirements then pay the \$50 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 a licensed broker in another state, complete the 30 hour Broker Fundamentals (must be done before the exam) **and** the 30 hour Broker Management. If you're licensed in another state, complete the 30 hour Broker Management **and** 4 hour Kansas Law 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 your exam score(s).

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Submit Your License Application Online

Once you've 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. If you will open your own company, you'll provide the details as part of your app.
- **Certification(s) of License History:** you must attach a license history certification from all states you're currently or formerly licensed in.
- **Transaction Documents:** You must provide your transaction history for the 3 years preceding your application. You may attach the [Broker Transaction Log](#), Full Detail MLS Sheets or an Agent Single Line (must contain all fields shown on Transaction Log)
- **Fee Payment:** \$175 Broker License fee & \$100 Open Company fee (if applicable)

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Important Information



- Schools have up to FIVE days to report your course(s); if you're required to take the Broker Fundamentals, 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.
- If you do not meet the broker experience/transaction point requirements for staff approval, your application must be reviewed by the Commission. A detailed resume and letter of recommendation from your supervising broker are required.
- 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.