

COURSE APPROVAL CHECKLIST

Use this checklist to navigate the process of submitting a course for approval with the Kansas Real Estate Commission (KREC). If you are not currently registered, you will need to create an account in the ACA [online portal](#) and follow these [instructions](#). This checklist is for your use and does not need to be submitted to KREC. Contact kreceducation@ks.gov with questions.



Materials to Provide for each Course Approval Request

Login to your [ACA account](#) and complete the online Course Application, this includes:

- Payment for \$75 application fee per course
- Detailed timed course outline
- Measurable course objectives
- All student/teacher content - manuals, handouts, presentation slides,
- Pre-License education only - Certificate of Approval from Kansas Board of Regents



Additional Materials to Provide for Distance - Asynchronous

- 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 policy
- Documentation on requirement for active participation by students



Additional Materials to Provide for Distance - Synchronous

- Documented school policy which requires the following:
 - Students to be present on video for the entirety of the course
 - An additional moderator to monitor attendance for more than 30 students



If approved, the School Coordinator will Receive:

- Course approval email
- Student course completion certificate template
- 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!**
- [Guidebook and Instructions](#)
- [Commission Newsletter Sign up and Archive](#)
- [Educators Update Quarterly Sign up and Archive](#)
- [Commission Statutes, Rules and Regulations](#)
- [Licensee and Applicant Name and Number Verification](#)

