



Education Provider Guidebook and Instructions for Education Processes

April 2025

Greetings from the Kansas Real Estate Commission (KREC). The following pages provide an overview of the education processes and instructions to complete each process in the online portal.

The school coordinator is ultimately responsible for submitting accurate and timely course completion credit on behalf of the student, reporting course schedules and any changes to the Commission, ensuring course content is accurate and current, and hiring competent instructors.

Before you begin, it is important for the school coordinator and instructors to carefully review the following information.

- Licensing and education requirements. Available under the Applicants and Licensees tabs at krec.ks.gov.
 - a. Salesperson License Requirements
 - b. Broker License Requirements
 - c. Continuing Education
 - d. License Renewal
- Kansas Real Estate Brokers' and Salespersons' License Act and regulations, particularly:
 - a. K.S.A. 58-3046a. Licensure; educational requirements
 - b. K.A.R. 86-1-10. Approved courses of instructions; procedure.
 - c. K.A.R. 86-1-11. Minimum curricula and standards for course
 - d. K.A.R. 86-1-12. Monitoring courses; withdrawal of approval
 - e. K.A.R. 86-1-17. Responsibilities of schools

All Commission statutes, rules, and regulations are available under the Resources tab at <https://www.krec.ks.gov/compliance/commission-statutes-rules-and-regulations>.

Outlines for required courses are available at: <https://www.krec.ks.gov/educators/resources>

Stay current with Commission updates and click below to subscribe to the following newsletters:

[Monthly Commission News](#)
[Quarterly Educator Updates](#)

The mission of the Kansas Real Estate Commission is to protect the public interest, which embraces both the interests of the regulated real estate licensees and the interests of consumers who use their services and products. Only through compliance with state law and rules and regulations can this mission be met.

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For the Kansas Real Estate Commission

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Overview and Requirements

Effective April 24, 2025, KREC migrated to a new licensing system, Accela Citizen Access (ACA). All education and licensing processes should be conducted through the online portal. All pre-licensure applicants should contact KREC to begin the application process, prior to enrolling in pre-license courses or scheduling the license exam.

School Registration and Course Approval

To obtain school and course approval, visit the [ACA online portal](#) to create an account. You will then register as a new school and submit one course, along with \$75 fee, to us for review at least 45 days before the first scheduled class session. After your school and first course are approved, you may then submit more courses for review. A checklist is available [here](#).

- **If you have already received school approval and created an account in ACA, you can login to your portal and submit a course application and fee. You do not need to register your school again.**
- **If you hold a Kansas real estate license and have already created an account in ACA as a licensee, do not create another account. You will begin by logging in to ACA and submitting Education Provider Registration.**

The [Directory of Approved CE Providers](#) and [Pre-License Education providers](#) display all approved course and school information on the KREC website, including school and course codes.

Instructors: The Commission does not approve instructors. The school coordinator is responsible for ensuring instructors have specialized preparation, training, and experience in the subject matter to be taught to ensure competent instruction.

Course Objectives: Provide a minimum of three specific, measurable learning objectives for every three hours of the course. A Learning Objective defines: “What will the student be able to do upon completion of this course?”

Example: The student will be able to define either verbally or in writing the five fiduciary responsibilities an agent has to his client and give an example of how each of the five responsibilities could be applied in a real estate transaction.

Detailed Content Outline: Include each module or topic. Group into segments no longer than 15 minutes and indicate length of break(s). An instructional hour shall mean 50 minutes of classroom instruction or the equivalent thereof in distance education.

Example:

5 minutes	Five fiduciary responsibilities of an agent to his client
10 minutes	a. confidentiality
10 minutes	b. obedience
5 minutes	c. loyalty
5 minutes	d. accounting
15 minutes	e. disclosure

If you plan to offer pre-license education, you must first contact the Kansas Board of Regents to obtain a Certificate of Approval. To begin that process, please review the Pre-License Approval section of this document. You will then login to the ACA portal to begin the school and course approval process.

Course Schedules

Course schedules must be submitted to kreducation@ks.gov. A Course Schedule form is available [here](#) or you may use your own format.

Elective Course Approval Policy

Effective July 1, 2022, all original elective continuing education courses submitted for approval must meet the following requirements to be approved by the commission per K.S.A. 58-3046a and K.A.R. 86-1-11(f).

Courses designated as elective hours shall contribute to the maintenance and improvement of the quality of real estate services provided by the real estate licensee to the public.

The following courses shall not be considered by the commission to meet the requirements of continuing education:

Courses on teams, social media, and agency that fail to include requirements for broker supervision, advertising, and brokerage relationships in Kansas license law

Courses on negotiation, investing, marketing, or lead-generation that fail to demonstrate direct benefit to the licensee's client or customer

Courses on residential leasing or renting (not an activity requiring a Kansas license pursuant to KSA 58-3035(f) and (j))

Courses that advertise a particular product or service during instruction time that is offered by a particular company or individual or that provides a direct or indirect benefit to the course provider. The commission may approve courses that provide a list of products or services if the list includes a sufficient number of products or services offered by competitors and would provide informative material relative to the course being offered.

Kansas Required Core

Salespersons and Brokers must complete 12 hours to renew, including at least 3 mandatory hours in an approved course titled: "Kansas Required Core." The required outline for the Kansas Required Core course is located on the [Educator Resources page](#).

Distance Education

"**Asynchronous distance education course**" means a course for which the school provides self-paced instruction by mail or electronic transmission to students who are physically separated from the instructor for all or a portion of the course.

In addition to meeting the requirements for all-course approval, each school offering a distance education course must also provide:

- The means to access the distance education course as it will be offered to students;
- evidence of sufficient information technology support to enable students to complete the distance education course;
- documentation on how the distance education course will require active participation by each student and substantial interaction between the students and the instructor, other students, or a computer program; and
- evidence that the system used for testing students will scramble questions and items for any quizzes or examinations to ensure a random presentation.

Quizzes and Exams

For Continuing Education and the four-hour Kansas Broker Law course:

K.A.R. 86-1-10(c)(3) and amendments thereto, requires each student to answer at least 10 quiz or examination questions per credit hour for courses approved pursuant to K.S.A. 58-3046a(e-f).

For Principles of Real Estate, Kansas Practice Course, Broker Fundamentals, and Broker Management courses:

K.A.R. 86-1-10(c)(4) and amendments thereto, requires each student to answer at least 50 quiz or examination questions for courses approved pursuant to K.S.A. 58-3046a(a-d).

For all courses:

K.A.R. 86-1-10(c)(5). Each school shall issue a certificate of completion of each distance education course approved by the commission to meet any requirement of K.S.A. 58-3046a, and amendments thereto, to each student who has answered at least 90 percent of the quiz or examination questions correctly during the distance education course.

“Synchronous distance education course” means a course for which the school provides live instruction in real time by electronic transmission to students who are physically separated from the instructor for all of the course.

In addition to meeting the requirements for all-course approval, each school offering a distance education course must also provide:

- The means to access the synchronous distance education course as it will be offered to students;
- evidence of sufficient information technology support to enable students to complete the synchronous distance education course;
- documentation on how the synchronous distance education course will require active participation by each student and substantial interaction between the students and the instructor, other students, or a computer program;
- documentation on how the school will require students to have a functional video camera and be present on camera at all times;
- documentation on how the school will require students to be actively engaged in the course at all times without distractions; and
- evidence of no more than 30 students in a course unless an additional moderator is assisting with the monitoring of students.

An exam is not required if sufficient documentation is included on how the course will meet the above requirements (Effective 1/1/25).

Reporting Changes to an Approved Course

Each school shall submit a new application via the online ACA portal for course approval if there are any significant changes to the following:

- Course content or outline
- Course objectives
- Presentation platform

Submit notification at least five (5) days before the change is scheduled to occur for any of the following changes:

- School coordinator and contact information
- School address
- Course title
- Course schedule
- Discontinuation of any course
- Intent to close the school
- Course schedule

To notify the Commission of a change in school coordinator, course schedule, or intent to close the school, email kreceducation@ks.gov. All other changes may be made by logging in to the ACA portal.

