

## KS Salesperson Applicants Must:

1. Be at least 18 years of age
2. Have a high school diploma or the equivalent
3. Show proof of successful completion of sixty (60) hours of salesperson [pre-license education courses](#) approved by KREC
4. Comply with all application procedures required by KREC
5. Pass the real estate salesperson license exam before the course certificate expires.
6. Affiliate with a licensed Kansas Real Estate Broker; application must be approved by a supervising or branch broker certifying the applicant's honesty, trustworthiness, and good reputation and acknowledging any pending charge, conviction, diversion, or suspended imposition of sentence received by the applicant. An original license cannot be issued on inactive status.

## Supporting Documentation

Submit the following with the license application, if applicable:

- a **Certification of License History** from all states you currently or formerly held a real estate in;
- a **copy of the disciplinary order and explanation** for any denial, revocation, suspension, voluntary surrender of license or any other disciplinary action taken against any professional or occupational license or certificate ever held by the applicant;
- an **explanation and a copy of the settlement agreement** for a final court judgment from real estate related litigation filed

against the applicant or a real estate company owned in whole or part by the applicant;

- **a letter explaining the offense** for any pending misdemeanor or felony charges, any conviction of a criminal offense, or any diversion or suspended imposition of sentence for a criminal offense. The [Offense Reporting form](#) is required for any pending felony charges and felony convictions. If requested by the Commission, submit all documentation related to the criminal action.

**Applicants reporting disciplinary action, pending charges, or convictions may also submit the following:**

- Letters of recommendation or character references
- Certificates of completion for any treatment, therapy, victim panel, or group program
- A resume including scholastic, community, volunteer, and work experience
- A statement regarding the applicant's character, the nature and extent of any rehabilitation, or mitigating circumstances concerning illegal activities or conduct