



Kansas Real Estate Commission

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Public access is available by appointment only

COURSE UPDATE FORM | REL-840

INSTRUCTIONS

Complete this form to notify the Commission of any additions, changes or cancellations to offered courses at least 15 days prior to such change and submit to kreceducation@ks.gov. Attach separate sheets for each course name/code. This is a fillable form.

This is submitted as a(n):

ADDITION

CANCELLATION

CHANGE (indicate from and to below)

SCHOOL INFORMATION:

SCHOOL NAME

PROGRAM COORDINATOR

SCHOOL CODE (IF ASSIGNED)

COURSE INFORMATION:

COURSE NAME

INSTRUCTOR NAME(S):

COURSE CODE

HOURS APPROVED

HOURS PER SESSION

TOTAL HOURS IN COURSE

COURSE DATE(S)

TIME(S)

LOCATION(S)

CHANGE INFORMATION

COORDINATOR SIGNATURE

SIGNATURE

DATE SIGNED