The following courses must be updated by the school when notified by KREC:

1. Kansas Required Core
2. Principles of Real Estate
3. Kansas Practice course
4. Kansas Law course
5. Kansas Real Estate Broker Fundamentals course
6. Kansas Real Estate Broker Management course

Pre-license Education Approval

Per [K.S.A. 58-3046a\(g\)](#), courses must be offered by one of the following:

1. an institution which is accredited by the north central association of college and secondary schools accrediting agency;
2. a technical college as defined by K.S.A. 72-32,407 and amendments thereto;
3. a private or out-of-state postsecondary educational institution which has been issued a certificate of approval pursuant to the Kansas private and out-of-state postsecondary educational institution act;
4. any agency of the state of Kansas;
5. a similar institution, approved by the Commission, in another state; or
6. an entity providing continuing education only

To obtain approval as a private or out-of-state postsecondary school as described in #3 above, contact:

Kansas Board of Regents
Crystal Puderbaugh
cpuderbaugh@ksbor.org
(785) 430-4287

The Certificate of Approval, issued by the Kansas Board of Regents (KBOR), must be renewed yearly with KBOR. You will receive information from KBOR to complete this process. A certificate must be uploaded via the ACA online portal with your school registration application to KREC.

Pearson is the contract vendor for Kansas real estate license exams. [View the Pearson VUE content outlines and student handbook.](#)

Exam Passing Rate Policy

Pre-license Education

Effective August 4, 2025, schools offering Principles of Real Estate and Broker Fundamental courses who fall below an average passing rate of 40% for first time takers of the state and national portion of the Kansas-approved real estate license exam for the preceding six months will be audited. This will not apply to schools with less than 10 students completing the exam during the preceding six months.

If the audit results in failure to comply with any provision of K.A.R. 86-1-10, K.A.R. 86-1-11, or K.A.R. 86-1-17 the school will be required to submit a detailed corrective action plan to address the deficiency per existing delegation of authority.

Student Course Completion Certificates

Upon receiving course approval, you must email kreducation@ks.gov to obtain a course completion certificate template. These forms have been updated and consolidated in 2025. You may customize this document to your needs as long as it includes all of the information on our form. However, you must submit a sample for approval before distribution if you wish to make changes to the format.

Maintenance of Records

Each school shall maintain for at least three years, at the school's business address, a record of each student who has successfully completed a course approved by the Commission. The school shall keep attendance records current and available for inspection by commission representatives upon request.

Course Completion Data Reporting

Schools must report completion of all Pre-License and CE courses on behalf of the applicant or licensee to KREC within **five calendar** days of the course completion date, or by the licensee's license expiration date, whichever is sooner.

For CE courses, if the completion date is less than five calendar days before any expiration date established by K.S.A. 58-3045 and amendments thereto and K.A.R. 86-1-3, the school shall submit the information no later than the license expiration date.

Schools must upload course completion data by logging in to your ACA account and following the instructions provided in this Guidebook.

Any file containing incorrect or incomplete information will fail to process. You will receive an email notifying you of any errors. No credit hours may be entered into the commission records until the roster is corrected and resubmitted to the commission via the online portal.

It is the responsibility of the school to report an accurate name and license or applicant number for each student. Verify licensee and applicant information using the Search feature on the homepage of the [ACA online portal](#). You do not need to sign in to complete this function.

With course registration, each school shall request that any applicant or licensee registering for a course verify the applicant's or licensee's registration or license number and use the applicant's or licensee's name exactly as it appears on file with the commission to ensure that the applicant or licensee will receive credit for the course.

Failure to submit accurate and timely course completion records may result in disciplinary action and withdrawal of course approval.

Course Renewals

The registration of courses approved by the commission shall expire on January 31 of each year. Each application to renew the approval of a course shall be submitted on a form provided by the commission.

KREC will email you with notice to renew and there is no fee.

Each application to renew approval of a course received after the expiration date shall result in the withdrawal of approval and require the submission of a new application and fee.

Courses with significant updates made since approval, including a conference or seminar, cannot be renewed. A new course application and review for approval is required.

Course Monitoring

"Monitoring" means review of approved courses by commission staff to ensure the attendance, presentation platform, instruction time, outline, and materials provided by schools meet the requirements of the commission.

Each approved course is subject to monitoring by the commission, with or without prior notice. Commission staff will follow up with findings after the review is complete.

Failure to meet requirements may result in disciplinary action and course approval may be withdrawn by the commission for falsification of attendance records or failure to comply with any provision of K.A.R. 86-1-10, K.A.R. 86-1-11, or K.A.R. 86-1-17.

Withdrawal of course approval during class sessions in process shall not affect credit given to students who are attending the course. Approval of a course may be reinstated by the commission upon satisfactory evidence that deficiencies have been corrected.

The criteria of a course compliance review include:

CONTENT	Y/N
Did instruction align with the approved course content, outline, objectives, and platform?	
Did instructional time align with minimum requirements for credit?	
Was content accurate and aligned with Kansas license law?	
ADVERTISING	
Did the school advertise under the approved school name?	
Was the course advertised as approved for hours and credit toward licensing requirements?	
ATTENDANCE	
Was attendance monitored?	
Was a certificate of completion, approved by the Commission, issued accurately and timely?	
Were course completion records submitted to KREC accurately and timely?	
INSTRUCTION	
Did the instructor demonstrate knowledge of subject matter?	
Did the instructor demonstrate the ability to effectively instruct?	
DISTANCE EDUCATION	
Was there evidence of sufficient technology support to enable students to complete the course?	
Did the course require active participation by students?	
ASYNCHRONOUS	
Was there evidence the system for testing scrambled items for quizzes or exams?	
Did assessment items require a 90% passing score?	
Did the number of quiz/exam items align with minimum requirements per credit hour?	
SYNCHRONOUS	
Were students required to have a functional video camera and be present on camera at all times?	
Were students actively engaged in the course without distractions?	
Were more than 30 students present in the course?	
<ul style="list-style-type: none"> • If Yes, was an additional moderator present? 	

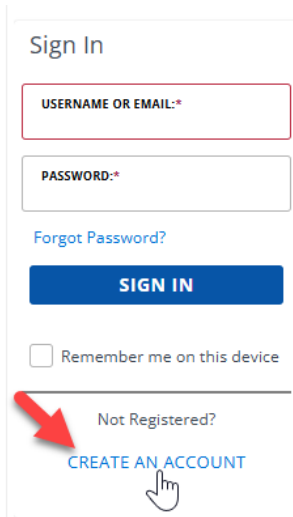
Creating an Account in ACA

Follow these instructions to create an account in ACA. **If you have already received school approval and created an account in ACA, you do not need to register your school again. Login to ACA and submit a course application and fee.**

If you hold a Kansas real estate license and have already created an account in ACA as a licensee, do not create another account. You will begin by logging in to ACA and submitting an Education Provider Registration form.

Navigate to: <https://aca-prod.accela.com/KANSAS>

1. Click the Create An Account link



Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

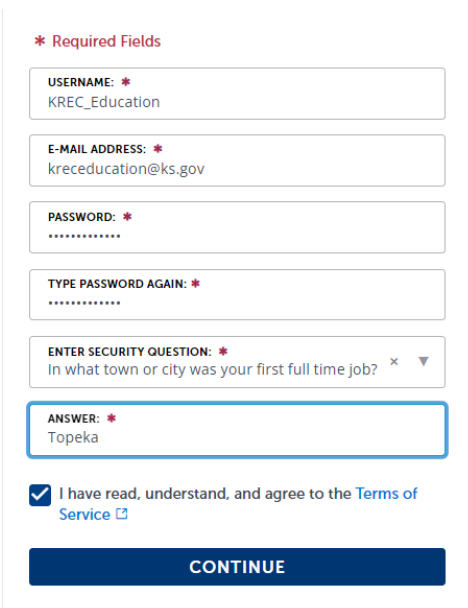
SIGN IN

Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

2. Fill in Account Details



* Required Fields

USERNAME: *
KREC_Education

E-MAIL ADDRESS: *
kreceducation@ks.gov

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
In what town or city was your first full time job? x ▼

ANSWER: *
Topeka

I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

3. As a School Coordinator, select **Individual** and fill in the contact information for your school coordinator and school. Then click Add Address.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

- Individual
 Organization

*Required Fields

FIRST:*
Terry

MIDDLE:

LAST:*
Teacher

SUFFIX:

NAME OF BUSINESS:
Terry's Terrific School

PRIMARY PHONE:
(555) 555-5555

SECONDARY PHONE:

E-MAIL:
kreceducation@Ks.gov

[Add Address](#)

