



Pearson
VUE

Kansas

Real Estate Candidate Handbook

June 2018

Quick Reference

inside front
cover

Table of Contents

page i

Exam Reservations

page 6

Exam Day: *What to Bring*

page 9

Test Center Locations

back cover



STATE LICENSING INFORMATION

Candidates may contact the state's real estate commission with questions about obtaining or maintaining a license after the examination has been passed.

Kansas Real Estate Commission

Jayhawk Tower
700 SW Jackson St. Ste. 404
Topeka, KS 66603-3785

Public Access by Appointment Only

Web

www.krec.ks.gov

Email

krec@ks.gov

Phone

(785) 296-3411

Fax

(785) 296-1771

EXAMINATION INFORMATION

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

Pearson VUE / Kansas Real Estate

Attn: Regulatory Program Coordinator
5601 Green Valley Dr.
Bloomington, MN 55437

Phone

(800) 274-4971

Email

pearsonvuecustomerservice@pearson.com

Web

www.pearsonvue.com

QUICK REFERENCE

RESERVATIONS

Before making an exam reservation

Candidates should thoroughly review this handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process.

Making an exam reservation

Candidates may make a reservation by either **visiting** www.pearsonvue.com or calling Pearson VUE. Candidates should use their legal name or name shown on their identification. (see *Acceptable Forms of ID* on page 9).

Candidates should make a reservation online at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on page 7). **Walk-in examinations are not available.**

SCHEDULES & FEES

Test centers

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

Exam fees

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

EXAM DAY

What to bring to the exam

Candidates should bring to the examination the confirmation number they received when they made the examination reservation, proper identification and fees, and other materials listed in *What to Bring* (page 9).

Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins. Each candidate will have four (4) hours (2.5 hours for General, 1.5 hours for the Kansas Law portion) to complete the examination, and will leave the test center with an official score report in hand.

TABLE OF CONTENTS

| | | | |
|---|----|---|--|
| OVERVIEW | ii | EXAM DAY | 9 |
| | | What to Bring | 9 |
| INTRODUCTION | 1 | Exam Procedures | 9 |
| Contact Information | 1 | Score Reporting..... | 10 |
| The Licensure Process..... | 1 | Review of Exams | 10 |
| Practice Tests | 1 | Score Explanation | 10 |
| | | Retaking the Exam | 10 |
| STATE LICENSING REQUIREMENTS | 2 | Duplicate Score Reports..... | 11 |
| Applying for a Real Estate Salesperson’s or Real Estate Broker’s License | 2 | Test Center Policies..... | 11 |
| Guidelines to Obtaining a Kansas Real Estate License..... | 2 | PREPARING FOR THE EXAM | 12 |
| Supporting Documentation Required with License Application | 4 | Exam Content | 12 |
| Documentation Deadlines..... | 5 | Math Calculations..... | 12 |
| EXAM RESERVATIONS | 6 | CONTENT OUTLINES | |
| Making a Reservation..... | 6 | General Exam Content Outline for Salespersons and Brokers | Content Outlines pages 01-03 |
| Exam Fees..... | 7 | Kansas State Exam Content Outline for Salespersons and Brokers..... | Content Outlines page 04 |
| Electronic Checks | 7 | | |
| Vouchers | 7 | | |
| Change/Cancel Policy | 7 | | |
| Absence/Lateness Policy..... | 7 | APPENDIX | |
| Weather Delays and Cancellations | 8 | Duplicate Score Request | back of handbook |
| Accommodations..... | 8 | | |
| | | GENERAL INFORMATION | back cover |
| | | Test Centers | back cover |
| | | Exam Fees..... | back cover |
| | | Holiday Schedule..... | back cover |

OVERVIEW

The candidate handbook is a useful tool in preparing for an examination.

It is highly recommended that the Kansas Real Estate Candidate Handbook be reviewed, with special attention given to the content outlines, before taking the examination.

Individuals who wish to obtain a real estate license must:

1. Be Fingerprinted

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

2. Complete Prelicensing Education.

Before taking an examination, candidates must complete all prelicensing education. See page 2 for additional details.

3. Make a reservation and pay an examination fee.

Make a reservation (by phone or online) with Pearson VUE for the examination. (See page 6). Candidates should use their legal name or name shown on their identification. (see *Acceptable Forms of ID* on page 9).

