

APPLICATION FOR CORRESPONDENCE COURSE APPROVAL

SCHOOL NAME: _____	SCHOOL CODE: _____ (if one has been assigned)
ADDRESS: _____ (street) (city) (state) (zip code)	
PHONE #: (_____)	FAX #: (_____)
COORDINATOR'S NAME: _____	E-MAIL: _____
NAME OF COURSE: _____	
CREDIT HOURS REQUESTED: _____	ATTENDANCE FEE: \$ _____

The following enclosures will be needed to enable the Commission to understand the full scope of your course.

1. A detailed outline and objectives of the course.
2. A copy of all course materials, including textbooks, student workbooks, quizzes and final examination with answer key.
3. The time frame for completion of the course and the time allotted for the final examination. **NOTE:** A school shall not issue a certificate of completion of a correspondence or home study program course approved by the commission to meet any requirement of K.S.A. 58-3046a, and amendments thereto, unless the requirements noted in a. or b. below are met.
 - a) The student has received a score of at least 70% on a proctored closed-book final examination. The proctor shall complete and provide to the school the notarized certification form approved by the commission for each examination administered by the proctor. If the examination is proctored by the school coordinator or instructor, the notarized form is not required. A statement is checked on the certificate of completion instead that confirms the exam was administered in the appropriate manner.
 - b) The student has received a score of a least 90% on an open-book final examination. A proctor is not required.
4. Sample of advertisement/enrollment form. In your advertising or enrollment process, you will need to warn students that course approval expires at the end of the calendar year and that courses need to be completed prior to December 31 to ensure that the Commission will recognize the credit hours advertised. Also, inform continuing education students whose license renewal date is approaching that they must pass the final exam enough days ahead of their renewal date to allow you time to grade the exam, issue the certificate and mail or fax a copy of the certificate to the commission by their renewal date. In the enrollment process, you should request that continuing education students verify their name and license number to what is shown on their license.
5. Copy of proprietary school approval certificate or letter indicating how your school meets the requirements of K.S.A. 58-3046a(g) as listed on the instruction page.

Date

Signature of Coordinator

Please remit this application and all enclosures to: KANSAS REAL ESTATE COMMISSION, THREE TOWNSITE PLAZA STE 200, 120 SE 6TH AVE, TOPEKA KS 66603-3511. If you have any questions, call Kelly White at (785) 296-2099 or e-mail her at kelly.white@krec.state.ks.us.