SUBMIT

4. Under Address Type, select **Business** and fill in the address for your school. Click Submit.

ADDRESS

ADDRESS TYPE: *
Business

ADDRESS LINE 1: *
123 Main Street

ADDRESS LINE 2:

CITY: *
Topeka

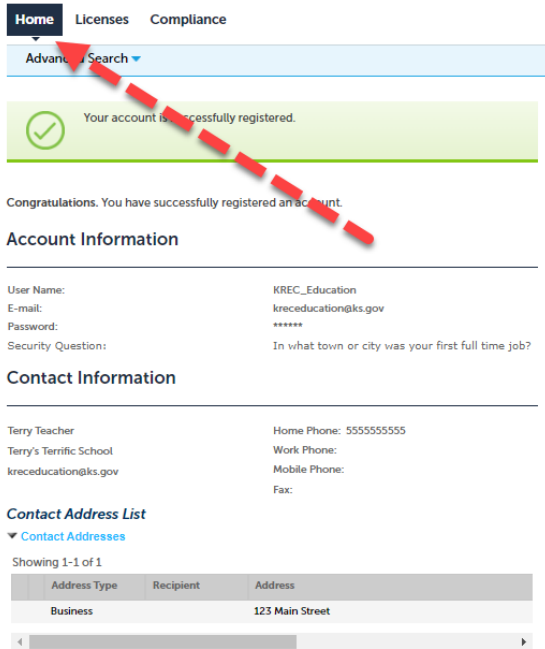
STATE: *
KS

ZIP CODE: *
66603

[+ Add Address](#)

SUBMIT

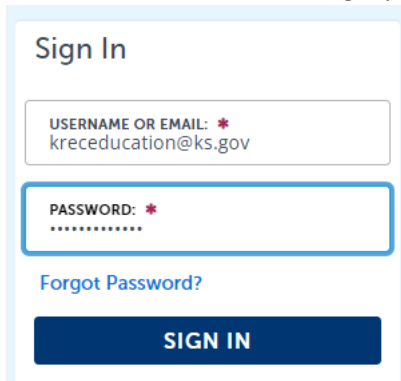
5. You will be directed to a confirmation page. Click the Home tab at the top to proceed.



The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Licenses', and 'Compliance'. Below the navigation bar is a search bar with 'Advanced Search' and a dropdown arrow. A green banner with a checkmark icon and the text 'Your account is successfully registered.' is displayed. Below the banner, a message reads 'Congratulations. You have successfully registered an account.' The page is divided into two main sections: 'Account Information' and 'Contact Information'. The 'Account Information' section lists: User Name: KREC_Education, E-mail: kreceducation@ks.gov, Password: ***** (masked), and Security Question: In what town or city was your first full time job?. The 'Contact Information' section lists: Terry Teacher, Terry's Terrific School, kreceducation@ks.gov, Home Phone: 5555555555, Work Phone: (blank), Mobile Phone: (blank), and Fax: (blank). Below this is a 'Contact Address List' section with a dropdown arrow and the text 'Showing 1-1 of 1'. A table with one row is shown below:

Address Type	Recipient	Address
Business		123 Main Street

6. You will be directed to the login page. Sign In using your new account information.



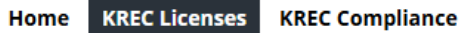
The screenshot shows a 'Sign In' form with two input fields. The first field is labeled 'USERNAME OR EMAIL: *' and contains the text 'kreceducation@ks.gov'. The second field is labeled 'PASSWORD: *' and contains a series of dots representing a masked password. Below the password field is a link that says 'Forgot Password?'. At the bottom of the form is a dark blue button with the text 'SIGN IN' in white capital letters.

Submitting Education Provider Registration

Follow these instructions to complete your education provider registration and submit one course application to the Kansas Real Estate Commission (KREC). After your school registration and first course application are approved, you may begin submitting additional course applications.

Navigate to: <https://aca-prod.accela.com/KANSAS> and Sign in.

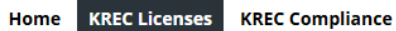
1. Click the KREC Licenses Tab to proceed. Education Providers will only need to work within the KREC Licenses tab.



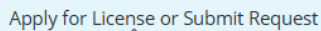
Home KREC Licenses KREC Compliance

2. Then click Apply for License or Submit Request.

Kansas Real Estate Commission



Home KREC Licenses KREC Compliance



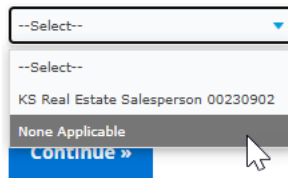
Apply for License or Submit Request

3. If you have a Kansas real estate license connected to this account, you will be presented with a drop-down menu to choose a license. For the purposes of a School Coordinator, select *None Applicable* and click Continue.

Select a License

Select a license for this record from the list below with your account.

* Licenses:



--Select--

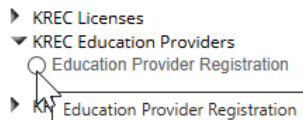
--Select--

KS Real Estate Salesperson 00230902

None Applicable

Continue »

4. Click the KREC Education Providers arrow to expand the menu. Select Education Provider Registration and click Continue.

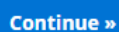


▶ KREC Licenses

▼ KREC Education Providers

○ Education Provider Registration

▶ Education Provider Registration



Continue »

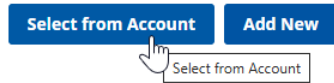
5. Click the Select from Account button to add your School information and then click Continue.

Step 1: Application Information > Application Information

* indicates a required field.

School Contact Information

School Contact Information: This information pertains to the school applying for approval. Click the Add New to add a new School Contact Information type.



6. You will see the Contact information auto populate into the form. If you need to make changes, click *Actions*. If not, proceed to School Type Information.

✔ Contact added successfully.

Jayhawk RE Academy

Edit Remove

▼ Contact Addresses

Add Contact Address

If Action link is available you can edit or view Contact Address information
Required contact address type(s): Business

Showing 1-1 of 1

Address Type	Address	Action
Business	700 SW Jackson, Ste 404	Actions ▼

7. Select the checkbox next to the school type that applies. The following examples are most commonly used:
- Option 1- If your school operates within an accredited college or secondary school
 - Option 3 - If your school plans to offer pre-license education and is not an accredited college or secondary school
 - Option 6: If your school only offers continuing education (CE) courses.

School Type Information

SCHOOL INFORMATION

Only Select one of the options below

An institution which is accredited by the north central association of colleges and secondary schools accrediting agency:

A technical college as defined by K.S.A 72-4412 and amendments thereto:

A private or out-of-state postsecondary educational institution which has been issued a certificate of approval pursuant to the Kansas private and out-of-state postsecondary educational institution act; required for pre-license course providers:

An agency of the state of Kansas:

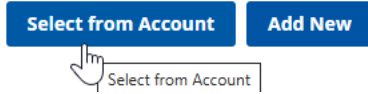
A similar institution, approved by the commission, in another state:

An entity providing continuing education only:

8. Fill in the School Coordinator information. Click the Select from Account button to add the Organization information you previously entered when creating your account and then click Continue.

School Coordinator

School Coordinator: This information pertains to the school applying for approval. Click the Add New to add a new School Coordinator or click the Select from Account to use your contact information you registered with. Note: Please verify that the name of the school is populate in the School Coordinator section. To view detailed information of the contact click the Edit link.

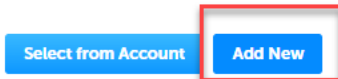


9. You will see the Contact information auto populate into the form. If you need to make changes, click *Actions*. If not, proceed to Primary School Contact Information.

10. If you need to add information for a contact *other than* the School Coordinator, click Add New. (If the School Coordinator is the only contact, then skip and click Continue.

Primary School Contact

If different from School Coordinator please provide Primary School Contact.

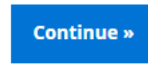
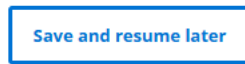


11. Check the Consent to Electronic Service box to acknowledge all documents related to disciplinary proceedings will be sent to you via email. Click Continue.

Consent Eletronic Service

CONSENT ELECTRONIC SERVICE

Please check the box to acknowledge consent to electronic service:



12. If you previously selected Option 3 as the School Type (pre-license education; not an accredited college or secondary school), you must obtain and upload a Certificate of Approval, issued by the Kansas Board of Regents (KBOR). Click the Add button to locate the file on your computer.

