



Kansas Real Estate Commission

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Public access is available by appointment only

KANSAS REQUIRED CORE

MANDATORY CONTINUING EDUCATION COURSE TOPICAL OUTLINE APPROVED 05/23/2022 FOR COURSES TAUGHT ON/AFTER January 31, 2023

All licensees must complete a mandatory continuing education course titled Kansas required core for at least three of the 12 hours required for license renewal per K.S.A. 58- 3046a(f) and K.A.R. 86-1-11(f). Attendance of one hour of instruction shall mean 50 minutes of classroom instruction or the equivalent thereof in distance education study (K.S.A. 58-3046a(i)).

Part 1 – Minimum 50 minutes

Understanding Brokerage Relationships in Real Estate Transaction Act (BRRETA)

- Brokerage relationships brochure
- Brokerage agreements between the broker and principal
- Brokerage relationship disclosure in the sales contract
- Minimum requirements of an agent for the seller, landlord, buyer, or tenant
- Designated Agency
- Transaction Brokerage (residential vs commercial) (K.S.A 58-30,113)
- Ministerial Acts and Activities of Unlicensed personnel
- Termination of relationships

Part 2 – Minimum 50 minutes

Reviewing Common Violations and Protecting Consumers

- Purchase Contract Issues (K.S.A. 58-30,110; K.S.A. 58-3078; K.S.A.58-3078a; K.S.A. 58-3062)
 - Missing or incorrect disclosures (brokerage relationships, radon, offender)
 - Incorrect escrow agent
 - Earnest Money agreement and handling
- Agency/Transaction Brokerage Agreement Issues (K.S.A. 58-30,103)
 - No fixed date of expiration
 - Missing client, customer, broker, affiliated licensee signatures
 - Document not in broker's file
 - Contract date before agency agreement is effective
- Misrepresentation (K.S.A. 58-30,106; K.S.A. 58-30,107; K.S.A 58-30,113)
 - Did not protect buyer/seller
 - Withheld information
 - Untruthful
 - Advised buyer/seller on matters beyond the licensee's expertise
- Offer not presented or not presented timely (K.S.A. 58-30,107)

- Failure to disclose material defects - Contradiction of information in a written report (K.S.A. 58-30,106; K.S.A. 58-30,113; K.S.A. 58-3050(d)(2)(E))
- Inducement to break a contract (K.S.A. 58-30,103(n))
- Failure to supervise (reference requirements in K.A.R. 86-3-31)
- Fair Housing compliance (K.S.A. 58-30, 106(a)(5); K.S.A. 58-30,107(a)(5); K.S.A. 58-30,113(b)(4))

Part 3 – Minimum 30 minutes

Advertising (K.S.A. 58-3086 and K.A.R. 86-3-7)

- Definition
- Same requirements for all forms (social media, print, internet, radio, etc.)
- Obtain supervising broker approval
- Include broker's trade name or business name and any other information the broker considers necessary
- Team names (K.A.R. 86-3-7, changes effective 7/1/20)
 - Prohibited terminology
 - Font size
 - Adjacent
- Owner's written consent for signage (K.S.A. 58-3062(a)(8))
- Must disclose license status when selling personal property (K.S.A. 58-3062(a)(15); K.A.R. 86-3-19)

Explaining Educational Requirements and License Expiration

- Expiration of license; renewal (K.S.A. 58-3045)
- Educational requirements for renewal (K.S.A. 58-3046a)
- Expiration date of licenses (K.A.R. 86-1-3, changes effective 1/1/19)
- Minimum curricula and standards for courses (K.A.R. 86-1-11)
- Include requirements to maintain and renew a Kansas real estate license (vs. association membership)

Demonstrating How to Navigate KREC Online Services

- Verify a license number
- Check CE, license status, and expiration date
- Update email and residential address
- Renew a license online
 - Find approved CE courses, verify completed CE hours on record, submit application, and pay fee
- Request a license change
 - Deactivation and Reactivation
 - Add or Remove an additional company affiliation
- Find and search Statutes, Rules & Regulations; Newsletters; FAQs

Reporting Requirements – K.A.R. 86-3-15

Commercial Real Estate; Sharing Commissions; Brokerage Cooperation Agreements (K.S.A. 58-3077)