

## KREC Application Checklist

### Broker – Inactive (formerly known as escrow) License

**All of the following requirements must be met for licensure. 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 national criminal history check.**

- Original application completed and signed by the principal broker and applicant;  
Applicants will receive the application from the testing provider after passing the exam.
- Experience verification completed by the principal broker(s) verifying completion of required experience;  
The experience verification form is a part of the application.
- Real Estate education transcripts, including the brokerage management course, if not previously submitted to the KREC by the applicant;  
Copies are accepted, but website printouts are not accepted.
- Copies of college transcripts or college degrees being used for elective credit;  
Copies are accepted, but website printouts are not accepted.
- Optional Broker Education Review prepared by the KREC; and
- National Criminal History Check (original);\*  
The report must be on file with the KREC or attached to the application and cannot be more than 90 days old at the time the application is submitted.
- Check for \$60 for license application made payable to the Kentucky State Treasurer;
- Certification of Licensure from other state(s) must be attached (if the applicant is or has been licensed in another state);  
A copy of the license is not acceptable.
- If the applicant is not a Kentucky resident, a “Consent to Jurisdiction and Service of Process” form must be attached.

Please allow KREC three to seven business days after receiving all required items (including the national criminal history check) to process the application. In the event that a legal issue is identified in your criminal background check the time to process may be longer.

#### **\*PLEASE NOTE:**

- **The national criminal history check must be requested prior to scheduling the exam and expires 90 days from the date it is issued.**
- **Once you have completed the exam, you will only have 60 days to apply for your license.**