Attachment

Upload a copy of the Certificate of Approval obtained from the Kansas Board of Regents here.

The maximum file size allowed is 100 MB.

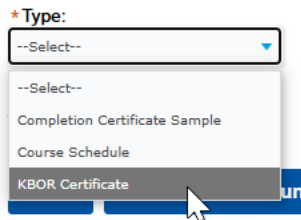
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				



13. If you do not have this document, follow the instructions at the top of the page on your screen to contact KBOR. Click the Save and Resume Later button to return to this application after receiving approval from KBOR.

14. Once you've added the document, Select KBOR Certificate under the Type drop-down menu. Click Save.



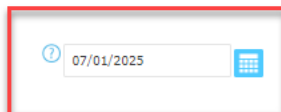
A screenshot of a web form's 'Type' dropdown menu. The menu is open, showing several options: '--Select--', 'Completion Certificate Sample', 'Course Schedule', and 'KBOR Certificate'. A mouse cursor is pointing at the 'KBOR Certificate' option, which is highlighted in a darker shade. The dropdown is set against a blue background.

15. You will see confirmation that the document has successfully uploaded. Now enter the certificate expiration date provided to you by KBOR. Click Continue.

KBOR Certificate Expiration

DATES INFORMATION

* KBOR Certificate Expiration Date:



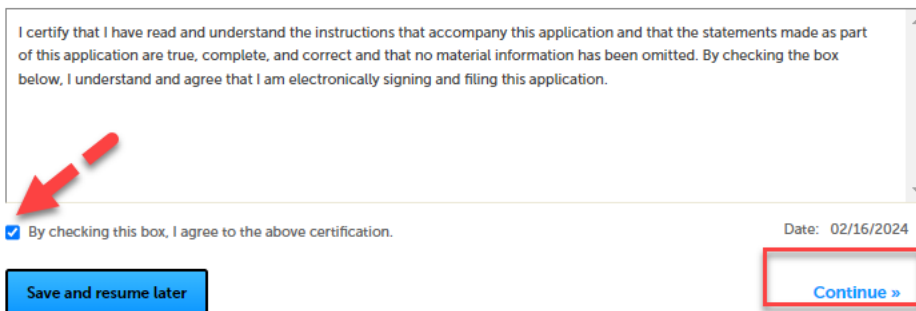
A screenshot of a date input field. The field contains the text '07/01/2025'. To the right of the text is a small calendar icon. The entire input field is enclosed in a red rectangular box.



Save and resume later

Continue »

16. You will be directed to a summary page of your form. You may click the Edit button located in any section if changes need to be made. After selecting the check box at the bottom of the page, click the Continue button to proceed.



A screenshot of a certification page. At the top, there is a text box containing the following text: "I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application." Below this text is a checkbox that is checked, with the text "By checking this box, I agree to the above certification." to its right. To the right of the checkbox is the text "Date: 02/16/2024". At the bottom of the page, there are two buttons: "Save and resume later" on the left and "Continue »" on the right. The "Continue »" button is highlighted with a red rectangular box. A red arrow points to the checkbox.

17. You have now submitted your Education Provider Registration and are assigned a School Code (Record Number). This is a one-time process as long as you have access to your School Coordinator account. You are not approved to offer courses until a complete course application has been submitted and approval granted by KREC. You will receive an email with further instructions to submit a course application.

18. In the Records list, you will see your Education Provider Registration has been submitted and a temporary Course Application is started. Click the Resume Application button to proceed.

▼ KREC Licenses

Showing 1-11 of 11 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	02/05/2025	ED0201	Education Provider Registration	Jayhawk RE Academy	01/31/2026	Submitted	
<input type="checkbox"/>	02/05/2025	25TMP-000412	Course Application				Resume Application

19. Fill in your course information. Help bubbles are located next to most fields to guide you through each step. Some fields will auto populate based on requirements in Kansas law. If you select Distance as the course type, you will be presented with an additional set of requirements. Click Continue to proceed.

Course Details

COURSE INFORMATION

* Reason for Approval Request:

* Course Type:

* Type of Credit Requested:

* Course Name:

* Number of Credit Hours Requested:

* Date of first scheduled course:

* Course Location:

* Number of Quiz/Exam Questions:

* Pass Rate:

* Login Credentials:

You will be asked to upload documentation of the following on the next page

- * Evidence of sufficient technology support to enable students to complete the distance education course.:
- * Course will require active participation by each student and substantial interaction.:

[Save and resume later](#)



[Continue »](#)

20. Your School Coordinator contact information will auto populate based on the information in your account. Click Continue to proceed.

School Coordinator

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Terry Teacher
Terry's Terrific School
kreceeducation@ks.gov
Home phone:5555555555
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.
Required contact address type(s):Business

Showing 1-1 of 1

Address Type	Address	Action
Business	123 Main Street	Actions ▼

[Save and resume later](#)

[Continue »](#)

21. Requirements for documentation are outlined at the top of the page. You will not be allowed to proceed until all required documents are uploaded accordingly. Click the Add button to begin uploading documents.

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mssc;mssp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Select from Account](#)

[Add](#)

22. A File Upload window will pop up. Click the Add button and locate your document. Continue clicking Add and locating documents until you have uploaded everything. Click the Continue button to proceed.

File Upload

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n
are disallowed file types to upload.

TestExamAndAnswers.docx	100%
TestContentMaterials.docx	100%
TestOutline.docx	100%

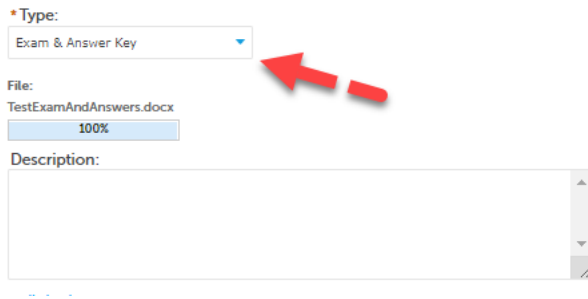
[Continue](#) [Add](#) [Remove All](#) [Cancel](#)

23. You will be asked to select the document Type for each document. Choose from the Type drop down menu for each item.

*Type:
Exam & Answer Key

File:
TestExamAndAnswers.docx
100%

Description:



24. Click the Save button at the bottom of the page. You will then see a confirmation page indicating that each document has been successfully uploaded. Click Continue to proceed.

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsl
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
TestContentMaterials.docx	Presentation/Instructor Materials	16.69 KB	02/16/2024	Actions ▾
TestExamAndAnswers.docx	Exam & Answer Key	16.68 KB	02/16/2024	Actions ▾
TestOutline.docx	Attendance Policy and Records Maintenance	16.75 KB	02/16/2024	Actions ▾

Select from Account Add

Save and resume later

Continue »



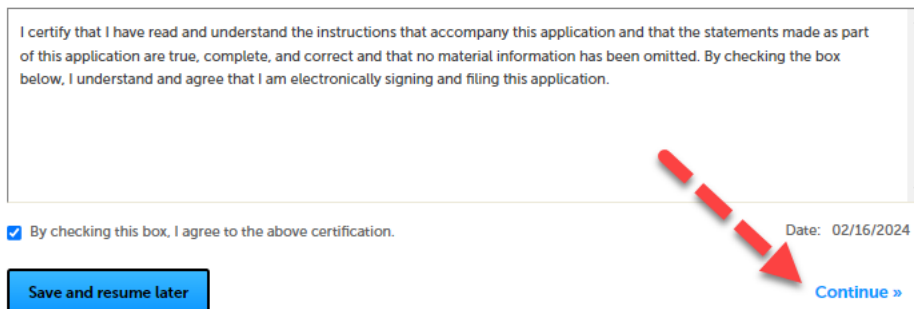
25. You will be directed to a summary page of your application. You may click the Edit button located in any section if changes need to be made. After selecting the check box at the bottom of the page, click the Continue button to proceed to the payment page.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 02/16/2024

Save and resume later

Continue »



26. Click the Continue Application button to proceed. You will then fill out the Credit Card Information page. You will receive a payment receipt sent to the email you provided in the payment form.

