

Introducing

New Commission Member - Bryon Schlosser

Mr. Schlosser was born and raised in Kansas City, Kansas. He earned a BS (accounting) degree from Kansas State University and a law degree from Washburn University School of Law. After practicing tax and business law for 11 years in Topeka, he went to work for one of his clients and served as general counsel, CFO and president of that family restaurant company for 13 years. Following the sale of that company to its franchisor, he acquired Coldwell Banker Griffith & Blair and has served as president and broker for 15 years. He has been an active participant in franchise and association groups in all three careers, and has maintained an active music interest in gospel, folk and bluegrass groups since high school. He has three grown and married children resulting in his newest career adventure: Grandfather! Mr. Schlosser was appointed in September 2014 to serve as the 2nd District representative to the Commission.

TIPS AND TOOLS

KREC loves what our friends at the Idaho Real Estate Commission are doing to help their licensees learn best practices and avoid discipline.



In fact, the Commission found so much similarity to KREC license law and expectations, that we'd like to direct you to their video "[It All 'Ads' Up](#)" which discusses rules for advertising and the some of the responsibilities of supervising brokers. The Commission appreciates IREC's attention to detail and wants to emphasize the importance of the supervising broker's involvement with their licensees, including regular meetings, corrections of errors and potential violations, checking in regularly with affiliated licensees, and creating training and educational opportunities for the brokerage company and its licensees. While you're at it, check out some other [IREC videos](#).

Waiving your Hearing Rights



If you receive a Summary Proceeding Order granting your license subject to certain restrictions/conditions, your license will not be issued and mailed until the order becomes effective. That's more than 15 days after the order is mailed!

If you don't want to wait and you're not interested in requesting a hearing, all you have to do is email our Legal Department (see website for email) and let us know that you wish to waive your right to a hearing. As soon as we receive your waiver, we'll forward your application to licensing. Two or three days is WAY better than two or three weeks.

RENEWALS

If your license is on Active status and you want to renew on Inactive status because you have not completed your CE or for other reasons, you must complete the Licensee Deactivation Form (REL-310) in addition to your Renewal. If both forms are not properly completed, your renewal cannot be processed and you may incur late fees!!

Looking for a KREC Law book?

KREC has copies available for \$2 per book
 Just get online and fill out the Law Book Order Form (RE-630)
 submit the form with your payment
 and we'll mail it right to you!

Errol Wuertz, 1st District
 Bryon Schlosser, 2nd District

Commission Members

Joseph Vaught, Vice Chair, 3rd District
 Sue Wenger, Chair, 4th District

Shirley Cook, Member at Large

Mission Statement

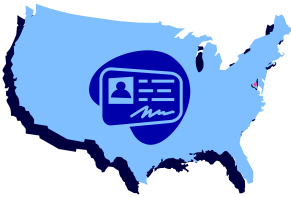
The mission of the Kansas Real Estate Commission is to protect the public interest, which embraces both the interests of the regulated real estate licensees and the interests of consumers who use their services and products.

Online Forms

Are you confused about which KREC form to use? Or about how to properly complete a form? Or how to avoid getting things sent back to you in the mail?

Worry no more! Staff has been working on putting together short online videos walking you through each KREC form step by step. In fact, we hope to have an entire YouTube page dedicated to proper completion of KREC forms. We're starting with the basics and then will be slowly adding to the collection. In the next couple months, you'll be able to find the video links on the "Forms" page of the KREC website.

License Certifications



If you're trying to get a license certification from another state for your KREC license application, you need to plan ahead! It can often take several weeks for your certification request to be processed and provided to

KREC. And when you complete a license history certification request for another state, make sure you request the education and exam information. If your certification comes to KREC and doesn't have this information, it can cause unnecessary delays in processing your application.

Also, KREC is now accepting License Certifications from other states by fax and email. KREC reserves the right to verify the authenticity of the certificate by contacting the state directly.

Commission Staff

Sherry C. Diel, Executive Director

Wendy Alkire	Compliance Supervisor
Lynn Comfort*	Auditor
David Pierce*	Director of Enforcement
Kelly White*	Director Licensing and Education
Brooke Daniels	Licensing, Renewals
Michaela McGinnis	Reception, Licensing
Janet Pierce	HR and Accounting
Mitzi Dodds	Legal Assistant
Sam Blasi	Law Clerk

*Kansas Real Estate Licensee



Trying to demonstrate your honesty, integrity, trustworthiness and competency (HITC)?

This one's for you!

Recently, the Commission has reviewed many applications that disclose criminal history, unpaid tax matters, and discipline against professional and occupational licenses. In their effort to evaluate an applicant's current reputation for HITC under K.S.A. 58-3043, the Commission has to look to the supporting documentation provided with the application or renewal. But often, the applicant just hasn't provided enough information.

Help us help you!

The more information you provide about your rehabilitation, your acknowledgement of any wrongful conduct, and how you've "made good," the greater likelihood the Commission will be able to fully evaluate your application and make a decision.

