



**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

**APPLICATION FOR ALL COURSE APPROVAL | RE-810**

**INSTRUCTIONS**

Login to your online [ACA account](#) and follow [these instructions](#) to apply for course approval. This form is offered as a courtesy; all requests should be completed in the ACA portal. A separate form must be completed for each course type. Do not send printed copies of the course application and documents in the mail. Email [kreceducation@ks.gov](mailto:kreceducation@ks.gov) with questions.

Select course type (select one):

- In-person pre-license or in-person continuing education course (Instructor and student are in same location)
- Asynchronous Distance, home-study, or online pre-license or CE course (self-paced instruction)
- Synchronous Distance pre-license or continuing education course (live instruction in real time)

**REQUIRED DOCUMENTATION**

Pursuant to K.A.R. 86-1-10, each school seeking commission approval of a course shall submit the following information to the commission at least **45 days** before the first scheduled class session:

- Detailed Course Outline – include time required to instruct or present each subsection
- Course Objectives for each topic/module – what the student will be able to do upon completion of the course
- Textbook, Student Manual, or any other relevant content

For Asynchronous Distance courses, also include:

- An exam with answer key and 90% passing score. A minimum of 10 questions per credit hour for CE, 40 questions for the Kansas Law Course, and 50 questions for all other pre-license courses.
- Evidence of sufficient technology support to enable students to complete the distance education course
- Documentation on how the course will require active participation by each student and substantial interaction

For Synchronous Distance courses:

- An exam is not required if sufficient documentation is also included on how the course will require students to be present on video for the entirety of the course and an additional moderator must monitor attendance for more than 30 students. (Effective 01/01/25)

**FEES**

Complete and include the following payment form for \$75.00. Fee will not be refunded for denied or withdrawn course applications.

**SCHOOL INFORMATION:**

SCHOOL NAME		WEBSITE	
SCHOOL COORDINATOR		EMAIL	
PRIMARY CONTACT <small>IF DIFFERENT FROM COORDINATOR</small>		EMAIL	
ADDRESS	CITY	STATE	
ZIP	PHONE	FAX	

**COURSE INFORMATION:**

COURSE NAME <small>SEE K.S.A. 86-1-11 FOR PRE-LICENSE AND MANDATORY COURSE TITLE REQUIREMENTS</small>	
NUMBER OF CREDIT HOURS REQUESTED: <small>3 HOUR MINIMUM REQUIRED FOR CE</small>	TYPE OF CREDIT REQUESTED <input type="checkbox"/> PRE-LICENSE <input type="checkbox"/> CE ELECTIVE <input type="checkbox"/> CE MANDATORY



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**REASON FOR APPROVAL REQUEST:**

- NEW COURSE APPROVAL
- NEW COURSE APPROVAL DUE TO CHANGES TO THE FOLLOWING:
  - CONTENT
  - OUTLINE
  - OBJECTIVES
  - PRESENTATION PLATFORM

**CHANGE REPORTING INFORMATION**

ATTACH ALL DOCUMENTS REQUIRED FOR COURSE APPROVAL. HIGHLIGHT WHERE CHANGES ARE MADE AND PROVIDE PAGE NUMBERS WITH A DESCRIPTION OF CHANGES, IF ANY, HERE:

**ADDITIONAL COURSE INFORMATION**

When is the first course scheduled to occur? (Attach a course schedule for in-person or synchronous distance courses): \_\_\_\_\_

Course location or presentation platform: \_\_\_\_\_

Attendance policy and procedure for maintenance of records: \_\_\_\_\_

**THIS SCHOOL IS (select one):**

- 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.  
**(New schools – include a copy of the certificate of approval from Kansas Board of Regents)**
- an agency of the state of Kansas
- a similar institution, approved by the commission, in another state
- an entity providing continuing education only

**COORDINATOR CERTIFICATION**

*I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand this form and that the information I have provided is true, correct and complete to the best of my knowledge.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SIGNED

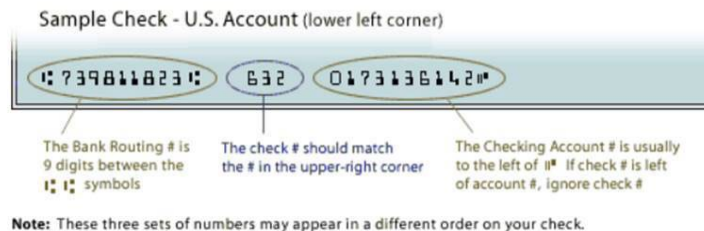


**Option 1: CREDIT CARD PAYMENT INFORMATION**

Card Holder Name:	Email Address: (for electronic receipt)
Card Number:	Card Expiration Date:

**Option 2: ELECTRONIC CHECK PAYMENT INFORMATION**

Account Holder Name:	Email Address: (for electronic receipt)	
Transaction Type: <input type="checkbox"/> Personal <input type="checkbox"/> Business	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Check Number:
Account Number:	Routing Number:	



Submit to the Kansas Real Estate Commission by:

Email: [kreceducation@ks.gov](mailto:kreceducation@ks.gov)

Fax: 785-296-1771

After processing your payment, this document will be shredded.

If you prefer to provide your credit card or electronic check information by phone, call 785-296-3411.