

Kansas Real Estate Commission
REPLACEMENT APPLICATION FOR RENEWAL OF LICENSE – 2 YEARS
 (See page 2 for instructions to submit your renewal.)

LICENSE NUMBER	STATUS (active or inactive)	RENEWAL FEE (Salesperson: \$100 or Broker: \$150)	+	DUPLICATE FEE (\$10 each for two or more companies)	=	TOTAL DUE
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Note: Unless you are a salesperson whose license number begins with the letters "SA" or your license is currently on inactive status, you must have 12 hours of continuing education on record by the license renewal date.

Yes No **Have you completed the 12 hours of continuing education required for this renewal period?**

Brokers - The 12 hours must include at least 6 hours in the mandatory courses: "Required Salesperson and Broker Core" and "Required Broker Core".

Salespersons - The 12 hours must include at least 3 hours in the mandatory course: "Required Salesperson and Broker Core"

Please Print

NAME (AS LICENSED) _____

****NOW AVAILABLE-ON LINE RENEWAL****

HOME ADDRESS _____

E-MAIL ADDRESS _____

HOME PHONE (____) _____

COMPANY PHONE (____) _____

1. In the last six (6) years, *except for disciplinary action against your license by the Kansas Real Estate Commission*, has there been a denial, revocation, suspension, voluntary surrender, or any other disciplinary action taken by the State of Kansas or any other jurisdiction against any professional or occupational license held by you? **IF YES**, indicate the name of the jurisdiction, discipline dates and reasons. Unless you have already supplied copies to the Commission, also **ATTACH** a copy of the order and an explanation of the circumstances that led to the disciplinary action. _____

Yes No

2. In the last six (6) years, have you been convicted of a criminal offense or is there any criminal charge now pending against you (other than minor traffic violations)? This includes misdemeanors. **IF YES**, provide the date, offense or pending charge, court location and case number. A response of "previously submitted" will not be sufficient. Unless you have already supplied copies to the Commission, **ATTACH** a copy of the charges, any order of conviction, sentencing, any release from probation or parole and a letter explaining the circumstances that led to the charge or conviction.

Date: _____ Offense or Pending Charge: _____
 Court location: _____ Case #: _____ (attach supplemental sheets if needed)

3. In the last six (6) years have you received a diversion or a suspended imposition of sentence for a criminal offense, (other than minor traffic violations)? This includes misdemeanors. **IF YES**, provide the date, offense, court location and case number. Unless you have already supplied copies to the Commission, **ATTACH** a copy of the charges, any order of conviction, sentencing, diversion agreement, and any release from probation or diversion.

Date: _____ Offense or Pending Charge: _____
 Court location: _____ Case #: _____ (attach supplemental sheets if needed)

In accordance with the provisions of the Kansas Real Estate Brokers' & Salespersons' License Act, I hereby make application for renewal of the license indicated above and enclose the statutory fee.

 Licensee Signature

 Date Signed

 License Number

****NOW AVAILABLE-ON LINE RENEWAL****

Renewal of your license is now available online. Go to www.kansas.gov/krec and click on the "Renew a License" tab. Twelve hours of continuing education must be on record with KREC to renew an active license with a license number prefix of "SP" or "BR". If, within the past six years, you have been charged or convicted of a criminal offense or received disciplinary action against a professional or occupational license (other than your Kansas real estate license), online renewal is not available. **PLEASE NOTE** If you take continuing education courses after the 15th day of your renewal month, your hours may not be on record in time for you to do an online renewal. Please check your hours on our website at www.kansas.gov/krec by clicking on the tab that says "Check CEU hours". The system will **NOT** allow you to renew online unless the school has submitted the roster or distance education certificate to KREC and KREC staff has entered your CEU hours into the system.

INSTRUCTIONS FOR SUBMITTING YOUR RENEWAL

Make corrections if necessary to your name and residence address. Show street or RR number of residence, not just a post office box number. **If you answered any question "Yes" and you have previously provided to the Commission the documentation requested, you do not need to submit additional copies of the information. However, please be sure to provide enough detail so that we may confirm we have the documentation on file.** Please sign and date the application.