Course Submission

1 Application Information	2 Supporting Documentation	3 Review	4 Pay Fees	5 Record Submission
---------------------------	----------------------------	----------	------------	---------------------

Step 4: Pay Fees

Listed below are fees based upon the information you've entered. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Course Submission	1	\$75.00

TOTAL FEES: \$75.00

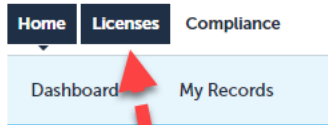
Note:

[Continue Application »](#)



27. After payment is submitted, you will be directed to a confirmation page. A confirmation email will also be sent to the email associated with your ACA account, stating you have successfully submitted an application for course approval with KREC.

28. Click the KREC Licenses Tab to check the Status of your pending application.



Hello, Terry Teacher

29. In the Records list, you will see your Education Provider Registration and Course Application have been submitted.

Records

Showing 1-11 of 11 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	02/05/2025	ED0201	Education Provider Registration	Jayhawk RE Academy	01/31/2026	Submitted	
<input type="checkbox"/>	02/05/2025	E20564	Course Application	Kansas RE Class	01/31/2026	Submitted	

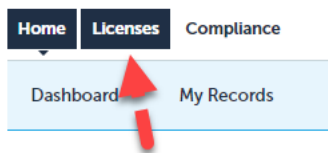
Your application is under review and you will be notified of an approval or denial within 45 days. **A course is not considered approved until you receive a confirmation email containing a course code and additional information.** After your school registration and first course application are approved, you may then submit additional course applications.

Submitting Additional Course Applications

Follow these instructions to apply for course approval from Kansas Real Estate Commission (KREC) after your Education Provider Registration and first course application have been approved. You do not need to complete the Education Provider Registration again. A separate application and payment form must be completed for each course. The Commission will not process an incomplete application. Contact kreceducation@ks.gov with questions and visit the [Educators Resource](#) page for additional information.

Navigate to: <https://aca-prod.accela.com/KANSAS> and Sign in.

1. Click the KREC Licenses Tab to proceed. Education Providers will only need to work within the Licenses tab.



Hello, Terry Teacher

2. In the Records list, you will see your Education Provider Registration and first course are now Active. Click the Update Record button next to the Education Provider Registration to start a new course application.

Records

Showing 1-11 of 11 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	02/05/2025	ED0201	Education Provider Registration	Jayhawk RE Academy	01/31/2026	Active	Update Record
<input type="checkbox"/>	02/05/2025	E20564	Course Application	Kansas RE Class	01/31/2026	Active	Update Record

3. Click Course Application and Continue.

- Course Application
- Course Roster Upload
- Education Provider Contact Info



4. Fill in your course information. Help bubbles are located next to most fields to guide you through each step. Some fields will auto populate based on requirements. If you select Distance as the course type, you will be presented with an additional set of requirements. Click Continue to proceed.

Course Details

COURSE INFORMATION

* Reason for Approval Request:

* Course Type:

* Type of Credit Requested:

* Course Name:

* Number of Credit Hours Requested:

* Date of first scheduled course:

* Course Location:

* Number of Quiz/Exam Questions:

* Pass Rate:

* Login Credentials:

You will be asked to upload documentation of the following on the next page

* Evidence of sufficient technology support to enable students to complete the distance education course.:

* Course will require active participation by each student and substantial interaction.:

Save and resume later



Continue »

5. Your School Coordinator contact information will auto populate based on the information in your account. Click Continue to proceed.

School Coordinator

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Terry Teacher
Terry's Terrific School
kreceducation@ks.gov

Home phone:5555555555

Mobile Phone:

Work Phone:

Fax:

[Edit](#) [Remove](#)

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s):Business

Showing 1-1 of 1

Address Type	Address	Action
Business	123 Main Street	Actions ▼

Save and resume later



Continue »

6. Requirements for documentation are outlined at the top of the page. You will not be allowed to proceed until all required documents are uploaded accordingly. Click the Add button to begin uploading documents.

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account Add

7. A File Upload window will pop up. Click the Add button and locate your document. Continue clicking Add and locating documents until you have uploaded everything. Click the Continue button to proceed.

File Upload

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n
are disallowed file types to upload.

TestExamAndAnswers.docx	100%
TestContentMaterials.docx	100%
TestOutline.docx	100%

Continue Add Remove All Cancel

8. You will be asked to select the document Type for each document. Choose from the Type drop down menu for each item.

*Type:
Exam & Answer Key

File:
TestExamAndAnswers.docx
100%

Description:

9. Click the Save button at the bottom of the page. You will then see a confirmation page indicating that each document has been successfully uploaded. Click Continue to proceed.

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scrt;shb;sys;vb;vbe;vbs;vxd;wsc;wsf
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
TestContentMaterials.docx	Presentation/Instructor Materials	16.69 KB	02/16/2024	Actions ▼
TestExamAndAnswers.docx	Exam & Answer Key	16.68 KB	02/16/2024	Actions ▼
TestOutline.docx	Attendance Policy and Records Maintenance	16.75 KB	02/16/2024	Actions ▼

[Select from Account](#) [Add](#)

[Save and resume later](#)

[Continue »](#)

10. You will be directed to a summary page of your application. You may click the Edit button located in any section if changes need to be made. After selecting the check box at the bottom of the page, click the Continue button to proceed to the payment page.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 02/16/2024

[Save and resume later](#)

[Continue »](#)

11. Click the Continue Application button to proceed. You will then fill out the Credit Card Information page. A receipt will be sent to the email you provided in the payment form.

Course Submission

1 Application Information	2 Supporting Documentation	3 Review	4 Pay Fees	5 Record Submission
---------------------------	----------------------------	----------	------------	---------------------

Step 4: Pay Fees

Listed below are fees based upon the information you've entered. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Course Submission	1	\$75.00

TOTAL FEES: \$75.00

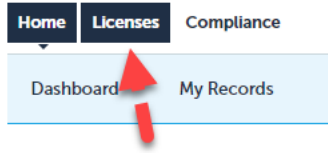
Note:

[Continue Application »](#)

12. After payment is submitted, you will be directed to a confirmation page. A confirmation email will also be sent to the email associated with your ACA account, stating you have successfully submitted an application for course approval with KREC.

Your application is under review and you will be notified of an approval or denial within 45 days.
A course is not considered approved until you receive a confirmation email containing a course code and additional information.

13. Click the KREC Licenses Tab to submit additional Course Applications or Check the Status of your pending application.



Hello, Terry Teacher

14. In the Records list, you will see your Education Provider Registration. Click the Update Record button next to the Education Provider Registration to start a new course application and repeat the steps above.

Records

Showing 1-11 of 11 | [Download results](#) | [Add to collection](#)

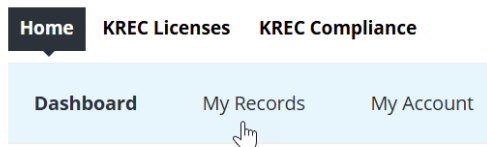
<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	02/05/2025	ED0201	Education Provider Registration	Jayhawk RE Academy	01/31/2026	Active	Update Record
<input type="checkbox"/>	02/05/2025	E20564	Course Application	Kansas RE Class	01/31/2026	Active	Update Record

Organizing Your Online Dashboard

Follow these instructions to organize records in your portal. As you submit multiple items to KREC, your list of records will grow. Creating different Collections is a good way to quickly locate certain records related to licensure, multiple schools, course types, etc. School and course records are linked to the School Coordinator account on file with KREC. If you have an account in ACA but do not have access to school and course records, email kreceducation@ks.gov.

Navigate to: <https://aca-prod.accela.com/KANSAS> and Sign in.

1. Click My Records



2. Click the column labels in the table under “KREC Licenses” to organize your records by number, type, description, status, etc.

▼ KREC Licenses

Showing 1-26 of 26 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	05/11/2009	00230902	Salesperson License	Amber Nutt	03/01/2026	Active	Update Record
<input type="checkbox"/>	02/25/2025	ED0203	Education Provider Registration	Amber's Real Estate School	01/31/2026	Active	Update Record
<input type="checkbox"/>	04/07/2025	ED0206	Education Provider Registration	New Real Estate School!	01/31/2026	Submitted	

3. Click the check box next to the items you wish to group together and click the “Add to collection” link. For this example, I am grouping the School and associated course records together.

