



Pearson
VUE



Kansas

Real Estate

Candidate Handbook

July 2019



OVERVIEW

Before making an exam reservation, candidates should thoroughly review this handbook, which contains exam content outlines and important information regarding eligibility and the exam and licensing application process.

STEPS TO TAKE TO OBTAIN A REAL ESTATE LICENSE

1. Get Fingerprinted.

See *Fingerprint Instructions and Background Waiver* at www.krec.ks.gov/form/library (Form RE-150).

2. Complete Prelicensing Education.

Before taking an exam, candidates must first complete all prelicensing education. See page 1 for additional details.

3. Make an exam reservation.

Candidates should make a reservation online at least 24 hours before the desired exam date (unless an electronic check is used for payment, as detailed on page 4). **Walk-in exams are not available.**

A list of test centers appears on the back cover of this handbook. Candidates should contact Pearson VUE to confirm specific locations and schedules.

Candidates should use their legal name or name shown on their identification. (see *Acceptable Forms of ID* on page 6).

4. Pay the exam fee.

First-time applicants will pay an exam fee of \$82 at the time of reservation by credit card, debit card, voucher, or electronic check. Applicants retaking the exam will pay \$75. **Payment will not be accepted at the test center. Exam fees are non-refundable and non-transferable.**

5. Go to the test center.

Candidates should report to the test center at least 30 minutes before the exam begins with the confirmation number they received when they made the exam reservation, proper identification, and other materials listed in *What to Bring* (page 6).

Each candidate will have four hours (2.5 hours for the National portion, 1.5 hours for the Kansas portion) to complete the exam, and will leave the test center with an official score report.

6. Apply for a license, preferably by email or fax.

Within six months after passing the exam, candidates must submit to the Kansas Real Estate Commission a complete application and fees along with supporting documentation, as set forth on the Score Report. However, certain supporting documentation is only valid for six months and may not be valid at the time of application. See page 1 for additional details and page 3 for documentation deadlines.

Candidates must read state-specific information carefully for important information regarding exam procedures in their jurisdictions.

CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or an exam.

Pearson VUE/Kansas Real Estate 5601 Green Valley Dr., Bloomington, MN 55437		
Phone: (800) 274-4971	Website: www.pearsonvue.com	Email: pearsonvuecustomerservice@pearson.com

Live Chat is available to address your support inquiries and is the quickest way to reach a customer service agent. It's available 8:00 AM to 5:00 PM CT, Monday through Friday, subject to change during locally designated holidays.

Please visit www.pearsonvue.com/ks/realestate/contact for further information.

Candidates may contact the Kansas Real Estate Commission with questions about obtaining or maintaining a license. Except for the fingerprint card, the license application and supporting documents may be emailed or faxed to the Commission.

Kansas Real Estate Commission Jayhawk Tower 700 SW Jackson St. Ste. 404, Topeka, KS 66603-3785 <i>Public Access by Appointment Only</i>			
Email: krec@ks.gov	Fax: (785) 296-1771	Website: www.krec.ks.gov see <i>Licensing</i> and also <i>FAQs</i> under <i>Resources</i>	Phone: (785) 296-3411

INTRODUCTION

LICENSURE PROCESS

The Kansas Real Estate Commission establishes the minimum standards for licensure and determines whether an individual meets that standard.

Pearson VUE develops and administers the real estate exam on behalf of the Kansas Real Estate Commission. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

PRACTICE TESTS – NATIONAL PORTION ONLY

National-portion practice tests are offered exclusively online at www.pearsonvue.com, giving candidates even more opportunity to succeed on real estate exams. The practice tests will not only prepare candidates for the types of questions they will see, but also familiarize them with taking computer-based exams.

Pearson VUE offers a practice test for real estate that contains questions developed by subject matter experts using concepts found in the national portion of the exam. The test closely reflects the format of the national portion of the exam, can be scored instantly, and provides immediate feedback to help candidates identify correct and incorrect answers. Candidates can purchase national-portion practice tests anytime by visiting www.pearsonvue.com/practicetests/realestate.

