

**Sales associate – applying through License Recognition – Active – Applicant
MUST hold an active sales associate license in good standing in another state**

**Please note the following requirements must be met there are no exceptions.
Failure to comply with these requirements will void the application and you will
be required to retake the exam and/or redo the FBI report.**

- ***The FBI report must be requested prior to scheduling the exam.***
- ***FBI reports expire 6 months from the date they are issued.***
- ***Once you have completed the exam you will only have 60 days to apply for your license.***

- Original application, which you will receive from the approved testing provider after passing the exam, completed and signed by the principal broker and applicant;
- FBI Report (Original) – (Must be on file with the Commission or attached to the application. Cannot be more than 6 months old.);
- Certificate of Licensure from all states in which the applicant has or has held a real estate license, a copy of the license is not acceptable;
- Check for \$60 for license application made payable to KREC; and
- E & O Insurance either a check for the prorated amount for group E & O insurance from the Commission or a check for \$10 and form #500 “Private Carrier Certificate of Coverage”.

*****Please Allow KREC 3-7 business days AFTER THE COMMISSION HAS RECEIVED ALL REQUIRED ITEMS INCLUDING THE FBI BACKGROUND REPORT. In the event you have any legal issue the time to process may be longer.***