Showing 1-26 of 26 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status
<input checked="" type="checkbox"/>	04/08/2025	ED0208	Education Provider Registration	New Real Estate School!	01/31/2026	Submitted
<input type="checkbox"/>	04/08/2025	25TMP-001556	Course Application			
<input checked="" type="checkbox"/>	04/07/2025	E20584	Course Application	Fun with Real Estate II	01/31/2026	Active
<input checked="" type="checkbox"/>	04/07/2025	M20585	Course Application	Kansas Required Core	01/31/2026	Submitted

4. In the pop-up window, select Create a New Collection. Enter a name and description for the collection that makes sense to you. Click Add.

Create a New Collection

***Name:**

Description:

spell check

Add **Cancel**

5. Click the Collections link at the top of the page.

Logged in as: AMBER NUTT Collections (2) ▾

ED0123 School Records
 License Records

6. You will see a list of Collections. Click the name of one to see more information.

Collections

This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1-2 of 2

Date Modified	Name	Description	Number of Records	
04/09/2025	ED0123 School Records	School and Course Records	4	Delete
04/09/2025	License Records		2	Delete

7. Now you can see all records grouped into the Collection you have created. You can also rename or delete the collection. Deleting a collection will not delete the records. All records will always be available under the My Records on your Dashboard.

ED0123 School Records

School and Course Records

Total Records: 4 (4 KREC Licenses)

Inspections Summary: 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)

Fees Summary: \$150.00 Paid, \$0.00 Due

Rename Collection **Delete Collection**

KREC Licenses

Move to... | Copy to... | Remove

Showing 1-4 of 4 | [Download results](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	04/07/2025	M20585	Course Application	Kansas Required Core	01/31/2026	Submitted	
<input type="checkbox"/>	04/08/2025	ED0208	Education Provider Registration	New Real Estate School!	01/31/2026	Submitted	
<input type="checkbox"/>	04/07/2025	ED0206	Education Provider Registration	New Real Estate School!	01/31/2026	Submitted	
<input type="checkbox"/>	04/07/2025	E20584	Course Application	Fun with Real Estate II	01/31/2026	Active	Update Record

8. Upon initial login to your ACA account, these collections will also be viewable on your Dashboard.

Home KREC Licenses KREC Compliance

Dashboard My Records My Account Advanced Search ▾

Hello, AMBER NUTT

My Collection (2) [View Collections](#)

- 2** Records **License Records**
Last Updated 04/09/2025
- 4** Records **ED0123 School Records**
Last Updated 04/09/2025

Work in progress ⓘ [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
Course Application	25TMP-001556	Licenses	4/8/2025	Resume Application

Uploading Course Completion Data and Verifying Information

Follow these instructions to report credit to KREC on behalf of an applicant or licensee who has completed an approved pre-license or CE course. You will receive a confirmation email notifying you of any errors following the file upload. Contact kreceducation@ks.gov for assistance.

Schools must report accurate course completion data to KREC within five calendar days of the course completion date, or by the licensee's expiration date, whichever is sooner.

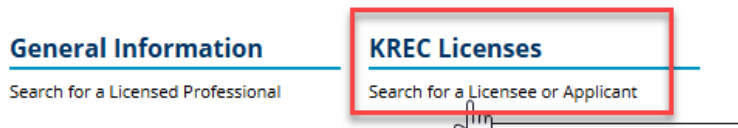
If you are reporting a pre-license class, you will use the applicant's PL number. KREC assigns applicants a temporary pre-license number consisting of 7-10 characters, beginning with "PL". The student will provide this number to the school upon registration for a pre-license course. "PL" must be included with the number in your data submission. Once the applicant receives a license, you will no longer use the PL number.

If you are reporting a CE class, you will use the licensee's 8-digit license number. Do not include SP or BR in the data submission.

It is the responsibility of the school to confirm and accurately convey licensee and applicant names and numbers.

To verify a name, applicant or license number, and license expiration date:

- Navigate to: <https://aca-prod.accela.com/KANSAS> (You do not need to log in yet)
- On the Home page select one of the two options below.



1. Click Search for a Licensee or Applicant to find a license number for CE reporting:
 - a. Perform a search using the licensee name or license number and click Search
 - b. You will be directed to a page containing licensee information. Click the Related Records arrow to view license status.

Licensee Detail

License Type: Real Estate Salesperson Type:
State License Number: 00230902 Name: AMBER NUTT
License State: KS Title:
Business Name: AMBER NUTT
License Issue Date: 05/11/2009
License Expiration Date: 03/01/2026
Business Name 2:

▼ Related Records

Listed below are the records associated with
Real Estate Salesperson, License Number:00230902
Showing 1-1 of 1

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
<input type="checkbox"/> 05/11/2009	00230902	Salesperson License	77451	Salesperson		Active

- c. Click the Continuing Education arrow to see current CE information
2. Click Search Applications, to find a PL number for PreLicense reporting:

In the Record Type drop down menu, select either Broker PreLicensure or Salesperson PreLicensure to see all pending prelicense numbers and click Search.

Search for Records

Enter information below to search for records/applications.

Select the search type from the drop-down list.

General Search General Search ▾

Record Number: Record Type:

License Type: State License Number:

First: Last: Name of Business:

You will see a list of all pending records. Click the Download Results link to download a .CSV file.

Formatting the Text File with Course Completion Data

The file must be created with the following data specifications. On your computer, open Notepad or a similar application used to create a Text file. You must create the file as a Text file. Converting from a different format to a Text file does not typically work.

Name the file using this method: SchoolCode_DateFileCreated.txt

Ex: ED0001_06_28_2022.txt

Add data using the following eight fields. Separate each field with an underscore (_) and add one name per line. You may submit data for multiple courses in one file.

Ex: SeqNum_FN_LN_Course_Date_LicNum_School_Hours

The field names are as follows:

SeqNum: Sequential number for each line beginning with the number 1

FN: First Name

LN: Last Name

Course: Course code provided to you by KREC upon approval (Begins with P, M, E, or A)

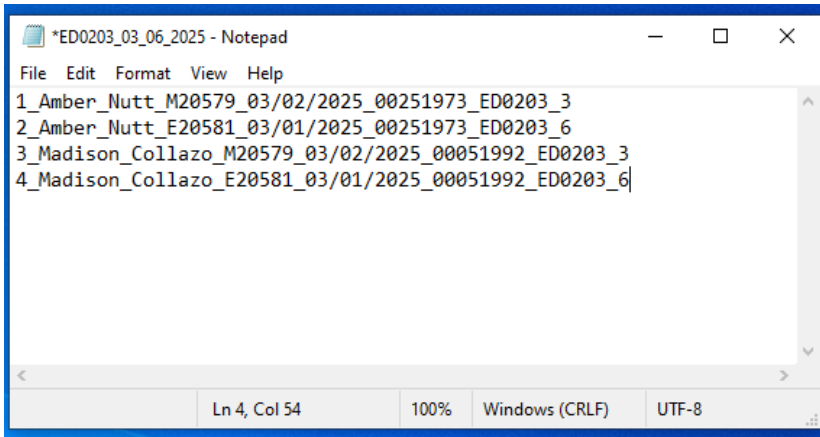
Date: Course Completion Date (mm/dd/yyyy)

LicNumber: Kansas license or applicant number (For PreLicense: 7-10 characters, beginning with "PL" and for CE: 8 digits)

School: School code provided to you by KREC upon approval (EDXXXX.)

Hours: Number of approved hours for the course length (Typically 3, 4, 6, 9, or 30)

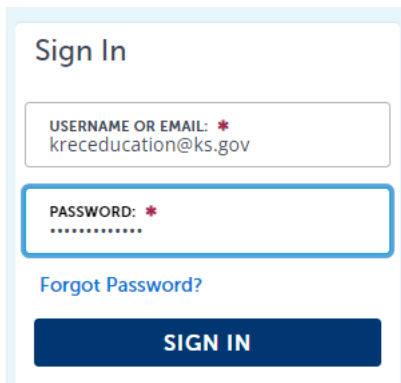
Your text file should look similar to the following picture. Save the file to your computer as a .txt file.