The renewal due date is the last calendar day of the month preceding the license expiration date. To avoid the **\$50.00 late fee**, your renewal application and renewal fee must be postmarked or delivered in person no later than the renewal due date. All continuing education must have been completed by the **renewal due date**. (See explanation of continuing education requirements.) Your check or money order must be payable to the Kansas Real Estate Commission or K.R.E.C. Please do not send cash!

Return with the total due to: KANSAS REAL ESTATE COMMISSION
THREE TOWNSITE PLAZA
120 SE 6TH AVE, STE 200
TOPEKA, KS 66603

Any questions regarding license renewal should be directed to Sandra Lindsay at (785) 296-3412 or sandra.lindsay@krec.state.ks.us

CONTINUING EDUCATION REQUIREMENTS

If your license number is prefaced by BR: To renew on active status, 12 hours must be completed by the renewal due date. Of this 12 hours, a minimum of 3 mandatory hours must be from the course entitled "Required Salesperson and Broker Core" (Course Code Prefix: M) **AND** a minimum of 3 mandatory hours must be from the course entitled "Required Broker Core" (Course Code Prefix: MB).

If your license number is prefaced by SP: To renew on active status, 12 hours must be completed by the renewal due date. Of this 12 hours a minimum of 3 mandatory hours must be from the course entitled "Required Salesperson and Broker Core" (Course Code Prefix: M).

If your license number is prefaced by SA: Due to the recent issuance of your license, no education hours are required for this first renewal.

The education hours NEEDED are printed on the reverse side as of the date this form was printed. To check the current hours on record and the hours needed for renewal, visit our website at www.kansas.gov/krec.

LATE RENEWAL

Failure to file by the due date will automatically cancel your license on its expiration date. Renewal applications postmarked after the due date, but before the license expiration date require payment of an additional **\$50.00 late fee**. You may have your expired license reinstated and renewed by the payment of the required renewal fee and a late fee of \$50, if such fees and an Application for Late Renewal form are received by the Commission not later than six months following the expiration date of your license. The Application for Late Renewal form is available under "Forms" on our website at www.kansas.gov/krec. Please note the 12 hours of continuing education must be on record with the Commission in order to late renew an active license. Any questions regarding late renewal should be directed to Norma Rolfe at (785) 296-3413 or norma.rolfe@krec.state.ks.us.

NON-RESIDENT EDUCATION

Hours taken to meet the continuing education requirements of your resident state will be accepted for Kansas **elective** hours only as follows:

Brokers: May use a maximum of 6 non-resident hours toward the 12 hours required for active renewal; provided (1) the hours were taken during the current Kansas renewal period; (2) certificates of completion are filed by the renewal due date; and (3) the education completed is not a pre-license course.

Salespersons: May use a maximum of 9 non-resident hours toward the 12 hours required for active renewal; provided (1) the hours were taken during the current Kansas renewal period; (2) certificates of completion are filed by the renewal due date; and (3) the education completed is not a pre-license course.

NO WAIVERS: Although hours may be waived in the state of your residence, they WILL NOT be waived for Kansas license renewal.

You may fax your non-resident course certificates to the Commission at (785) 296-1771. Please include your Kansas license number with your request. Any questions regarding non-resident education should be directed to Kelly White at (785) 296-2099 or kelly.white@krec.state.ks.us.

INACTIVE STATUS

You may renew on inactive status without having any hours of continuing education on record. If your license is already on inactive status, the Commission must receive the completed renewal application and the renewal fee by the renewal due date.

If your license is currently on active status and you want to renew (without continuing education hours) on inactive status, your license, the properly completed Licensee Change Request Form, the renewal application and the renewal fee must be returned to the Commission by the renewal due date. **PLEASE NOTE**, inactive status cannot be postdated. The inactive date will be the date your renewal application and completed Licensee Change Request Form are received by the Commission.

IF YOUR LICENSE HAS BEEN ON INACTIVE STATUS FOR MORE THAN TWO YEARS, but less than five years, you will be required to take continuing education hours in addition to the hours required for renewal prior to reactivation. **IF YOUR LICENSE HAS BEEN ON INACTIVE STATUS FOR MORE THAN FIVE YEARS**, you will be required to take the licensing exam again in order to reactivate, and you must take continuing education hours in addition to hours required for renewal. **IF YOU DO NOT KNOW YOUR INACTIVE DATE, CONTACT THE COMMISSION at 785-296-3413 or norma.rolfe@krec.state.ks.us.**