TABLE OF CONTENTS

OVERVIEW	inside front cover	EXAM DAY	6
How to Obtain a Real Estate License.....	inside front cover	What to Bring.....	6
Contact Information	i	Exam Procedures	6
INTRODUCTION	i	Score Reporting.....	7
Licensure Process.....	i	Review of Exams	7
Practice Tests	i	Score Explanation	7
STATE LICENSING REQUIREMENTS	1	Retaking the Exam	7
Applying for a Real Estate Salesperson or Broker License	1	Duplicate Score Reports.....	7
Guidelines to Obtaining a Kansas Real Estate License.....	1	Test Center Policies.....	7
Supporting Documentation Required with License Application	3	PREPARING FOR THE EXAM	8
Documentation Deadlines.....	3	Exam Content	8
EXAM RESERVATIONS	4	Math Calculations.....	8
Making a Reservation.....	4	CONTENT OUTLINES	
Exam Fees.....	4	National Exam Content Outline for Salespersons and Brokers.....	Content Outlines pages 01-03
Electronic Checks	4	Kansas State Exam Content Outline for Salespersons and Brokers.....	Content Outlines page 04
Vouchers	4	APPENDIX	
Change/Cancel Policy	5	Duplicate Score Request	back of handbook
Absence/Lateness Policy.....	5	GENERAL INFORMATION	back cover
Weather Delays and Cancellations	5	Test Centers	back cover
Accommodations.....	5	Exam Fees.....	back cover
		Holiday Schedule.....	back cover

STATE LICENSING REQUIREMENTS

APPLYING FOR A REAL ESTATE SALESPERSON OR BROKER LICENSE

You must file a complete license application within six months of the date you passed the exam. If you passed parts of the exam on different dates, the six-month period begins from the earlier exam date. Certain supporting documentation is only valid for six months and may no longer be valid at the time of application. See page 3 for documentation deadlines.

Kansas Residents

You must pass both the state and national portions of the exam. If you currently hold a license in another state, the national portion of the exam may be waived. Visit the Pearson VUE web site at www.pearsonvue.com/ks/realestate to obtain instructions to apply for a “client waiver” of the national portion. You must do this before making your exam reservation.

Non-residents

You must hold a current license in your state of residence. The state portion of the exam must be passed, but the national portion may be waived. Visit the Pearson VUE web site at www.pearsonvue.com/ks/realestate to obtain instructions to apply for a “client waiver” of the national portion. You must do this **before** making your exam reservation.

A non-resident military service member or spouse applying for Kansas licensure in accordance with K.S.A. 48-3406 must: 1) hold a current license in another state with licensure requirements the Commission determines are equivalent to Kansas, and 2) submit an affidavit to the Commission stating the submissions are true and accurate.

GUIDELINES TO OBTAINING A KANSAS REAL ESTATE LICENSE

A. Salesperson applicants MUST:

1. Be at least 18 years of age.
2. Have a high school diploma or its equivalent.
3. Candidates **NOT** applying for licensure through requirements met in another state must take a 30-hour Principles of Real Estate course approved by the Kansas Real Estate Commission within one year immediately prior to passing both the national and state portions of the exam.
4. All candidates must take a 30-hour Kansas Practice Course approved by the Kansas Real Estate Commission within the six months immediately preceding the Commission’s receipt of the license application.
5. Submit a completed Fingerprint Instructions and Background Waiver Form (download Form RE-150 at www.krec.ks.gov/form/library), \$60 fee and fingerprints on forms approved by the Commission. You can submit the fee, waiver, and fingerprints card to the Commission prior to or at the same time as the license application. The criminal history report is valid for six months after the date of issue.
6. Submit a license application, exam score report, \$15 non-refundable application fee, and \$125 licensing fee within six months of the exam date. If parts of the exam were passed on different dates, the six-month time period begins from the earlier exam date. However, certain supporting documentation is only valid for six months and may not be valid at the time of application. See page 3 for documentation deadlines.
7. Affiliate with and be supervised by a Kansas real estate broker. Candidates shall not advertise or perform activities that require a Kansas license until the Commission issues the license.
8. Submit a certification of license history from each state (other than Kansas) for which you now hold, or have ever held, a real estate license. The certification is only valid for six months from the issue date. A photocopy of a license will not be accepted in lieu of the license history certification.
9. All non-residents of Kansas must have a current real estate license in their state of residence and file a non-resident form (download Form RE-110 at www.krec.ks.gov/form/library).

B. Broker applicants MUST:

1. Be at least 18 years of age
2. Have a high school diploma or its equivalent
3. Candidates **NOT** applying for licensure through requirements met in another state must take a 30-hour “Kansas Real Estate Broker Fundamentals” course approved by the Kansas Real Estate Commission within one year immediately prior to passing both the national and state portions of the exam.