The Commission recommends that in addition to your required submission documents (pleadings, court docs, supervising broker letter, etc) you provide letters of recommendation, a resume with your community involvement and work history, and a detailed statement about how and why you've rehabilitated and are now qualified for licensure. Of course, this isn't a requirement, but rehabilitation is a factor the Commission must consider and failure to supply these items runs the risk of the review being delayed because the Commission asks for more information, or the application being denied because the Commission finds insufficient evidence of HITC.

Ask yourself.. is it worth the risk?

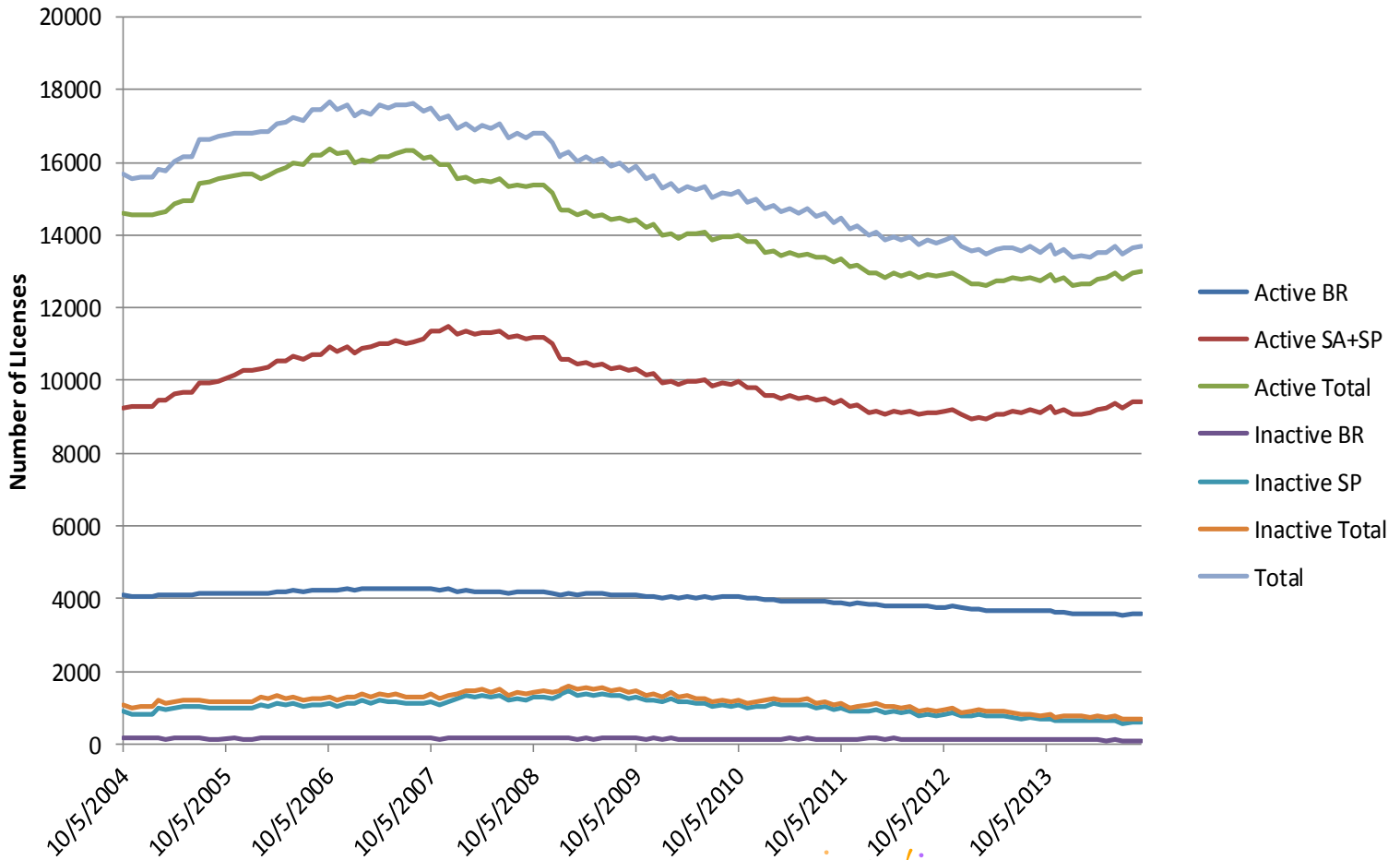
Do we have your current email address?

KREC uses email as a primary means of communication with licensees, including delivery of renewal notices and responses to phone calls. Have you updated your email address recently? Licensee Contact Info Change Form ([REL-120](#)).



License History Report

Here's the history of KREC licenses for the past 10 years!



KREC Celebrates!!

Mitzi Dodds (pictured far right), Legal Assistant, recently received her 30-year service award from the State of Kansas. Mitzi started in 1982 and has worked for 10 state agencies before coming to KREC. Mitzi was promoted to Legal Assistant in 2007 and decided at that time to get her Bachelor's Degree in Legal Studies from Washburn University, which she completed in May. In August, Mitzi received the KREC Employee of the Quarter Award from Governor Brownback and attended a reception at the State Capitol for honorees. Mitzi was selected for her organizational skills and dedication as a legal assistant to help ensure the Licensing and Enforcement programs are operating smoothly and all compliance is properly tracked.