4. Go to the test center.

Go to the test center on the day of the examination, bringing along all required materials. (See page 9)

5. Apply for a license, preferably by either email or fax.

Within six (6) months after passing the examination, candidates must submit a complete application on the appropriate forms along with any applicable supporting documentation and applicable fees, as set forth on the Score Report issued at the test center, to the Kansas Real Estate Commission. However, certain supporting documentation is only valid for six (6) months and may have been issued prior to the exam date. See page 2 for additional details and page 5 for documentation deadlines.

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

INTRODUCTION

CONTACT INFORMATION

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

| | | |
|---|--|--|
| 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 from 8:00 AM through 5:00 PM Central Time, 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. With the exception of 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 Fax: (785) 296-1771 | Website www.krec.ks.gov see <i>Licensing and FAQs</i> under <i>Helpful Links</i> | Phone (785) 296-3411 |

THE LICENSURE PROCESS

The state regulatory agency is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard.

The State of Kansas has retained the services of Pearson VUE to develop and administer its real estate examination program. 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 examinations. The national-portion practice tests will not only help prepare candidates for the types of questions they will see on the national portion of the licensure examination but also familiarize them with taking computer-based examinations.

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 licensure examination. The test closely reflects the format of the national portion of the licensure examination, 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.

STATE LICENSING REQUIREMENTS

APPLYING FOR A REAL ESTATE SALESPERSON'S OR REAL ESTATE BROKER'S LICENSE

The Kansas Real Estate Commission has established the requirements for qualification for a real estate salesperson or broker license. A complete Application for licensure **MUST** be filed within six (6) months of the date on which the candidate passed the examination. If parts of the exam were passed on different dates, the six-month time period begins from the earlier examination date. However, certain supporting documentation is only valid for six (6) months and may have been issued prior to the exam date. See page 5 for documentation deadlines.

Kansas Residents

You must pass both the state and general portions of the Kansas licensure exam. However, if you currently hold a license in another state that was obtained by meeting an exam requirement, the general portion of the exam may be waived. Please visit the Pearson VUE web site at www.pearsonvue.com/ks/realestate to obtain instructions for applying for a "client waiver" of the national portion. This must be done in advance of making your examination reservation.

Non-residents

You must hold a current license in your state of residence. The state portion of the Kansas licensure exam must be passed, but the general portion of the exam may be waived if your non-resident license was obtained by meeting an exam requirement. Please visit the Pearson VUE web site at www.pearsonvue.com/ks/realestate to obtain instructions for applying for a "client waiver" of the national portion. This must be done in advance of making your examination 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 eighteen (18) years of age.
2. Have a high school diploma or its equivalent.
3. Candidates who are **NOT** applying for licensure through equivalent requirements met in another state must take a thirty (30) hour Principles of Real Estate course approved by the Kansas Real Estate Commission within one year immediately prior to passing both the general and state portions of the examination. An application is not considered equivalent if the prelicense education is less than thirty (30) hours or if the exam requirement was waived by another state.
4. All candidates must take a thirty (30) hour Kansas Practice Course approved by the Kansas Real Estate Commission within the six (6) months immediately preceding the filing of the application for license.
5. Submit a completed Fingerprint Instructions and Background Waiver Form (download Form RE-150 at www.krec.ks.gov/form/library), credit card information or a money order or cashiers check for the appropriate amount payable to the Kansas Real Estate Commission and fingerprints on forms approved by the Commission authorizing the Commission to process a criminal background check through the Kansas Bureau of Investigation and the Federal Bureau of Investigation. The processing fee, waiver, and fingerprints card may be submitted to the Commission prior to or at the same time as the application for licensure is filed with the Commission. The criminal history report is only valid for six (6) months after the date of issue.
6. File a license application, company affiliation page, exam score report, and \$15 application fee within six (6) months of the examination date on which the candidate passed the exam. If parts of the examination were passed on different dates, the six-month time period begins from the earlier examination date. However, certain supporting documentation is only valid for six (6) months and may have been issued prior to the exam date. See page 5 for documentation deadlines.
7. Have a current license in their state of residence (if not a Kansas resident).
8. Affiliate with and be supervised by a licensed Kansas real estate broker. Candidates may not advertise or perform activities that require a Kansas license until the Commission has issued the license.
9. Pay the appropriate prorated licensing fee. The fee schedule may be found at www.krec.ks.gov/Application.

