

REACTIVATION

Click **REACTIVATION** on the menu

Menu
Name/Contact Info Change
Renew License
Affiliation Change *
Reactivation
License Certification
Branch Address Change
Pay Invoices
Payment History
Remove Affiliated Licensees
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: 145 main
Topeka, KS 66611

Salesperson	Documents	Print License	
License Number:	00241177	License Status:	Active

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

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 checked="" 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

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

Click **SUBMIT** on the summary page. No further action is needed at this time.

An email will be sent to the new company to approve your affiliation request; once the company approves, your request will be sent to KREC for processing. If additional information is needed to move forward, KREC staff will contact you. Otherwise, you will receive a new pocket via email once your license has been reactivated. You can log back into the system or look up your license information to determine if the status change is complete.

Dear KREC REALTY,

Re: Company, Number: CO00003044

Broker Little - Test Doe, 00243582 has requested a change to the Affiliated Licensee relationship that requires your approval.

Please login to [MyLicense E-Gov](#) and click APPROVE CHANGES to review and approve/deny pending requests. Follow the [Instructions for E-Gov Approvals](#) to complete this request.

Please note: You may review your company roster at any time using the [Company Search](#) on our website. If you have questions, please contact our office.

Kansas Real Estate Commission
Jayhawk Tower
700 SW Jackson Street, Suite 404