Kelly White (pictured right) also received her 30-year service award from the State of Kansas. Kelly graduated from Washburn University and joined the Commission as a Clerk Typist for Education on August 1, 1984. She has served in three different buildings under five Executive Directors. Beginning in education and expanding to licensing, Kelly helped design the KREC licensing system and is currently Director of Licensing and Education. When she joined the Commission, Kelly worked on an IBM Selectric typewriter and used onion skin and carbon paper for copies. She later was provided a memory typewriter. She filled out a paper form showing CE taken, which was sent to the State centralized computer and weekly reports came back on green bar paper to be placed in "the book" for all staff to share.



The Commission also said farewell to former 2nd district representative, Marilyn Bittenbender (pictured left). Ms. Bittenbender is leaving the Commission after eight years to take on an appointment to the Kansas Commission on Disability Concerns. She will be missed, as she had the ability to hear all points of view and facilitate excellent discussions on licensing and policy. Ms. Bittenbender also spearheaded many of the changes to the education and exam requirements for licensure that were requested by the Commission in 2007. Thank you, Marilyn, for your outstanding service!

Restrictions, Conditions and Transfers... Oh My

Restricted Licensees

If your license is **restricted to your supervising broker** or branch broker and you are requesting a transfer, or if your license is restricted but you are currently inactive and you are requesting reactivation of your license, it requires Commission approval. Generally, that means your request must wait until the next scheduled meeting to be reviewed. Then an order must be issued on the Commission's decision. This can take anywhere from 4-6 weeks. And if your paperwork isn't properly submitted, it can take even longer.



When requesting a transfer or reactivation, make sure you have submitted the proper forms (REL-300 or REL-320), with the appropriate signatures and fee. You will also need a letter from your proposed supervising broker or branch broker indicating that he/she has read the Commission's prior orders, acknowledges the licensee's prior conduct, and agrees to supervise the licensee. It is your job to provide your proposed supervising broker or branch broker with a copy of the prior Commission orders. Asking KREC to do this causes additional delay.

If your current supervising broker or branch broker **cannot wait 4-6 weeks for a transfer**, he/she may complete the Licensee Deactivation Form and place your license on inactive status instead. Then you can request reactivation and follow the steps outlined above.

Other Licensees

If you're not restricted to your supervising broker or branch broker and are just looking to transfer to another company, but you can't get your supervising broker or branch broker to sign, complete the Licensee Transfer Form (REL-300) and provide the Commission with copies of your correspondence and attempts to contact your supervising broker or branch broker for their signature.

For additional information, please review the [Frequently Asked Questions](#) on transfers and company changes.

RENEWAL REMINDERS

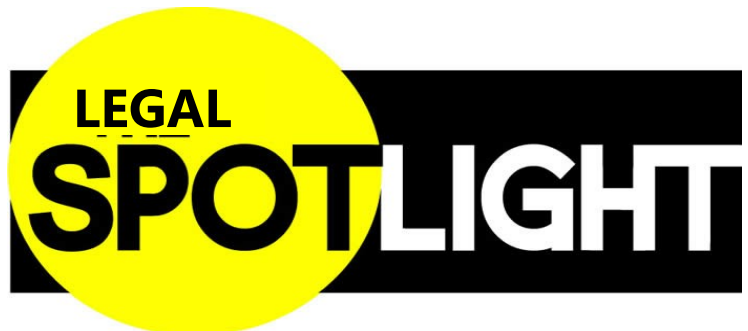
	Renewal Due	Expiration Date	Six-Month Deadline
QR*	3/31/14	4/30/14	10/31/14
S*	5/31/14	6/30/14	12/31/14
TUV*	7/31/14	8/31/14	2/28/15
WXYZA	9/30/14	10/31/14	4/30/15
B	11/30/14	12/31/14	6/30/15

*Cannot perform licensed activities after expiration date



Ever wonder what "six month deadline" means?

K.S.A. 58-3045(c) provides for a six-month grace period following the license expiration date for the late renewal of a license. If the renewal requirements are not met within the grace period, you must reapply for licensure and meet the requirements for an original license. But remember, if you're expired, you cannot perform licensed activities!



Attention all supervising and branch brokers!

The Commission recently discussed K.S.A. 58-3062(c) (3), which requires you supervise all licensees affiliated with your company, and K.S.A. 58-3060(b), which requires you supervise your office and its activities. Even though we live in a world of teams and independent contractors, brokers should take extra care that licensees under your supervision understand that you are the broker and you have a statutory responsibility to supervise. Otherwise, if a licensee violates the license law, discipline may also be taken against you as the broker for a failure to properly supervise.

Furthermore, if you have agreed to take on a restricted licensee, you have added duties, which may include monitoring performance, providing necessary guidance depending on the licensee's criminal and work history, assisting with transfer or deactivation forms, and timely reporting any violations, arrests or charges to KREC. In some instances, the Commission also requests reports or letters from the broker to help licensees demonstrate their rehabilitation.

Take your responsibility seriously! Stay in the loop and stay out of trouble!