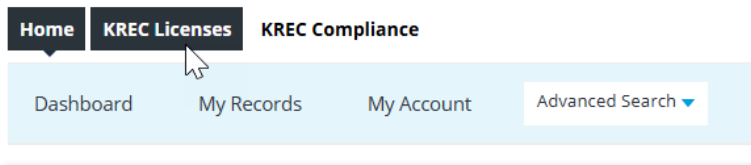


Submitting an Individual Request for CE form in Public Portal

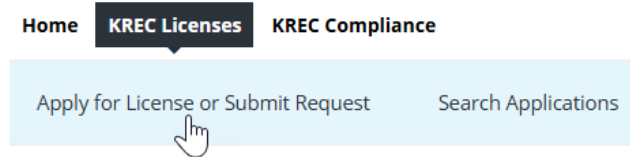
Licensees should follow these instructions to request up to nine elective hours for real estate-related courses that are not currently approved in Kansas. Requests must be received 15 days prior to license expiration date. Do **not** use this form for courses listed in the [Directory of Approved CE Providers and Courses](#). Contact the education provider to issue your Kansas course completion certificate to ensure Kansas requirements have been met. The Commission will not process an incomplete application. Contact kreceducation@ks.gov with questions.

Navigate to: <https://aca-prod.accela.com/KANSAS> and login to your account.

1. Once logged in, click “KREC Licenses”



2. Then click “Apply for License or Submit Request”



3. Select your license from the drop down menu. Your license information will auto populate. Click Continue.

Select a License

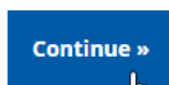
Select a license for this record from the list below.
with your account.

* Licenses:

A screenshot of a dropdown menu for selecting a license. The menu is open, showing several options. The top option is "KS Real Estate Salesperson 00230902" with a dropdown arrow. Below it is "--Select--". The next option is "KS Real Estate Salesperson 00230902", which is highlighted by a mouse cursor. Below that is "None Applicable". At the bottom of the dropdown is "United States".

4. Click “KREC Education Courses” and then click the radio button next to “Education Individual Request for CE” and then “Continue”

- ▶ KREC Licenses
- ▶ KREC Education Providers
- ▼ KREC Education Courses
 - Education Individual Request for CE
 - KREC Compliance Course



5. You will be directed to a new page where your name and license information should be displayed under "Licensee Information." These fields cannot be edited at this point.

Licensee Information

LICENSEE INFORMATION

Licensee Name:	AMBER NUTT
License Number:	00230902
License Type:	Salesperson License 

6. Complete the fields under Course and Provider Details. Click Continue.

Course and Provider Details

COURSE AND PROVIDER INFO

* Course Title:	My Elective Course
* School Name:	Out of State Realty School
* Date of Completion:	02/01/2025 
* Course Location:	Distance - online (self-pac*)
* Number of Credit Hours:	3

Save and resume later

Continue »

7. Click "Add" to upload completion certificates and outlines for the course. Additional documents are required for distance courses. These documents are required to proceed.

Step 2: Course Documentation > Documents

The following materials **must** be included for each course.

- Course Outline
- Course Completion Certificate signed by the course sponsor or instructor
- For Distance courses - online (self-paced instruction), include proof of passing score of 90% or better on exam or quiz questions.
- For Distance courses - webinar (live video instruction), include proof of school's requirement for students to be present and engaged on camera for the entirety of the course.

* indicates a required field.

Attachment

The maximum file size allowed is 100 MB.

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

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account

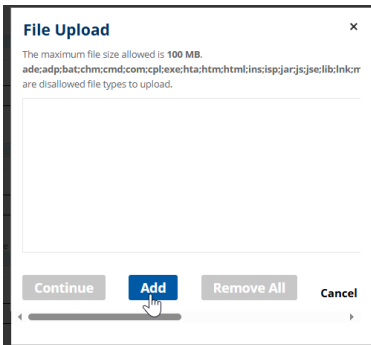
Add

Save and resume later

Add

Continue »

8. 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.



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

*Type: Remove

Proof of Passing Score 90%

File:
ExamProofForIR.docx
100%

Description:

spell check

Save Select from Account Add Remove All

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:

Save and resume later Continue »

11. Click Continue Application to be directed to the payment page. You will then fill out the Credit Card Information page. You must do this for each course.

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 Fee	1	\$20.00

TOTAL FEES: \$20.00

Note:

[Continue Application »](#)

12. After payment has been submitted, you will be directed to a confirmation page. Within a few hours, a payment receipt will be sent to the email on file. (Check your spam folder.)


Home **KREC Licenses** KREC Compliance

Apply for License or Submit Request Search Applications

Education Individual Request for CE

1 Individual Request Info	2 Course Documentation	3 Review	4 Pay Fees	5 Record Submission
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Step 5: Record Submission

 Thank you for using our online services.
Your application 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-IR25-00003.

13. Click the KREC Licenses Tab to submit additional Individual Request for CE applications or click My Records to check the Status of your pending application.

Home **KREC Licenses** KREC Compliance

Dashboard My Records My Account Advanced Search ▾

14. In the Records list, you will see your pending Education Individual Request for CE form has been submitted. Once your request is reviewed, this status will change to Approved or Denied. You will also receive an email notifying you of approval and the credit will appear on your account.

<input type="checkbox"/>	02/05/2025	EDUC-IR25-00003	Education Individual Request for CE	Submitted
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