4. Candidates who **ARE** applying for licensure through requirements met in another state must take a four-hour Kansas Broker Law Course approved by the Kansas Real Estate Commission within the six months immediately preceding the Commission's receipt of the license application.
5. Effective January 1, 2020, all broker applicants must complete a 30-hour "Kansas Real Estate Broker Management" course approved by the Kansas Real Estate Commission and completed within the six months immediately preceding the Commission's receipt of the license application.
6. Submit a completed Fingerprint Instructions and Background Waiver Form (download Form RE-150 at www.krec.ks.gov/form/library), \$60 fee and fingerprints on forms approved by the Commission. The fee, waiver, and fingerprints card may be submitted to the Commission prior to or at the same time as the license application. The criminal history report is only valid for six months after the date of issue.
7. Submit a license application, exam score report, **\$50 non-refundable** application fee, and \$175 licensing fee within six months of the exam. If parts of the exam were passed on different dates, the six-month period begins from the earlier exam date. However, certain supporting documentation is only valid for six months and may not be valid at the time of application. See page 3 for documentation deadlines.
8. Submit experience pages and documentation to demonstrate you have been actively engaged in activities described in K.S.A. 58-3035(f) that require a license in Kansas for a period of at least two years during the three years immediately preceding the date of application.

Include a resume or position description for consideration of real estate activities not related to personally completed transactions. A letter of recommendation from the supervising broker is required for consideration of activities as a Transaction Manager, Transaction Administrator, Licensed Assistant, or Real Estate Office Trainer.

Documentation of real estate related education such as a Bachelor's Degree or Minor in Real Estate and national or local designations will also be considered by the Commission.

Commission staff are authorized to approve applicants who meet the following criteria:

- a. Licensed three or more years with 30 or more transaction points
- b. Licensed two or more years with 40 or more transaction points
- c. Licensed two or more years with 20 to 39 transaction points – A restricted license will be issued. The restriction prohibits supervision of any Kansas licensees. To request the restriction be lifted, a written petition must be submitted with new experience/education for consideration by the Commission.

Transaction Points – These transactions must have occurred within the last three years.

- 3 points per closed commercial or agricultural land real estate transaction over \$1,000,000
- 1 point per closed transaction for all other real estate transaction types
- 0 points for transactions as a residential property manager
- 0 points for transactions as part of a team or group if the licensee's name is not on the purchase contract
- Maximum of 5 points for transactions with personal interest

9. Have a current broker's license in their state of residence if not a resident of Kansas and file a non-resident form (download Form RE-110 at www.krec.ks.gov/form/library).
10. Affiliate with a Kansas licensed real estate broker responsible for supervising a primary or branch office or indicate on the application you propose to act as a supervising broker of a primary or a branch office. If opening a new primary or branch office, submit Form RE-430 with the **\$100** open office fee.
11. Submit a certification of license history from any state (other than Kansas) for which you now hold, or have ever held, a real estate license. The certification is only valid for six months from the issue date. A photocopy of the license will not be accepted in lieu of the license history certification.

SUPPORTING DOCUMENTATION REQUIRED WITH LICENSE APPLICATION

A copy of the order and an explanation including the name of the jurisdiction, discipline dates and reasons for any denial, revocation, suspension, probation, voluntary surrender or other disciplinary action taken against any professional or occupational license or certificate the applicant ever held;

A copy of the final settlement agreement and an explanation of any real estate related litigation filed against the applicant or real estate company owned in whole or part by the applicant; and

A statement that completely and truthfully discloses any pending criminal charges, any plea of guilty or nolo contendere, any diversion or suspended imposition of sentence, or any conviction of a misdemeanor or felony ever received. A letter from the proposed supervising/branch broker indicating they are aware of the charge and are willing to supervise the applicant. The Commission may request you provide court documentation.

DOCUMENTATION DEADLINES

Applications are incomplete if any of the following documents are received by the Commission after the deadline or any fees are omitted from the application.

DEADLINE	DOCUMENT
6 months from completion date	Kansas Practice Course certificate for salesperson applicants
6 months from completion date	Kansas Real Estate Broker Management Course certificate for broker applicants
6 months from completion date	Kansas Law Course certificate for broker applicants applying based on equivalent requirements met in another state
6 months from exam date	“Pass” score for licensure exam. If the national and state sections of the exam were passed on different dates, the six months starts from the earliest exam date.
6 months from issue date	KBI and FBI criminal background reports
6 months from issue date	License History Certification for any real estate licenses ever held by you (other than Kansas real estate licenses)

EXAM RESERVATIONS

MAKING A RESERVATION

Walk-in exams are not available. Online reservations are the most efficient way to schedule exams. Candidates **must** go to www.pearsonvue.com/ks/realestate to make an online reservation for an exam. First-time users are required to create an account. The candidate must fill in all required fields, which are preceded by an asterisk (*), on the online form in order to create an ID and be assigned a password. Step-by-step instructions will lead the candidate through the rest of the exam reservation process. Candidates should use their legal name or name shown on their identification. (see *Acceptable Forms of ID* on page 6.)

