

REACTIVATION

Click **STATUS CHANGE** on the menu

Menu
Name/Contact Info Change
Renew License
Affiliation Change
Status Change
License Certification
Branch Address Change
Payment History
Remove Affiliated Licensees
Logon As...
Logout

Licensing Home Page

The current license and any being applied for are displayed below.

To renew a license, click the **Renew License** link on the left. License renewal is *due by the Expiration Date* to avoid the \$100 late fee.

Name: Michelle - Test J Doe Address: 123 main
Topeka, KS 66611

Salesperson	Documents
License Number: 00241177	License Status: Inactive
Issue Date: 6/29/2018	Expiration Date: 12/31/2021

Click **CONTINUE** on the blue bar above your license

License Status Change

Select the license you would like to change the status of from the list below. Click "Continue" to proceed.

Current Licenses

Salesperson	Continue
License Number: 00241177	License Status: Inactive
Issue Date: 6/29/2018	Expiration Date: 12/31/2021

Choose the reactivation option in the drop down menu, click **START** then click **NEXT STEP**

Status Change

Select the option that best describes your situation from the drop down menu below.

NOTE: Expired Renewable licenses can only be reactivated via RENEWAL.

I want to:

Update contact info if needed or make no changes, click **UPDATE** to continue

Menu
<input type="checkbox"/> Contact Info
<input type="checkbox"/> Attach Documents
<input type="checkbox"/> AFFILIATION*
<input type="checkbox"/> Finish
Licensing Home Page
Logout

Update Personal Information

Update your personal information in the form below and press the Update button to save the changes.

Name

Name Prefix:
ex. Mr. | Mrs. | Dr.

First Name:

Middle Name:

Last Name:

Name Suffix:
ex. Sr. | Jr. | III

Birth Date:
MM/DD/YYYY

Address

Country: Phone:
ex. 3015551212

Address: Fax:
ex. 123 Fourth St. ex. 3015551212

Line 2: Email:
ex. Apt. 100 ex. username@domain.com

City:
Foreign Addresses:
Enter city, region, postal code

County:

State:

ZipCode:
ex. 02705 or 027051234

Read instructions on the ATTACH DOCUMENTS page- if you need to submit any documents, click **CHOOSE FILE** to select, then click **UPLOAD DOCUMENT**. Click **NEXT STEP**.

If you do **NOT** need to submit any documents, simply click **NEXT STEP** to continue

Attach Documents

- In order to reactivate your license, the continuing education requirement for your immediate past license renewal must be met.
- If your license has been inactive for TWO FULL YEARS or more, 6 hours of CE for each full year of inactivity must be on record.
- If your license has been inactive for FIVE FULL YEARS or more, you must also re-pass the licensure exam (state and national).
- If you hold a RESTRICTED license and the terms require it, your new broker must provide a letter/email to the Commission stating they have read the restriction order and agree to supervise you.

If applicable, you may upload certificates of completion for CE's not on file. Pearson Vue Exam Score Sheets and/or Broker Letters of Acknowledgement below. Failure to provide necessary documentation will result in processing delays.

No file chosen

Document Name	View	Delete	Type
sig.PNG	View	Delete	Reporting Info ▼

Don't forget to select the document type in the dropdown list next to the document name after uploading.

If you do not have the ability to upload documents, you may email, fax or mail them to our office at the address located at the bottom of this page.

Please make reference to your license number and the renewal process on the cover sheet.

Click **ADD**, select **OFFICE TYPE** from the drop down then enter the **Company/Branch Number** and click **SEARCH**. Click the **COMPANY NAME** then click **COMPLETE**

Add New Affiliation

Select the office type and enter the company number below. Click "Search". Once you've found the new company/branch, click on the name to proceed.

Note: you must enter the entire company number including the prefix and all digits. Ex:BO00001234

Kansas State Agency: KREC-Real Estate ▼
Office Type: Company ▼ 
Company Number: CO00003011 Search for a Company/Branch

 Search


Name	Status
 KREC Realty	Open

Important: A Salesperson may only be affiliated with multiple companies/branches if the offices all have the same SUPERVISING BROKER.

Affiliation Information

I would like to:

Add an affiliation with a new company/branch while maintaining existing affiliation(s).

Action	Name	Company Number	Office Type	Status
 Undo	KREC Realty	CO00003011	Company	Pending Submission

 Complete

Click **SUBMIT** on the Status Change Summary page to send the request to the company for approval.

Status Change Summary

The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link on the left.

License

Salesperson			
License Number:	00244 [REDACTED]	License Status:	Inactive
Issue Date:	6/1/2020	Expiration Date:	6/1/2022

Name: Renai Harrison

Address

Licensee Address:	
	123 FRONT ST Wichita, KS 67226 Alycia.Smith@ks.gov 3163 [REDACTED]

Company Affiliations

Name	Company No	Office Type	Relationship	Action
SIGNATURE PARTNERS LLC	CO00001182	Company	Affiliated Licensee	Add

When you have verified all information, click the **Submit** button to complete your request or send it for approval.

No further action is needed at this time. An email will be sent to the new company for approval- once they approve your request, it will be sent to KREC for processing; most requests process automatically within 5-10 minutes of approval. You can verify whether your request is complete by searching for your record here https://licensing.ks.gov/verification_krec/.

Application Submitted

Your application has been submitted and all fees have been applied to your credit card. Please print this page as your proof of submission and receipt of payment.

Once your request has processed completely through the system, you can check your license status at https://licensing.ks.gov/verification_krec/.

Application Information

Date Submitted:	24 January 2022
Applicant Name:	R [REDACTED]
License Number:	00244 [REDACTED]
Agency:	KREC
Process:	Reactivation

Payment Information

Authorization Code:	
Received Date:	
Transaction #:	
Credit Card Number:	
Fee Amount:	\$0.00
Service Fee:	\$0.00
Instant Fee:	\$0.00
Total Fee:	\$0.00
Received Amount:	\$0.00