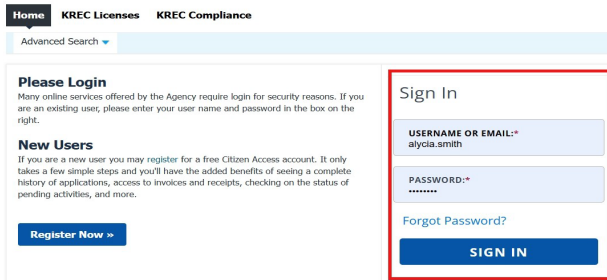


# Online License Renewal Instructions

## Login to the [Public Portal](#)

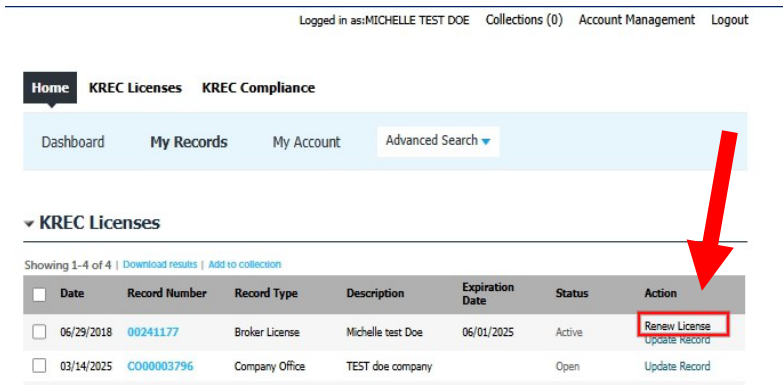
To troubleshoot account and online renewal issues, view the License Renewal video tutorials [here](#). Do not create a new account.



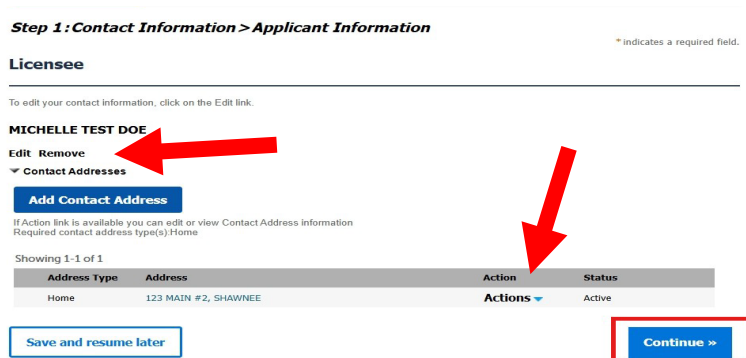
## Click the *My Records* tab



## Click the black *Renew License* link next to your license record (Link is only available 45-days prior to your license expiration date)



## Review your contact info. Click *Edit* to change your name/email or *Actions* to update address. Then click *Continue*.



## Select the appropriate license status in the drop down, click *Continue*.

(You must maintain an Active license to conduct any licensed activity. This includes receiving a referral fee. Choosing Inactive will remove any current affiliation.)

### Step 2: Application Information > License Status

Select status to renew to below. 12 hours of CE is required for renewal to ACTIVE status (licenses held in referral companies are ACTIVE per KREC standards); no CE required to renew to inactive status. If you renew to inactive without CE, hours must be made up before reactivation. Failure to meet CE requirement by license expiration date will result in a \$100 late fee.

\* indicates a required field.

#### License Status

##### LICENSE INFORMATION

Renewal Type:



Save and resume later

Continue »

## Carefully review and answer renewal questions then click *Continue*.

You will be required to attach supporting documents if you are reporting new disciplinary action, criminal charges or any unlicensed activity.

### Step 2: Application Information > Renewal Questions

\* indicates a required field.

#### Disciplinary Criminal Questions

##### RENEWAL DISCIPLINARY CRIMINAL

\* Since the issuance of your license or your last renewal, whichever is most recent, except for disciplinary action against your license by KREC, has there been a denial, revocation, suspension, voluntary surrender, or any other disciplinary action taken by the State of Kansas or any other jurisdiction against any professional or occupational licenses held by you?:  Yes  No

\* Since the issuance of your license or your last renewal, whichever is most recent, have you been convicted of a criminal offense, received a diversion or suspended imposition of sentence for a criminal offense, or are there any criminal charges now pending against you? This includes misdemeanors and felonies.:  Yes  No

Save and resume later

Continue »

## Review your CE and click *Continue*.

Renewal may be submitted prior to CE requirement being met.