Candidates **must** make an online reservation at least 24 hours before the desired exam date. Candidates who wish to make a phone reservation at (800) 274-4971 must do so at least 24 hours before the desired exam date (unless an electronic check is used for payment, as detailed below). Candidates who plan to purchase a voucher should send the *Voucher Request Form* (available online as detailed on below) at least ten days before they make a reservation. If a candidate is unable to schedule a reservation at the preferred location within seven days after completing the pre-license course, the candidate may ask the call center staff to open a seating escalation request.

Escalation requests are not available for online reservations.

Before making a reservation, candidates should have the following:

- Legal name, address, Social Security number*, daytime telephone number, and date of birth
- The name of the exam(s), i.e., “Salesperson” or “Broker” and “National” and/or “State”
- The preferred exam date and test center location (a list appears on the back cover of this handbook)
- School code and course completion date, if applicable
- Email address
- Credit card, debit card, voucher number, or electronic check information

* *Social Security number is requested pursuant to K.S.A.2002 74-148, and amendments thereto. Pursuant to K.S.A. 74-139, Social Security number will be provided to the Kansas director of taxation upon the director’s request.*

EXAM FEES

First-time candidates pay an \$82 exam fee and retake exams are \$75.

The exam fee (\$82) must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. Payment will not be accepted at the test center. Exam fees are non-refundable and non-transferable except as detailed in the *Change/Cancel Policy*.

Electronic Checks

Candidates who choose to pay the exam fee by electronic check must have a personal checking account, and provide to Pearson VUE at the time of reservation the following information:

- Bank name
- Account number
- Routing number
- Social Security number, state-ID number or driver’s license number
- Name and address on the account

Candidates paying by electronic check must register at least five days before the exam date in order for their check to be processed.

Vouchers

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at www.pearsonvue.com/ks/realestate by credit card either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate voucher as the payment method and provide the voucher number. All vouchers are pre-paid. Vouchers are non-refundable and non-returnable.

Vouchers expire 12 months from the date they are issued. Voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

Veterans

Veterans requesting reimbursement of the exam fee should add facility code 46001516 to their application for reimbursement (VA Form 22-0803).

CHANGE/CANCEL POLICY

You should call Pearson VUE at (800) 274-4971 at least 48 hours before the exam to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer the fee to a new reservation or request a refund. **Candidates who change or cancel their reservations without proper notice will forfeit the exam fee.** Refunds for credit/debit cards are immediate, while refunds for electronic checks and vouchers will be processed in two to three weeks.

You are individually liable for the full exam fee once you have made a reservation.

ABSENCE/LATENESS POLICY

Candidates who are late or absent from an exam may be excused for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in their immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Candidates absent from or late to an exam who have not changed or canceled the reservation according to the *Change/Cancel Policy* will not be admitted to the exam and will forfeit the exam fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within 14 days of the original exam date. Written verification and supporting documentation can be sent by fax to (888) 204-6291 or mailed to the following address:

Pearson VUE/Kansas Real Estate
Program Coordinator 5601 Green Valley Drive, Bloomington, MN 55437

WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the Pearson VUE test center inaccessible or unsafe, the exam may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor (Kansas Real Estate) from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at accommodationspearsonvue@pearson.com.

EXAM DAY

WHAT TO BRING

Required Materials

- Two (2) forms of identification
- Certificate of Completion (not applicable to requirements met in another state candidates)
 - *Principles of Real Estate Course* (Salesperson candidates)
 - *Kansas Real Estate Broker Fundamentals Course* (Broker candidates)

All candidates are required to bring identification that is deemed acceptable, listed under *Acceptable Forms of Candidate Identification*, to the test center on the day of exam.

REQUIRED ITEMS

Candidates who do not present the required items will be denied admission to the exam, will be considered absent, and will forfeit the exam fee.

Suggested Materials

- Failing score report (if the candidate is retaking an exam)
- Calculator (Pearson VUE will provide calculators, if necessary)

Acceptable Forms of Candidate Identification

Candidates must present **two (2)** forms of current signature identification. The name on the identification must match the name on the registration. The primary identification must be government issued and photo bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English.

Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- U.S. Dept of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport cards
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

Secondary ID (signature, not expired)

- U.S. Social Security Card
- Debit (ATM) or Credit Card
- Any form of ID on the Primary ID list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list which contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is expired.

EXAM PROCEDURES

Candidates should report to the test center 30 minutes before the exam and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and they will be photographed for the score report.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the *Candidate Rules Agreement* is not followed or cheating or tampering with the exam is suspected it will be reported as such, and the appropriate action will be taken. The exam fee will not be refunded, the exam may be determined invalid, or the state may take further action such as decertification.

