

KREC Application Checklist

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

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 FBI report.

- Original application completed and signed by the principal broker and applicant;
 - Applicants will receive the application from the testing provider after passing the exam.
- Certificate of Licensure from the other state(s) must be attached;
 - A copy of the license is not acceptable.
- Check for \$70 for license application made payable to KREC;
 - This total will include the \$60 license fee and the \$10 E&O processing fee.
- FBI Report (original); *
 - The report must be on file with the KREC or attached to the application and cannot be more than 90 days old.
- Proof of E&O Insurance coverage; and
 - If you select a private firm policy, you must provide form 500.
- If the applicant is not a Kentucky resident, form #407 “Consent to Service of Jurisdiction” must be attached.

Please allow KREC three to seven business days after the commission has received all required items, including the FBI background check, to process the application. In the event of a legal issue with the criminal background check, the time to process may be longer.

***PLEASE NOTE:**

- **The FBI report must be requested prior to scheduling the exam.**
- **FBI reports expire 90 days from the date they are issued.**
- **Once you have completed the exam, you will only have 60 days to apply for your license.**