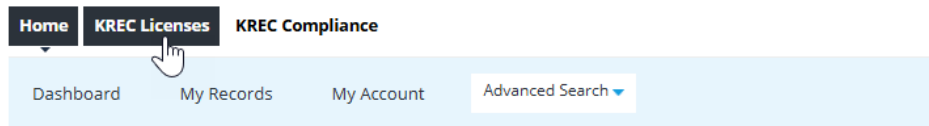
Uploading the Text File to the ACA Portal

Navigate to: <https://aca-prod.accela.com/KANSAS>

1. Sign In using your school coordinator information.

A screenshot of the "Sign In" form in the ACA Portal. The form has two input fields: "USERNAME OR EMAIL: *" with the value "kreceducation@ks.gov" and "PASSWORD: *" with a masked password "*****". There is a "Forgot Password?" link below the password field and a blue "SIGN IN" button at the bottom.

2. Click the KREC Licenses Tab. Education Providers will only need to work within the KREC Licenses tab. Then click My Records.



Hello, AMBER NUTT

3. In the Records list, you will see your Education Provider Registration record. Click the Update Record button to proceed. (If you have multiple schools linked to your account, you must do this for each school. Course completion data must be submitted under the Education Provider Registration record to which it is related.)

<input type="checkbox"/>	02/25/2025	ED0203	Education Provider Registration	Amber's Real Estate School	01/31/2026	Active	Update Record
--------------------------	------------	--------	---------------------------------	----------------------------	------------	--------	-------------------------------

4. Select Course Roster Upload

Select an Amendment Type

Choose one of the following available amendments. If you need help, contact us.

- Course Application
- Course Roster Upload

5. Click the **Add** button to upload course attendance rosters. Only a .txt file is allowed.

Attachment

To remove a file click Action, then Delete.

The maximum file size allowed is **100 MB**.
Only TXT file extensions are allowed. File type extensions of PDF, DOCX (Word), XLSX (Excel) are not allowed.

Name	Type	Size	Latest Update	Action
No records found.				

Add

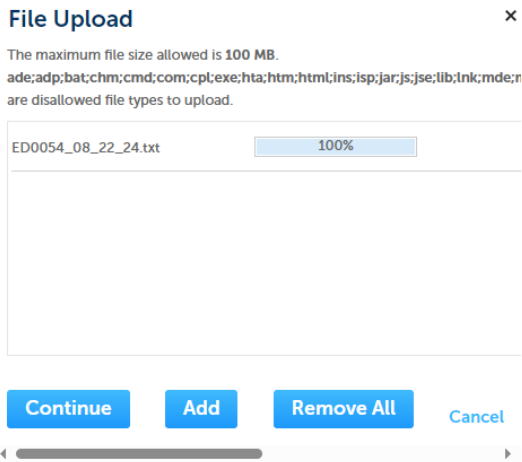
Continue »

6. Click Add and then locate the file on your computer.

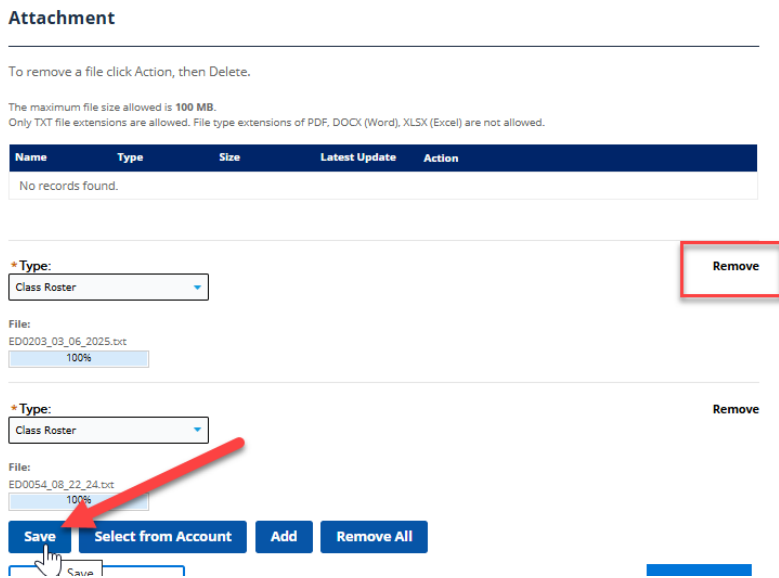
File Upload ×

The maximum file size allowed is **100 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.

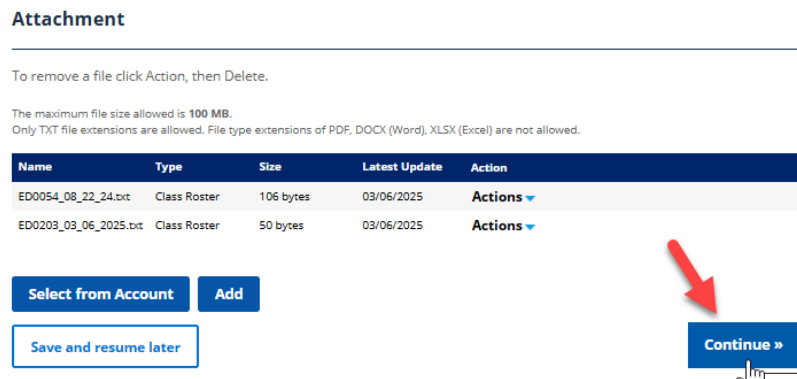
7. The file will upload and you will see a progress bar. Click **Add** to upload additional files. Click **Continue** if you are ready to proceed.



- This is an overview page of the file(s) you just added. If you need to remove a file, click the Remove link next to the appropriate file. Otherwise, click **Save** to complete the upload.



- Once you see the files are uploaded, click the Continue button.



- You will be directed to a confirmation screen. This means the file successfully uploaded but does not guarantee the data processed correctly.

Course Roster Upload

1 Class Roster Info	2 Review	3 Record Submission
---------------------	----------	---------------------

Step 3: Record Submission



Thank you for using our online services.
Your file has been successfully submitted.
You will be notified if additional information is needed.

Thank you for using KREC online services.
Your Record Number is EDUC-ROSTER25-0032.

11. Check your email associated with your ACA account. You will receive a report of any data that processed correctly or failed. Please correct the failed lines and submit again following the instructions above.

Troubleshooting Errors

Ensure you upload a data file to the Education Provider Registration record and not the course record. If you have multiple schools, ensure you are uploading to the correct provider record.



Fixes to common errors found when formatting names in rosters:

Suffix:

Robert Standford Jr

Do this: Robert_Standford

Middle Initial:

Clara L Brown

Do this: Clara_Brown

Two Last Names:

Dominic Cooper West

Do this: Dominic_Cooper West

Last Name with Hyphen:

Shelia Sawyer-Tyler

Do this: Shelia_Sawyer-Tyler

Apostrophe in Last Name:

Charlie O'Brien

Do this: Charlie_O'Brien

Space in Last Name:

Tony La Hue

Do this: Tony_La Hue

Letter as First Name with Middle Name:

D_Bruce_Stout

Do this: D_Stout

First Initial with Punctuation:

J. Malcolm

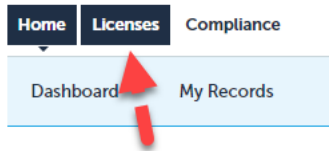
Do this: J._Malcolm

Updating Contact Information

Follow these instructions to update your contact information. To notify KREC of a change in school coordinator or intent to close the school, email kreceducation@ks.gov. All other changes may be made by logging in to the ACA portal.

Navigate to: <https://aca-prod.accela.com/KANSAS> and Sign in.

1. Click the KREC Licenses Tab to proceed. Education Providers will only need to work within the Licenses tab.



Hello, Terry Teacher

2. In the Records list, you will see your Education Provider Registration. Click the Update Record button next to the Education Provider Registration.

Records

Showing 1-11 of 11 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	02/05/2025	ED0201	Education Provider Registration	Jayhawk RE Academy	01/31/2026	Active	Update Record
<input type="checkbox"/>	02/05/2025	E20564	Course Application	Kansas RE Class	01/31/2026	Active	Update Record

3. Select Education Provider Contact Info and click Continue.

Select an Amendment Type

Choose one of the following available amendment t contact us.

- Course Application
 Course Roster Upload
 Education Provider Contact Info

4. Enter text into the appropriate fields to update the School or School Coordinator contact information. To notify KREC of a change in school coordinator or intent to close the school, email kreceducation@ks.gov. Click Continue.