Candidates will have an opportunity to take a tutorial on the computer on which the exam will be administered. The time spent on this tutorial will not reduce the exam time. Exam administrators will not answer questions related to the content of exams or the state's licensing requirements.

The exam begins the moment a candidate looks at the first question. Candidates have 2.5 hours to complete the national section and 1.5 hours to complete the state portion. The exam will end automatically after time has expired, and results will be provided before the candidate leaves the test center.

SCORE REPORTING

Candidates will receive a score report marked “pass” or “fail.” Candidates who pass will receive information on how to apply for a license. Candidates who fail will receive a numeric score, diagnostic information, and instructions for retaking the exam. You can’t make reservations at the test center.

REVIEW OF EXAMS

For security reasons, exam material is not available to candidates for review.

SCORE EXPLANATION

Scaled Score

There are multiple forms (versions) of each of the licensing exams. Although all forms of an exam are developed based on the content outlines, difficulty may vary slightly because different questions appear on each form. To ensure no candidate is put at an unfair advantage or disadvantage, a statistical procedure known as equating is used to correct for differences in form difficulty.

The passing score of an exam was set by the Kansas Real Estate Commission (in conjunction with Pearson VUE) after a comprehensive study was completed for each exam. Raw scores are converted into scaled scores that can range from 0 to 100. To avoid misuse of score information, numeric scores are only reported to failing candidates. The scaled score reported to you is neither the number nor the percentage of questions answered correctly. With a passing score of 70, any score below 70 indicates how close the candidate came to passing rather than the actual number or percentage of questions answered correctly.

PASSING SCALED SCORES	GENERAL	STATE
Salesperson	70	70
Broker	70	70

RETAKING AN EXAM
Candidates should contact Pearson VUE to make a reservation to retake the exam and should have their failing score report available when they call.

RETAKING THE EXAM

Candidates must wait 24 hours before scheduling a reexam. Candidates who need to retake an exam for any reason must make a reservation as detailed in *Exam Reservations*.

The exam is divided into two parts: The National and the Kansas section. Candidates **NOT** applying through requirements met in another state must pass both the National and Kansas sections. If a candidate passes one part and fails the other, only the part failed needs to be retaken. However, the failed part must be passed in time for the Kansas Real Estate Commission to receive the complete application within **six months** of the earlier exam date. Candidates who do not meet the six-month time limit must retake both parts of the exam. Candidates who **ARE** applying through requirements met in another state are only required to take the Kansas section of the exam. All candidates should refer to *Exam Reservations* for information on making an exam appointment.

DUPLICATE SCORE REPORTS

Candidates may request a duplicate score report by completing the form found in this handbook or by contacting the Kansas Real Estate Commission.

TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the exam and will be dismissed from the test center, forfeiting the exam fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: Cell phones, tablets, laptops, or other electronic devices, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator or return items to their vehicle.

All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen or misplaced personal items.**

- Studying **is not** allowed in the test center. Visitors, children, family or friends **are not** allowed in the test center.
- Books, papers (including scratch paper), and reference materials are not permitted in the exam room, and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide materials to make notes or calculations. **The candidate shall not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Candidates must raise their hand to get the administrator's attention to leave the testing room for a break. **The exam clock will not stop while the candidate is taking a break.** If a candidate is discovered to have left the floor or building for any reason during this time, they will not be permitted to proceed with the exam and may forfeit the exam fee.
- While taking a break, candidates are permitted to access personal items stored at the test center only if necessary—for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing stored personal items.** Candidates are not allowed access to other items, including but not limited to, cell phones, exam notes and study guides.
- Any candidate discovered causing a disturbance or engaging in misconduct including giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing exam materials or notes from the exam room, will be dismissed from the exam room and reported to the Kansas Real Estate Commission. The Kansas Real Estate Commission will make decisions regarding disciplinary measures.

PREPARING FOR THE EXAM

PRETEST QUESTIONS

Many of the exams will contain “pretest” questions. Pretest questions are questions on which statistical information is being collected for use in constructing future exams. Responses to pretest questions do not affect a candidate's score. Pretest questions are mixed in with the scored questions and are not identified.

The number of pretest questions are listed in the content outline heading of each exam. If a number is not present, then there are no pretest questions for that particular exam.

EXAM CONTENT

The content of the national portion of the exam is obtained from a job analysis performed by Pearson VUE. Responses from real estate professionals were analyzed to determine the nature and scope of tasks they perform, and the knowledge and skills needed to perform them. This information is the basis upon which exam questions are written and ensures that the exam reflects the actual practice of real estate. Questions on the national portion are reviewed and approved by nationally recognized real estate professionals.

Kansas real estate professionals develop the state portion of the exam to reflect the laws, regulations, and practice of real estate in Kansas.