10. 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 (6) months from the issue date. A photocopy of a license will not be accepted in lieu of the license history certification.
11. All non-residents of Kansas must file a non-resident form (download Form RE-110 at www.krec.ks.gov/form/library).
12. After the license is issued, complete continuing education to renew the license unless the expiration date is 5 months or less from the issue date.

B. Broker applicants MUST:

1. Be at least eighteen (18) years of age
2. Have a high school diploma or its equivalent
3. Candidates who are **NOT** applying for licensure through equivalent requirements met in another state must take a twenty-four (24) hour broker pre-license course approved by the Kansas Real Estate Commission within one year immediately prior to passing both the general and state portions of the examination.
4. Candidates who **ARE** applying for licensure through equivalent requirements met in another state must take a four (4) hour Kansas Law Course approved by the Kansas Real Estate Commission within the 6 months immediately preceding the filing of the application for license. An application is not considered equivalent if the prelicense education is less than twenty-four (24) hours or if the exam requirement was waived by another state.
5. Submit a completed Fingerprint Instructions and Background Waiver Form (download Form RE-150 at www.krec.ks.gov/form/library), credit card information or a money order or cashiers check for the appropriate amount payable to the Kansas Real Estate Commission and fingerprints on forms approved by the Commission authorizing the Commission to process a criminal background check through the Kansas Bureau of Investigation and Federal Bureau of Investigation. The processing fee, waiver, and fingerprints card may be submitted to the Commission prior to or at the same time as the application for licensure is filed with the Commission. The criminal history report is only valid for six (6) months after the date of issue.
6. File a license application, company affiliation page, exam score report, and \$15 application fee within six (6) months of the examination date on which the candidate passed. If parts of the exam were passed on different dates, the six-month time period begins from the earlier examination date. However, certain supporting documentation is only valid for six (6) months and may have been issued prior to the exam date. See page 5 for documentation deadlines.
7. Submit experience pages and documentation to demonstrate the candidate has been actively engaged in activities that require a license in Kansas. K.S.A. 58-3039(d) provides that a broker applicant shall have been licensed as a salesperson in Kansas or as a salesperson or broker in another state and actively engaged in activities described in K.S.A. 58-3035(f) for a period of at least two (2) years during the five (5) years immediately preceding the date of application.

a. Experience and Minimum Requirements

Qualifying licensed real estate activities must be for compensation and on behalf of a client or customer.

These are the minimum requirements necessary for Commission staff to approve a broker application based on the delegated powers of the Commission to the staff.

| NUMBER OF YEARS LICENSED | NUMBER OF COMPLETED TRANSACTIONS WITHIN THE LAST 5 YEARS | LICENSE STATUS |
|--------------------------|--|----------------|
| Less than 2 years | 40 or more | Restricted** |
| 2 or more years | 40 or more | Unrestricted |
| 2 or more years | 20 to 39 | Restricted** |
| 3 or more years | 30 or more | Unrestricted |

* Maximum of 5 transactions with personal interest. Staff can not count team member transactions. Do not include transactions as a residential property manager.

** The restriction would prohibit supervision of any KS licensees. To request the restrictions be lifted, a written petition must be submitted with new experience/education for consideration.

If an applicant does not meet any of the criteria above the application will be forwarded to Commission members for review. The Commission will approve, approve with restrictions and/or conditions, or deny your application based on their evaluation of the information provided.

Experience in the real estate or a related business or a combination of such experience and education may be accepted if the Commission believes it qualifies the applicant to act as a broker. Real estate related experience in the activities below can be considered by the Commission.

| | | |
|-------------------------------------|-------------------------------|----------------------|
| Builder | Transaction Manager | Title Examiner |
| Developer | Transaction Administrator | Closing Examiner |
| Appraiser | Licensed Assistant | Mortgage Broker |
| Corporate Lease/Acquisition Manager | Real Estate Office Trainer | Mortgage Lender |
| Supervising Broker | Real Estate Course Instructor | Real Estate Attorney |

Include with your application a resume or position description for consideration of these activities. 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.

8. Have a current broker's license in their state of residence if not a resident of Kansas.
9. Pay the appropriate prorated licensing fee. The fee schedule may be found at www.krec.ks.gov/Application.
10. Affiliate with and be supervised by a Kansas real estate broker or indicate on the company affiliation page if you propose to act as a supervising broker or a branch broker. If opening a new primary or branch office, submit Form RE-430 with the \$25 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 (6) months from the issue date. A photocopy of the license will not be accepted in lieu of the license history certification.
12. All non-residents of Kansas must file a non-resident form (download Form RE-110 at www.krec.ks.gov/form/library).
13. After the Kansas broker license is issued, complete continuing education to renew the license. Education completed as a salesperson does not qualify.

