

Sales associate – applying for an active license

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.);
- High School diploma, transcript, GED, college degree or college transcript showing completion of 28 credit hours or more (copy of original accepted, website printouts are not accepted);
** If the document is in a language other than English please follow the steps listed on the tab, [Foreign Transcripts](#). You will find this tab under the Licensing section under New Applicants on our website.
- Real Estate education completion certificate or transcript (copies are accepted; website printouts are not accepted);
- Check for \$60 for license application made payable to KREC;
- 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”);
- If the applicant is or has been licensed in another state a Certificate of Licensure from the other state(s) must be attached, a copy of the license is not acceptable; and
- If the applicant is not a Kentucky resident, form #407 “Consent to Service of Jurisdiction” must be attached.

*****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.***