MATH CALCULATIONS

The information below is NOT available at the test center and should be memorized.

Candidates may use the following information in making mathematical calculations on the national section of the exam unless otherwise stated in the text of the question:

- 43,560 square feet/acre
- 5,280 feet/mile
- Round off calculations (where applicable) to the nearest whole number

The information below, if needed, will be contained within the test itself:

If a question requires the calculation of prorated amounts, the question will specify: a) whether the calculation should be made based on 360 or 365 days a year; and b) whether the day of closing belongs to the buyer or seller.



REAL ESTATE

National Content Outlines

KANSAS

Real Estate State Content Outlines

National Exam Content Outline for Salespersons and Brokers

Effective: February 1, 2017

The national portion of the real estate exam is made up of 80 scored items, which are distributed as noted in the following content outline.

The national exam also contains five pretest items that are not counted toward the score. These items are used to gather statistics on performance and to help assess appropriateness for use on future exams. Because pretest items look exactly like items that are scored, candidates should answer all the items on the exam.

I. REAL PROPERTY CHARACTERISTICS, LEGAL DESCRIPTIONS, AND PROPERTY USE (SALES 8; BROKER 8)

A. Real property vs. personal property

1. Fixtures, trade fixtures, emblements
2. Attachment, severance, and bill of sale

B. Characteristics of real property

1. Economic characteristics
2. Physical characteristics

C. Legal descriptions

1. Methods used to describe real property
2. Survey

D. Public and private land use controls – encumbrances

1. Public controls – governmental powers
 - a. Police power, eminent domain, taxation, escheat
 - b. Zoning ordinances
2. Private controls, restrictions, and encroachments
 - a. Covenants, conditions, and restrictions
 - b. Easements
 - c. Licenses and encroachments

II. FORMS OF OWNERSHIP, TRANSFER, AND RECORDING OF TITLE (SALES 7; BROKER 7)

A. Ownership, estates, rights, and interests

1. Forms of ownership
2. Freehold estate
 - a. Fee simple absolute
 - b. Fee simple defeasible, determinable, and condition subsequent
 - c. Life estate
 - d. Bundle of rights
3. Leasehold estates and types of leases
 - a. Estate for years and from period to period
 - b. Estate at will and estate at sufferance
 - c. Gross, net, and percentage leases
4. Liens and lien priority
5. Surface and sub-surface rights

B. Deed, title, transfer of title, and recording of title

1. Elements of a valid deed

2. Types of deeds
3. Title transfer
 - a. Voluntary alienation
 - b. Involuntary alienation
4. Recording the title
 - a. Constructive and actual notice
 - b. Title abstract and chain of title
 - c. Marketable title and cloud on title
 - d. Attorney title opinion, quiet title lawsuit, and title insurance

III. PROPERTY VALUE AND APPRAISAL (SALES 7; BROKER 7)

A. Concept of Value

1. Market value vs. market price
2. Characteristics of value
3. Principles of value

B. Appraisal process

1. Purpose and steps to an appraisal
2. Federal oversight of the appraisal process

C. Methods of estimating value and Broker Price Opinions (BPO)

1. Sales comparison approach (market data)
2. Cost approach
 - a. Improvements and depreciation
 - b. Physical deterioration, functional, and economic obsolescence
 - c. Reproduction or replacement costs
3. Income approach
4. Gross rent and gross income multipliers
5. Comparative Market Analysis (CMA)
6. Broker Price Opinion (BPO)
7. Assessed value and tax implications

IV. REAL ESTATE CONTRACTS AND AGENCY (SALES 16; BROKER 16)

A. Types of contracts

1. Express vs. implied
2. Unilateral vs. bilateral

B. Required elements of a valid contract

C. Contract performance

1. Executed vs. executory
2. Valid vs. void
3. Voidable vs. unenforceable
4. Breach of contract, rescission, and termination
5. Liquidated, punitive, or compensatory damages
6. Statute of Frauds
7. Time is of the essence

D. Sales contract

1. Offer and counteroffer
2. Earnest money and liquidated damages
3. Equitable title
4. Contingencies
5. Disputes and breach of contract
6. Option contract and installment sales contract

E. Types of agency and licensee-client relationships

F. Creation and termination of agency

G. Licensee obligations to parties of a transaction

V. REAL ESTATE PRACTICE (SALES 18; BROKER 18)

A. Responsibilities of broker

1. Practicing within scope of expertise
2. Unauthorized practice of law
3. Privacy and Do Not Contact

B. Brokerage agreements between the broker and principal (seller, buyer, landlord, or tenant)

1. Seller representation – Types of listing agreements
 - a. Exclusive right-to-sell and exclusive agency listing
 - b. Non-exclusive or open listing
 - c. Net listing (conflict of interest)
 - d. Multiple listing service (MLS)
2. Buyer representation
3. Property management agreement
 - a. Accounting for funds
 - b. Property maintenance
 - c. Leasing property
 - d. Collecting rents and security deposits
4. Termination of agreements
5. Services, fees, and compensation

