



Kansas Real Estate Commission

Jayhawk Tower
700 SW Jackson St Ste 404
Topeka, KS 66603-3785

krec@ks.gov (785) 296-3411
Fax: (785) 296-1771 www.krec.ks.gov

Public access is available by appointment only

EDUCATION INDIVIDUAL REQUEST FORM | RE-800

INSTRUCTIONS

Login to your online [ACA account](#) to request up to nine elective hours for real estate-related courses. Requests must be received 15 days prior to license expiration date. This form is offered as a courtesy; all requests should be completed in the ACA portal. Do **not** use this form for courses listed in the [Directory of Approved CE Providers and Courses](#). Contact the education provider to issue your Kansas course completion certificate to ensure Kansas requirements are met.

- Licensees are limited to a single three-hour appraisal-type course per renewal period
- Credit is not granted for property management courses or substituted for the Kansas Required Core
- If denied, you must complete another course prior to your license expiration date. Check CE [here](#).

REQUIRED DOCUMENTATION

The following materials **must** be included for each course and sent electronically to kreceducation@ks.gov:

- Course outline
- Course completion certificate signed by the course sponsor or instructor

DISTANCE EDUCATION:

- Online (self-paced)- must include proof of passing score of 90% or better on exam or quiz questions
- Webinar (live video)- must include school's policy for students to be present and engaged on camera for entirety of course

FEES

- \$20.00 per course - Enclose attached credit card payment form

LICENSEE INFORMATION:

LICENSEE NAME	LICENSE NUMBER
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COURSE AND PROVIDER INFORMATION:

COURSE TITLE		SCHOOL NAME
DATE OF COMPLETION <small>CURRENT RENEWAL PERIOD ONLY</small>	COURSE LOCATION <input type="checkbox"/> IN-PERSON <input type="checkbox"/> DISTANCE/ONLINE <input type="checkbox"/> DISTANCE/WEBINAR	COURSE HOURS

COURSE AND PROVIDER INFORMATION:

COURSE TITLE		SCHOOL NAME
DATE OF COMPLETION <small>CURRENT RENEWAL PERIOD ONLY</small>	COURSE LOCATION <input type="checkbox"/> IN-PERSON <input type="checkbox"/> DISTANCE/ONLINE <input type="checkbox"/> DISTANCE/WEBINAR	COURSE HOURS

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DATE OF COMPLETION <small>CURRENT RENEWAL PERIOD ONLY</small>	COURSE LOCATION <input type="checkbox"/> IN-PERSON <input type="checkbox"/> DISTANCE/ONLINE <input type="checkbox"/> DISTANCE/WEBINAR	COURSE HOURS

LICENSEE SIGNATURE

SIGNATURE

DATE SIGNED



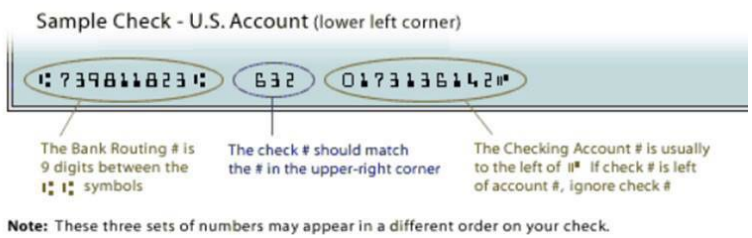
PAYMENT AUTHORIZATION FORM

Option 1: CREDIT/DEBIT CARD PAYMENT INFORMATION

Applicant Name:	Email Address: (optional for electronic receipt)	Zip Code:	Expiration Date:																																
<p>Card Information:</p> <p> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover </p> <p> <input type="checkbox"/> American Express </p>																																			
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Option 2: ELECTRONIC CHECK PAYMENT INFORMATION

Account Holder Name:	Email Address: (optional for electronic receipt)																																		
Account Type: <input type="checkbox"/> Personal <input type="checkbox"/> Business	Check Number (optional)																																		
Routing Number:	Account Number:																																		
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Submit to the Kansas Real Estate Commission by:
Email: krec@ks.gov
Fax: 785-296-1771.

If you prefer to provide your credit card or electronic check information by phone, call 785-296-3411 *after* emailing/ faxing your documents. **After processing your payment, this page will be shredded.**