SUPPORTING DOCUMENTATION REQUIRED WITH LICENSE APPLICATION

Supporting documentation concerning any of the following is required with the license application.

Denial, revocation, suspension, voluntary surrender or other disciplinary action taken against any professional or occupational license or certificate the applicant ever held;

Real estate related litigation filed against the applicant or real estate company owned in whole or part by the applicant; or

Any pending criminal charges, any diversion or suspended imposition of sentence, or any conviction of a criminal offense ever received. The court clerk or your attorney may be of assistance if you no longer have documentation.

Documentation includes:

- a. A copy of the ticket/complaint;
- b. Diversion agreement;
- c. Order of conviction and sentencing;
- d. Proof of release from any diversion, suspended imposition of sentence, probation, or post-release supervision;
- e. A statement from you regarding your character, the nature and extent of any rehabilitation, or extenuating or mitigating circumstances concerning illegal activities or other conduct;
- f. A letter from the proposed supervising/branch broker indicating they are aware of the charge or disciplinary action and are willing to supervise the applicant;
- g. Letters of recommendation or character references;

- h. Certificates of completion for any treatment, therapy, victim panel, or group program; and
- i. Relevant scholastic, community, volunteer or work experience;

DOCUMENTATION DEADLINES

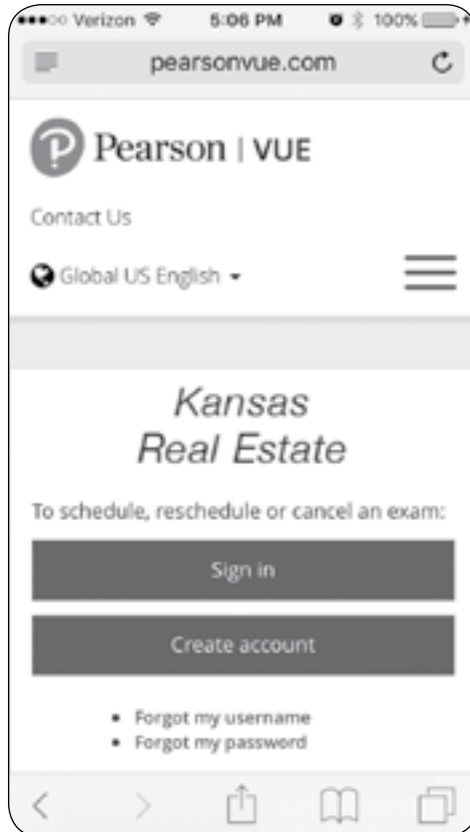
Applicants should be aware of the following deadlines when submitting an application for license to the Commission. Applications will be considered incomplete if any of the following documents are received by the Commission after the deadline or if any documents or fees are omitted from the application. Applications must be submitted enough in advance of the earliest deadline to allow Commission staff to notify the applicant and for the applicant to have time to correct any deficiencies pertaining to the application before any of the documentation expires. The documentation must be received in the Commission office (not just postmarked) by the deadline.

| DEADLINE | DOCUMENT |
|-------------------------------|---|
| 6 months from completion date | Kansas Practice Course certificate for salesperson 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 general 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 examinations are not available. Online reservations are the most efficient way for candidates to schedule their examination. Candidates **must** go to www.pearsonvue.com/ks/realestate to make an online reservation for an examination. First-time users are required to create an account. The candidate will need to 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 examination reservation process. Candidates should use their legal name or name shown on their identification. (see *Acceptable Forms of ID* on page 9.) Our new website has been optimized to work on mobile devices such as phones and tablets as pictured below.



Candidates **must** make an online reservation at least twenty-four (24) hours before the desired examination date. Candidates who wish to make a phone reservation at (800) 274-4971 must do so at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on page 7). Candidates who plan to purchase a voucher should send the *Voucher Request Form* (available online as detailed on page 7) at least ten (10) days before they make a reservation.

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 examination(s)
- The preferred examination date and test center location (a list appears on the back cover of this handbook)
- School code and school 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 examination fee and retake exams are \$75.

