



## COMMISSION APPROVAL OF A COURSE

### Instructions for Schools to Request Commission Approval of a Course

Per [K.S.A. 58-3046a\(h\)](#), if the institution offers pre-license courses, they must be offered by one of the following:

1. an institution which is accredited by the north central association of college and secondary schools accrediting agency;
2. a technical college as defined by K.S.A. 72-4412 and amendments thereto;
3. a private or out-of-state postsecondary educational institution which has been issued a certificate of approval pursuant to the Kansas private and out-of-state postsecondary educational institution act;
4. any agency of the state of Kansas;
5. a similar institution, approved by the Commission, in another state; or
6. an entity, approved by the Commission, to provide continuing education.

To obtain approval as a private or out-of-state postsecondary school as described in #3 above, contact:

Kansas Board of Regents  
Crystal Puderbaugh  
[cpuderbaugh@ksbor.org](mailto:cpuderbaugh@ksbor.org)  
(785) 430-4287

The following forms are required to submit a request and can be found under the "Forms" link at [www.krec.ks.gov](http://www.krec.ks.gov):

- Course Approval Application (RE-810)
- Instructor Approval Form (RE-850)

All education course submission materials must be sent electronically to [krec@ks.gov](mailto:krec@ks.gov).

Payment of the \$75 course approval fee may be made by credit card or electronic check.

Material for the following courses must be updated when notified by the Commission:

1. Mandatory "Core" courses;
2. "Kansas Practice course";
3. "Kansas Law course";
4. "Kansas Real Estate Broker Fundamentals course"; and
5. "Principles of Real Estate".

A school shall submit a new application for course approval if there are material changes to the course outline, objectives, or method of delivery for an approved course.



## Kansas Real Estate Commission

Jayhawk Tower  
700 SW Jackson St Ste 404  
Topeka, KS 66603-3785

krec@ks.gov (785) 296-3411  
Fax: (785) 296-1771 www.krec.ks.gov

Public access is available by appointment only

A school shall not have to apply for course approval if any of the following change:

- coordinator;
- instructor;
- name or location of the school;
- the course title;
- dates and times the course is offered;
- location where the course is offered; and/or
- fees charged to students.

Each school shall submit notification of all changes not requiring application for course approval in a format approved by the Commission at least 15 days before the change is set to occur. This notification shall include any course no longer being offered by a school or if the school intends to close. To notify the Commission of these changes, email [krec@ks.gov](mailto:krec@ks.gov).

The school coordinator and instructor(s) should review [K.S.A. 58-3046a](#) of the Kansas Real Estate Brokers' and Salespersons' License Act and the following regulations: **K.A.R. 86-1-10, 86-1-11, 86-1-12, and 86-1-17** available under "Legal Resources" at [www.krec.ks.gov](http://www.krec.ks.gov).

If you have questions, please call the Commission at (785) 296-3411 or e-mail [krec@ks.gov](mailto:krec@ks.gov).

### Course Approval Policy

Courses designated as elective hours shall contribute to the maintenance and improvement of the quality of real estate services provided by the real estate licensee to the public. Courses must meet a minimum of three credit hours.

The following topics may be approved if the focus of the course is to benefit the licensee's client or customer:

- Negotiation process
- Computer software training
- Tax law
- Office and business skills

The following topics shall not be considered by the Commission to meet the objectives of continuing education:

Typing, speedwriting, memory improvement, report writing, personal motivation, salesmanship, sales psychology and time management.

Courses on the NAR Code of Ethics may be approved.

The Commission will not approve courses that advertise particular products or services offered by a particular company or individual or that provide a direct or indirect benefit to the course provider, instructor or his/her heirs or assigns. The Commission may approve courses that provide a list of products or services if the list includes a sufficient number of products or services offered by competitors and would provide informative material relative to the course being offered.



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### Mandatory Course Topics (subject to change)

K.A.R. 86-1-11 provides the following topics for mandatory course approval.

"Required Salesperson and Broker Core" - brokerage relationships and misrepresentation.

"Required Broker Core" - one or more of the following topics:

- Procedures manuals;
- Trust accounts;
- Management, including all facets of supervising a real estate company;
- Common violations of the real estate brokers' and salespersons' license act and the brokerage relationships in real estate transactions act;
- Commercial sales and leasing issues; or
- Farm and ranch issues.