

Course Approval Checklist

This checklist will help you navigate the process of submitting a course for approval. If you are not currently registered as an approved school in Kansas you will be registered after course approval. This checklist is for your use and does not need to be submitted to the Kansas Real Estate Commission (KREC). Contact kreceducation@ks.gov with questions.

Materials to Provide for each Course Approval Request

- Complete [Course Approval Application](#)
- Method of payment for \$75 application fee
- Detailed course outline
- Course objectives
- Student/teacher manuals, handouts, presentation slides
- Pre-License education only - Certificate of Approval from Kansas Board of Regents

Additional Materials to Provide for each Distance Education Course (Asynchronous, Synchronous, Hybrid) Approval Request

- Quiz or exam questions with answer key. A minimum of 10 questions per credit hour for CE, 40 for the Kansas Law Course, and 50 for all other pre-license courses.
- Course log-in credentials
- Technology support
- Documentation on active participation by students

If approved, the School Coordinator will Receive:

- Course approval letter
- CE data submission instructions
- Student course completion certificate form
- Listing in the Directory of Approved Providers and Courses:
[Continuing Ed.](#) or [Pre-License](#)

Resources for School Coordinators and Instructors:

- [Educators Resource page](#) ← [Start Here](#)
- [KREC Newsletter Sign up and Archive](#)
- [Commission Statutes, Rules and Regulations](#)
- [Licensee Name and Number Verification](#)