C. Fair Housing

1. Equal opportunity in housing
2. Protected classes
3. Fair housing laws
4. Illegal practices, enforcement, and penalties
5. Prohibited advertising
6. Housing and Urban Development (HUD)
7. Americans with Disabilities Act (ADA)

D. Risk management

1. Supervision
2. Compliance with federal regulations

3. Vicarious liability
4. Antitrust laws
5. Fraud and misrepresentation
6. Types of insurance
 - a. Errors and Omissions
 - b. General Liability

VI. PROPERTY DISCLOSURES AND ENVIRONMENTAL ISSUES (SALES 6; BROKER 5)

A. Property conditions and environmental issues

1. Hazardous substances
 - a. Lead-based paint
 - b. Asbestos, radon, and mold
 - c. Groundwater contamination and underground storage tanks
 - d. Waste disposal sites and brownfields
 - e. Flood plain and flood insurance
2. Clean Air and Water Acts
3. Environmental Protection Agency (EPA)
 - a. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)
 - b. Superfund Amendment and Reauthorization Act (SARA)
 - c. Environmental site assessments and impact statements
 - d. Wetlands protection

B. Disclosure obligations and liability

VII. FINANCING AND SETTLEMENT (SALES 10; BROKER 9)

A. Financing concepts and components

1. Methods of financing
 - a. Mortgage financing – conventional and non-conventional loans,
 - b. Seller financing – land contract/contract for deed
2. Lien theory vs. title theory and deed of trust
3. Sources of financing (primary and secondary mortgage markets, and seller financing)
4. Types of loans and loan programs
5. Mortgage clauses

B. Lender Requirements

1. FHA requirements
2. VA requirements
3. Buyer qualification and Loan to Value (LTV)
4. Hazard and flood insurance
5. Private mortgage insurance (PMI) and mortgage insurance premium (MIP)

C. Federal Financing Regulations and Regulatory Bodies

1. Truth-in-Lending and Regulation Z
2. TILA-RESPA Integrated Disclosures (TRID)
 - a. Consumer Financial Protection Bureau (CFPB)
 - b. Loan Estimate (LE)

- c. Closing Disclosure (CD)
- 3. Real Estate Settlement Procedures Act (RESPA)
 - a. Referrals
 - b. Rebates
- 4. Equal Credit Opportunity Act (ECOA)
- 5. Mortgage fraud and predatory lending

D. Settlement and closing the transaction

**VIII. REAL ESTATE MATH CALCULATIONS
(SALES 8; BROKER 10)**

A. Property area calculations

- 1. Square footage
- 2. Acreage total

B. Property valuation

- 1. Comparative Market Analysis (CMA)
- 2. Net Operating Income (NOI)
- 3. Capitalization rate
- 4. Gross rent multiplier - Broker Only
- 5. Gross income multiplier - Broker Only
- 6. Equity in property
- 7. Establishing a listing price
- 8. Assessed value and property taxes

C. Commission/compensation

D. Loan financing costs

- 1. Interest
- 2. Loan to Value (LTV)
- 3. Amortization
- 4. Discount Points
- 5. Prepayment penalties
- 6. Fees

E. Settlement and closing costs

- 1. Purchase price and down payment
- 2. Monthly mortgage calculations - principal, interest, taxes, and insurance (PITI)
- 3. Net to the seller
- 4. Cost to the buyer
- 5. Prorated items
- 6. Debits and credits
- 7. Transfer tax and recording fee

F. Investment

- 1. Return on investment
- 2. Appreciation
- 3. Depreciation
- 4. Tax implications on investment

G. Property management calculations

- 1. Property management and budget calculations
- 2. Tenancy and rental calculations

Real Estate General/National Resources

- Mastering Real Estate Principles, Gerald R. Cortesi, 7th Edition, Dearborn
- Modern Real Estate Practice, Fillmore Galaty, 19th Edition, Dearborn
- Principles of Real Estate Practice, Stephen Mettling 5th Edition, Performance Programs Company
- Property Management, Robert C. Kyle, 10th Edition, Dearborn
- Real Estate Finance, J. Keith Baker and John P Wiedemer, 10th Edition, OnCourse Learning Publishing
- Real Estate Fundamentals, Wade E. Gaddy, 9th Edition, Dearborn
- Real Estate Law, Charles J. Jacobus, 3rd Edition, OnCourse Learning Publishing
- Real Estate Law, Elliot Klayman, 9th Edition, Dearborn
- The Language of Real Estate, John W. Reilly, 7th Edition, Dearborn

**Pearson VUE does not endorse any particular
prelicensing provider or study materials.**

Kansas State Exam Content Outline for Salespersons and Brokers

Effective Date: February 15, 2018

The Kansas portion of the exam is made up of 30 items for salesperson candidates and 40 items for broker candidates which are distributed as noted in the following content outline.

