

Steps to Obtain a Sales Associate License

1. Complete the sales associate pre-license course through a KREC-approved education provider. (<https://oop.ky.gov/education.aspx>)
2. Submit your fingerprints for a national criminal history check. (http://krec.ky.gov/ppc/newstatic_info.aspx?static_id=209)
3. Register for the licensing exam through PSI. (https://candidate.psiexams.com/catalog/fap_test_details.jsp?testid=2312&prev_page=/catalog/fap_test_catalog_details.jsp)
4. 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 sales associate pre-license course
- Copy of high school diploma, GED, or college transcript
- Proof of errors and omissions insurance coverage
- If you have been or are currently licensed as a real estate agent in other jurisdictions, you must submit a license history certification for every state in which you have been or are currently licensed.
- 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.