### Step 2: Application Information > Continuing Education

\* indicates a required field.

#### Continuing Education

The CE hours you have taken for this renewal are shown below. A total of 12 hours are required for renewal to ACTIVE status, this includes a 3 hour KS Required Core and 9 hours of electives. CE requirement must be met by your expiration date or your license will expire. Licensees are limited to a single three-hour optional appraisal-type course per renewal period. Any additional appraisal courses will appear as "0" hours.

NO CE IS REQUIRED FOR RENEWAL TO INACTIVE STATUS.

##### Summary of Continuing Education

Total Required Hours: 12 Total Remaining Hours: 3

Continuing Education Name	Completed Hours
Kansas Elective	6
Kansas Required Core	3

##### Continuing Education List

Showing 1-4 of 4

Continuing Education Name	Provider Name	Course Code	Class	Completed Hours
Kansas Elective	KREC TEST SCHOOL		TEST ELECTIVE	3
Kansas Elective	KREC TEST SCHOOL		TEST ELECTIVE-PT 2	3
Kansas Elective	KREC TEST SCHOOL		TEST ELECTIVE-PT 3	0
Kansas Required Core	KREC TEST SCHOOL		TEST REQUIRED CORE	3

Save and resume later

Continue »

To ADD or REMOVE an affiliation or MOVE your license from one office to another, select the appropriate option in drop down. If no changes are needed, click *Continue*. If an option is selected, a separate change record will be created for you and will be visible on your Records screen after your renewal is submitted--click 'Resume Application' to complete the request.

#### Step 4: Affiliation Management > Affiliation Information

If you do not have any affiliation changes to make you can skip past this page by clicking the Continue button.

\* indicates a required field.

#### Affiliation Options

##### AFFILIATION MANAGEMENT

Affiliation Type:

Save and resume later

Continue »

Review Electronic Consent statement. Click the check box to agree then click *Continue*.

#### Consent Electronic Service

##### CONSENT ELECTRONIC SERVICE

Please check the box to acknowledge consent to electronic service:



Save and resume later

Continue »

Review the summary info. If necessary, click EDIT to modify the info in any section. Scroll to the bottom, read and acknowledge the perjury statement, then click *Continue*.

#### Step 6: Review

Save and resume later

Continue »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue" to move on. You may need to use the breadcrumbs above to navigate back through the application.

#### Record Type

Broker Renewal

Licensee

Edit

MICHELLE TEST DOE

E-mail: test@ks.gov

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

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



Date:

Save and resume later

Continue »

## Review fees, click *Continue Application*.

### Step 7: 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
Renewal Fee	1	\$175.00

TOTAL FEES: \$175.00

Note:

[Continue Application »](#)

## Select payment type then click *Submit Payment* to be redirected to the Kansas Payment Portal.

### Step 7: Pay Fees

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card
- Bank Account

\* indicates a required field.


#### Payment Options

Amount to be charged: \$175.00

- Pay with Credit Card  
 Pay with Bank Account

[Submit Payment »](#)

Complete all required fields then click **SUBMIT PAYMENT**. Do not close your browser; you'll be redirected back to the Public Portal once the payment is processed.



#### Customer Information ✓

[Edit](#)

**Address**  
TEST RECORD  
123  
Topeka, KS 66603

**Country**  
United States

**Email Address**  
TEST@1.COM

[Cancel](#) [Submit Payment](#)

Renewal submitted. You'll receive a confirmation email with updated pocket card once your license is successfully renewed.

1	2	3	4	5	6 Review	7 Record Submission
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Your renewal has been submitted. KREC will notify you if additional information is needed. A confirmation email with an updated pocket card will be sent within 24 hours of successful renewal.

\*NOTE: CE requirements must be met for this renewal to process; schools report CE within 5 days of course completion OR by the license expiration date, whichever is sooner. Additionally, any reactivation or affiliation changes submitted within this renewal must be approved by the broker before the request will process. You may track the status of your renewal from your "My Records" page.

Your renewal number is RN00000120.

Your renewal has been submitted. KREC will notify you if additional information is needed.