



KANSAS REAL ESTATE BROKER MANAGEMENT COURSE

30-HOUR COURSE OUTLINE APPROVED 4/15/19

REQUIRED FOR ALL BROKER APPLICANTS Effective January 1, 2020

All broker candidates must complete this course no more than six months prior to the Kansas Real Estate Commission's receipt of the application for a broker's license. The course may be completed before or after the licensure exam.

Prior to the licensure exam, candidates must also complete a 30-hour Kansas Real Estate Broker Fundamentals Course no more than 12 months prior to passing both portions of the exam. In lieu of the Fundamentals course, candidates applying based on requirements met in another state must complete a 4-hour Kansas Law Course no more than six months prior to the Commission's receipt of their broker license application.

Topics in this course are repeated from the Kansas Real Estate Broker Fundamentals Course to allow expanded coverage and in-depth learning activities in areas the Commission recognizes as needing more attention. Repeated topics are to be studied at a higher level of thinking with active learning techniques such as case studies, role-playing, and the development of a policy and procedure manual or other materials to be used in a brokerage. Activities and examples must include commercial, residential, and specialty areas of practice. Schools may determine time spent per topic to allow instructors to delve deeper and for students to thoroughly process the course content.

1. Disciplinary Actions
 - a. Common complaints and violations reported by the Commission
 - b. Penalties for violations of real estate license law
2. Fair Housing laws--What it means to a supervising broker
3. Brokerage Relationships in Real Estate Transactions Act (BRRETA)
 - a. Definitions
 - b. Brokerage Relationship Brochure and acknowledgement
 - c. Components of written agency and transaction brokerage agreements
 - d. Brokerage relationships and minimum requirements
 - e. Transaction Broker Addendum
 - f. Conflicts of interest
 - g. Termination of relationships
 - h. Compensation
 - i. Confidentiality
 - j. Brokerage agreements and related Issues

4. Broker Licensing and Supervision Responsibilities of Primary Office and Branch Offices
 - a. Developing a policy and procedure manual
 - b. Maintaining reasonable and timely communication
 - c. Mitigating and aggravating factors
 - d. Delegating supervisory duties
 - e. Activities of unlicensed personnel, licensees not in active status or pending transfer
 - f. Teams
 - i. Advertising
 - ii. Relationships with clients/customers and other agents
 - iii. Broker supervision of team members
 - iv. Completing contracts/forms
 - g. Promoting professional conduct and Honesty, Integrity, Trustworthiness, and Competency (HITC)
 - h. Monitoring and displaying license status of affiliated licensees
 - i. Nonresident licensees
 - j. Recommending legal advice
 - k. Advertising
 - i. Broker's trade name or business name use
 - ii. Broker's responsibility to review
 - iii. Slogans, domain names and websites
 - iv. Licensee buying or selling property outside the brokerage
 - v. Written permission for placing sign on property
 - vi. Fair housing laws pertaining to advertising
 - l. Office management
 - m. Escrow issues and handling of trust funds
 - n. Reviewing completed forms and contracts
 - o. Maintaining records
 - p. Compensation
 - i. Compensation following termination
 - ii. Compensation to team members
 - q. Corporations, partnerships, associations, and limited liability companies (LLC's)
5. Kansas Real Estate Recovery Revolving Fund
6. Reporting Requirements for the Supervising Broker to the Commission
 - a. Termination of licensee due to violation of license law, BRRETA, or rules and regulations
 - b. All criminal charges and convictions for broker and affiliated licensees
7. Specialty Areas of Practice – Commercial, Agricultural, Industrial, Bank-owned properties, Relocation, New Construction, Auctions, Land, Federally-owned properties, etc.
 - a. Practicing within scope of expertise
 - b. Training and designations
8. Cybersecurity and technological changes in the Real Estate Industry
9. Current trends in the real estate marketplace.
10. Other Issues Related to Real Estate