The exam also has 10 pretest items for salesperson and 10 pretest items for broker. These pretest items are not identified and will not affect a candidate's score in any way. These items are used to gather statistics on performance and to help assess appropriateness for use on future exams. Because pretest items look exactly like items that are scored, candidates should answer all the items on the exam.

I. DUTIES AND POWERS OF THE KANSAS REAL ESTATE COMMISSION (SALESPERSON 2, BROKER 2)

- A. General powers and duties; membership**
- B. Investigations, hearings, and appeals**
- C. License revocation, suspension, condition, restriction, censure of licensee, and civil fines**
- D. Criminal prosecution**

II. LICENSING REQUIREMENTS (SALESPERSON 4, BROKER 4)

- A. Activities requiring a license**
- B. Exemptions from licensure (Broker Only)**
- C. Qualifications, exams, denial of license (Broker Only)**
- D. Renewal of license**
- E. Education requirements**
- F. Cancellation, deactivation, and reinstatement of licenses**

III. REQUIREMENTS GOVERNING ACTIVITIES OF LICENSEES (SALESPERSON 5, BROKER 11)

- A. Place of business and company names**
- B. Handling of trust funds and trust accounts (Broker Only)**
- C. Records**
- D. Reporting requirements**
- E. Advertising**
- F. Commissions/referral/relocation fees**
- G. Broker supervision of primary office and branch offices (Broker Only)**
- H. Required residential contract language**
 - I. Commercial real estate; sharing commissions with a person licensed in another state/jurisdiction (Broker Only)**

IV. PROHIBITED ACTS (SALESPERSON 8, BROKER 8)

V. BROKERAGE RELATIONSHIPS IN REAL ESTATE TRANSACTIONS ACT (BRRETA) (SALESPERSON 11, BROKER 15)

State Exam Resources

- Kansas Real Estate Brokers' and Salespersons' License Act
- Brokerage Relationships in Real Estate Transactions Act
- Kansas Real Estate Commission
- Rules and Regulations of the Kansas Real Estate Commission
- Copies are available under the *Resources* link at www.krec.ks.gov.

DUPLICATE SCORE REQUEST FORM

Use this form to request that Pearson VUE send a duplicate copy of your score report to you.

You may request one duplicate score report free of charge.

Please print or type all information on this form and either email or mail your request to Pearson VUE.

It is strongly suggested you email your request to **pearsonvuecustomerservice@pearson.com**;

however, if you are unable to email, please mail your request to:

Pearson VUE

KANSAS REAL ESTATE

DUPLICATE SCORE Request

5601 Green Valley Drive, Bloomington, MN 55437

I hereby authorize Pearson VUE to send me at the email address below a duplicate of my score report from the real estate exam.

Signature	Date
Name	
Email Address	

If you do not have a valid email address please include your physical mailing address below.

Address		
City	State	ZIP

If the above information was different at the time you tested, please indicate original information below.

Name		
Address		
City	State	ZIP

Exam Taken: <input type="checkbox"/> Salesperson <input type="checkbox"/> Broker	
State in which exam was taken	Date Taken
Date of Birth	
Licensing Jurisdiction	

GENERAL INFORMATION

Candidates may schedule online at <http://www.pearsonvue.com/ks/realestate/> or by calling Pearson VUE at (800) 274-4971.

If you can't schedule a reservation at the preferred location within seven days after completing the pre-license course, you may ask the call center staff to open a seating escalation request. **Escalation requests are not available for online reservations.**

TEST CENTERS	
LOCATION	SCHEDULE
Hays	1-2 days per week including Saturdays
Kansas City, MO	2-3 days per week plus Saturdays
Overland Park	4-5 days per week plus Saturdays
Topeka	2-3 days per week plus Saturdays
Wichita	3 days per week plus Saturdays

EXAM FEES		
EXAM	FIRST-TIME FEE	RETAKER FEE
Salesperson	\$82	\$75
Broker	\$82	\$75

PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays or holiday weekends:

New Year's Day Memorial Day Labor Day Christmas Day
Martin Luther King, Jr. Day Independence Day Thanksgiving Day