REACTIVATION

Click REACTIVATION on the menu



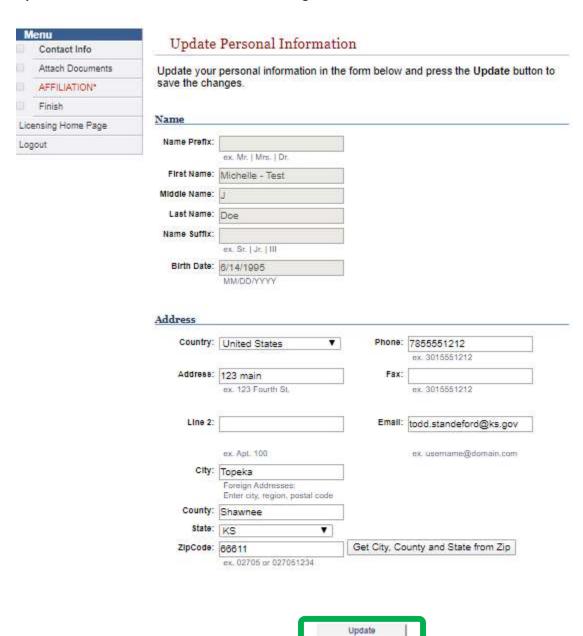
Click **CONTINUE** on the blue bar above your license information

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



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



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.



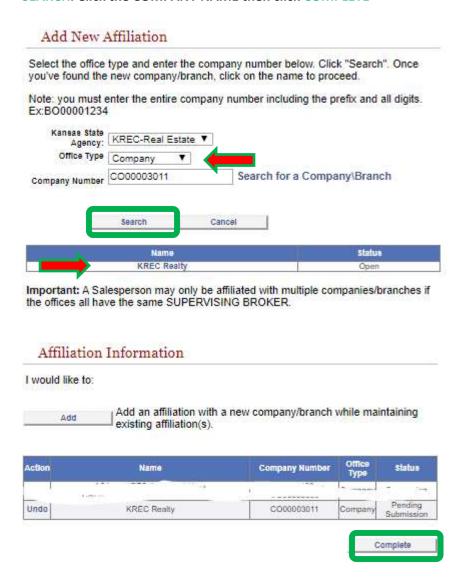
Don't forget to select the document type in the dropdown list next to the document name after uploading.

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



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 <u>Company Search</u> on our website. If you have questions, please contact our office.

Kansas Real Estate Commission
Jayhawk Tower
700 SW Jackson Street Swite 404