

## KREC Application Checklist

### Sales associate – Active 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 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.
  
- High School diploma, transcript, GED, college degree or a college transcript showing completion of 28 credit hours or more;
  - Copies are accepted, but website printouts are not accepted. If the document is in a language other than English, please follow the steps listed under the tab, “Foreign Transcripts.” You will find this information on the KREC website in the new applications section under the licensing tab.
  
- Real Estate education completion certificate or transcript;
  - Copies are accepted, but website printouts are not accepted.
  
- 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.
  
- 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.
  
- Proof of E&O Insurance coverage;
  - If you select a private firm policy, you must provide form 500.
  
- If the applicant is or has been licensed in another state, a Certificate of Licensure from the other state(s) must be attached; and
  - A copy of the license is not acceptable.
  
- 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 REPORT) 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 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.