

Steps to Obtain a License through Reciprocity

1. Review the requirements of each reciprocity agreement to see if you qualify for licensure.
 - a. Ohio:
 - i. Sales Associate- must be actively licensed in Ohio as a sales associate for a minimum of one (1) year immediately preceding the submission of your reciprocal application.
 - ii. Broker- must be actively licensed in Ohio as a broker for a minimum of two (2) years immediately preceding the submission of your reciprocal application.
 - b. Tennessee:
 - i. Sales Associate- must be actively licensed in Tennessee as an associate broker for a minimum of one (1) year immediately preceding the submission of your reciprocal application.
 - ii. Broker- must be actively licensed in Tennessee as a broker for a minimum of three (3) years immediately preceding the submission of your reciprocal application.
 - c. West Virginia
 - i. Sales Associate- must be actively licensed in West Virginia as an associate broker for a minimum of one (1) year immediately preceding the submission of your reciprocal application.
 - ii. Broker- must be actively licensed in West Virginia as a principal or designated broker for a minimum of one (1) year immediately preceding the submission of your reciprocal application.
2. Complete the forty-hour (40) reciprocal license law course through a KREC-approved education provider.
3. Submit your fingerprints for a national criminal history check.
(http://krec.ky.gov/ppc/newstatic_info.aspx?static_id=209)
4. Register for the licensing exam through PSI (reciprocity broker exam or reciprocity sales associate exam, depending on your license type).
(https://candidate.psiexams.com/catalog/fap_test_details.jsp?testid=2312&prev_page=/catalog/fap_test_catalog_details.jsp)
5. Apply for license by following **ONE** of the following:

- a. **Mail submission:** You will receive a paper application at the testing site upon passing both portions of the exam. Complete the application and send it to the Commission's office with a check or money order for the appropriate payment.
- b. **Online submission:** You will receive an email from ppc.krec@ky.gov within 36-48 hours of passing both portions of the exam. Read the email *carefully*. Click on the link and follow the prompts. At the end of the application, you will be asked to pay the appropriate fees with a credit/debit card or ACH (electronic check).

Supplemental Items to Include with Application:

- Certificate of completion of the reciprocal license law course
- Proof of errors and omissions insurance coverage
- A license history certification or letter of good standing from every state in which you are licensed as a real estate agent
- Payment for licensing fees
 - \$130 for an active license
 - \$120 for an inactive license

Additional Things to Remember:

- You must submit your fingerprints for the national criminal history check before registering for the exam. You do not have to have the results of the history check before registering for the exam.
- You must submit your completed application to the Commission within sixty (60) days of passing both portions. Failure to submit it within the timeframe will void your exam results.
- **National criminal history checks are valid for ninety (90) days.** You must pass the exam and submit the application before your background check expires.
- If you are applying as a principal broker, please note you must have a definite place of business (not a P.O. box) in Kentucky as well as an escrow account at a bank located in Kentucky.