School Coordinator Address

SCHOOL COORDINATOR ADDRESS

To modify the address, click the check box next to the address line and select Edit Selected or click on Actions link and select Edit.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Address Line 1	Address Line 2	City	State	Zip Code	Actions
<input type="checkbox"/>	Business	NEW UPDATE 555 Main Street		Topeka	KS	66603	Actions ▾

Edit Selected

Save and resume later

Continue »

5. You will be directed to a summary page. Click Edit next to any section to make additional changes. Click the certification check box and click Continue to proceed.

School Coordinator Address

SCHOOL COORDINATOR ADDRESS

Edit

Address Type	Address Line 1	Address Line 2	City	State	Zip Code
Business	NEW UPDATE 555 Main Street		Topeka	KS	66603

I certify that I have read and understand the instructions that accompany this amendment and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this amendment.

By checking this box, I agree to the above certification.

Date: 04/09/2025

Save and resume later

Continue »

6. You will see a confirmation screen. Your changes are complete.

Education Provider Contact Info

1 Contact Information	2 Review
-----------------------	----------

Step 3: Record Submission



Thank you for using our online services.
Your application has been successfully submitted.
You will be notified if additional information is needed.

Updating an Approved Course

Follow these instructions to submit notification at least five days before the change is scheduled to occur for any of the following changes to an approved course; course title, discontinuation of the course, or to reschedule the first course date. All other changes require a new course application. You may also email kreceducation@ks.gov.

Login to your account at: <https://aca-prod.accela.com/KANSAS> and click My Records.

1. From your list of course records, click “Update Record” next to the course you are updating.

<input type="checkbox"/>	02/25/2025	E20571	Course Application	Elective Fun Course	01/31/2026	Active	Update Record
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2. Enter the changes you are requesting and click Continue.

COURSE UPDATE

Type of Update:

Course ID:

Course Name:

Course Type:

Additional Notes about Course Update:

Reschedule First Course Date:

3. Review your changes on the Summary page. Check the certification box and click Continue.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 03/03/2025

4. You will be directed to a confirmation page. Once KREC staff approves the requested change, you will receive an email.

Step 3: Record Submission



Thank you for using our online services.
Your application has been successfully submitted.
You will be notified if additional information is needed.

Adding a Document to a Record

Follow these instructions to add a document to a School or Course record upon request by KREC.

Login to your account at: <https://aca-prod.accela.com/KANSAS>.

To Add a Document to a School Record:

(KBOR certificate, course schedule, or course completion certificate sample.)

1. Click **My Records** and locate the Education Provider Registration record. Click the **School Record Number**.

Records

Showing 1-11 of 11 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status
<input type="checkbox"/>	02/05/2025	ED0201	Education Provider Registration	Jayhawk RE Academy	01/31/2026	Active
<input type="checkbox"/>	02/05/2025	E20564	Course Application	Kansas RE Class	01/31/2026	Active

2. Click the drop-down arrow next to the Record Info tab. Select **Attachments** and then click the Add button.

Apply for License or Submit Request Search Applications

Record ED0168:
Education Provider Registration
Record Status: Active
Expiration Date: 01/31/2025

[Add to collection](#)
[Like 0](#) [Post](#)

Record Info Payments Education

Record Details
Processing Status
Related Records

Attachments
Topela, KS; 66603
Home Phone: 9133785309
KS School KS- ED0168

More Details
[Create Amendment](#)

3. Locate the document on your computer and upload. Click **Continue** to proceed or **Add** to upload additional documents.

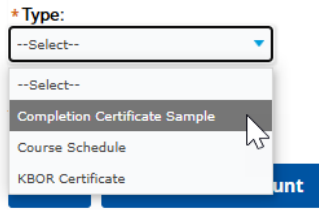
File Upload x

The maximum file size allowed is 100 MB.
adeadpbatcchmcmdcomcptexhtathtmtbmsispjarjsjseilib:lnkr
are disallowed file types to upload.

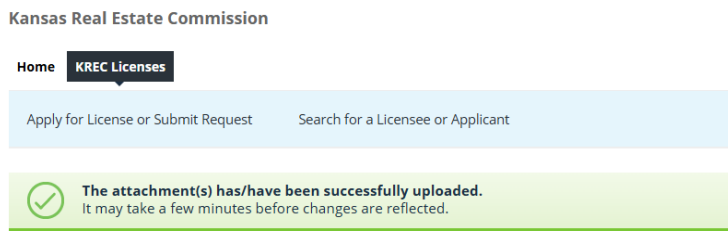
TestPreLicenseCertificationKBOR.pdf 100%

[Continue](#) [Add](#) [Remove All](#) [Cancel](#)

4. Select the document type from the Type drop down menu and click **Save**.



5. You will see confirmation the document has been submitted successfully. Click the Home tap to return to your portal dashboard.



To Add a Document to a Course Record:

(Course outline, course content, exam items, policies, etc.)

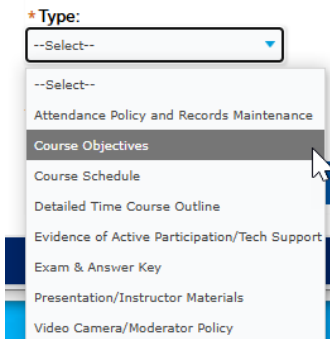
1. Click **My Records** and locate the Course record. Click the **Course Record Number**.

▼ KREC Licenses

Showing 1-4 of 4 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	04/21/2025	E20594	Course Application	Understanding Residential Electrical Inspections	01/31/2026	Active	Update Record

2. Follow the instructions above. This time your course type options pertain to required documents for a course application.



Course Renewal

Follow these instructions to renew courses after receiving notification from KREC. All course renewal forms must be submitted by **January 31** each year. Each application to renew approval of a course received after the expiration date shall result in the withdrawal of approval and require the submission of a new application and fee.

Courses with significant updates made since approval, including a conference or seminar, cannot be renewed. A new course application and review for approval is required.

Login to your account at: <https://aca-prod.accela.com/KANSAS>.

1. Click the My Records tab. Locate the Education Provider License record. You will see the option to renew is now available. Click “Renew License.”

<input type="checkbox"/>	02/05/2025	ED0201	Education Provider Registration	Jayhawk RE Academy	02/13/2025	Active	Renew License Update Record
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2. You must click the top check box to select ALL courses. Do **not** click “Continue” yet. Now click the “Edit Selected” button to choose which courses to renew and not renew.

Custom Lists

COURSE APPROVAL LIST

Please edit the row on which courses you would like to approve

Showing 1-4 of 4

<input checked="" type="checkbox"/>	Course ID	Course Name	Course Renewal
<input checked="" type="checkbox"/>	E00052	Fun with Real Estate	No
<input checked="" type="checkbox"/>	P00053	Principles of Real Estate	No
<input checked="" type="checkbox"/>	P00054	Principles of Real Estate	No
<input checked="" type="checkbox"/>	E00055	Elective Fun Course	No

Edit Selected

3. Now click the “Course Renewal” button next to the courses you wish to renew within the Course Approval List. Put any change requests in the Comment box. Leave the box unchecked if you do not intend to renew a course. Click the “Submit” button to proceed.

COURSE APPROVAL LIST
Please edit the row on which courses you would like to approve

Course ID: E00052	Course Name: Fun with Real Estate	<input checked="" type="checkbox"/> Course Renewal
Comments: Change the title to "Even More Fun with Real Estate"		
spell check		
Course ID: P00053	Course Name: Principles of Real Estate	<input type="checkbox"/> Course Renewal
Comments:		

4. You will now see a summary list of your renewal choices. Click “Continue.”

Showing 1-4 of 4

<input type="checkbox"/>	Course ID	Course Name	Course Renewal	Comments	
<input type="checkbox"/>	E00052	Fun with Real Estate	Yes	Change the title to "Even More Fun with Real Estate"	Actions ▼
<input type="checkbox"/>	P00053	Principles of Real Estate	Yes		Actions ▼
<input type="checkbox"/>	P00054	Principles of Real Estate	No	Do not renew	Actions ▼
<input type="checkbox"/>	E00055	Elective Fun Course	Yes		Actions ▼

[Edit Selected](#)

[Save and resume later](#)

[Continue »](#)

5. Review any changes, check the box to accept the certification, and click “Continue.”

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 04/15/2024

[Save and resume later](#)

[Continue »](#)

6. You will see a confirmation page and receive a confirmation email. Any changes to courses will be made after January 31.