The examination 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. Examination fees are non-refundable and non-transferable except as detailed in the *Change/Cancel Policy*.

Electronic Checks

Candidates who choose to pay the examination fee by electronic check must have a personal checking account, and must be prepared to 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

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

Candidates paying by electronic check must register at least five (5) days before the examination 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 twelve (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.

CHANGE/CANCEL POLICY

Candidates should call Pearson VUE at (800) 274-4971 at least forty-eight (48) hours before the examination 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 examination fee.** Refunds for credit/debit cards are immediate, while refunds for electronic checks and vouchers will be processed in two to three (2-3) weeks.

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether paid individually or by a third party.

ABSENCE/LATENESS POLICY

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

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

Candidates who are absent from or late to an examination and have not changed or canceled the reservation according to the *Change/Cancel Policy* will not be admitted to the examination and will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination 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 examination 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 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 equivalent requirements met in another state candidates)
 - *Principles of Real Estate Course* (Salesperson candidates)
 - *Broker Pre-License 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 examination.

REQUIRED ITEMS

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

Suggested Materials

- Failing score report (if the candidate is retaking an examination)
- 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 considered to be expired.

EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. (Candidates should allow themselves sufficient time to find the test center.) 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 and/or cheating or tampering with the examination is suspected it will be reported as such, and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as decertification.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state’s licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure.

Candidates may begin the examination once they are familiar with the PC. The examination begins the moment a candidate looks at the first examination question. Candidates will be given the following to complete the examination: 2.5 hours for the general section and 1.5 hours for the state portion. The examination will end automatically after the examination time has expired, and candidates will leave the test center with their official scores in hand.

SCORE REPORTING

When candidates complete the examination, they will receive a score report marked “pass” or “fail.” Candidates who pass the examination will receive a score report that includes information on how to apply for a license.

Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information, as well as information about reexamination. Reservations cannot be made at the test center.

REVIEW OF EXAMS

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

SCORE EXPLANATION

Scaled Score

There are multiple versions of each of the licensing examinations. These versions are known as forms. Although all forms of an examination are developed based on the content outlines, the difficulty of the forms of an examination may vary slightly because different questions appear on each form. To ensure that no candidate is put at an unfair advantage or disadvantage due to the particular form of an examination that he or she is given, a statistical procedure known as equating is used to correct for differences in form difficulty.

The passing score of an examination was set by the Kansas Real Estate Commission (in conjunction with Pearson VUE) after a comprehensive study was completed for each examination. 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 that is reported to you is neither the number of questions you answered correctly nor the percentage of questions you 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 the candidates answered correctly.

| PASSING SCALED SCORES | GENERAL | STATE |
|-----------------------|---------|-------|
| Salesperson | 70 | 70 |
| Broker | 70 | 70 |

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

RETAKING THE EXAM

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

The examination is divided into two parts: The General section and the Kansas section. Candidates who are **NOT** applying through equivalent requirements met in another state must pass both the General and Kansas sections of the exam. If a candidate must take both sections of the exam, a candidate who passes one part of the examination and fails another need retake only the part failed. However, the failed portion of the examination must be passed within **six (6) months** of the portion of the examination originally passed. Partial examination scores are valid for six (6) months from the earlier examination date to the date the Kansas Real Estate Commission receives the complete application and passing scores. Candidates who **ARE** applying through equivalent requirements met in another state are only required to take the Kansas section of the examination. Candidates should refer to *Exam Reservations* for information on making an examination appointment and should be sure there is enough time to meet the six (6) month limit. Candidates who do not meet the six (6) month time limit must retake both parts of the examination.

DUPLICATE SCORE REPORTS

Candidates may request a duplicate score report by completing the appropriate 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 examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: Cellular phones, hand-held computers or other electronic devices, pagers, 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.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination 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 the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, or chewing gum, smoking and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, candidates **must** raise their hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building, they will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam 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 personal items that have been stored.** Candidates are **not** allowed access to other items, including but not limited to, cellular phones, exam notes and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct — giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room — will be summarily dismissed from the examination room and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

PREPARING FOR THE EXAM

PRETEST QUESTIONS

Many of the examinations will contain “pretest” questions. Pretest questions are questions on which statistical information is being collected for use in constructing future examinations. 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 examination for which they are available. If a number is not present then there are no pretest questions for that particular examination.

EXAM CONTENT

The content of the general portion of the examination is based upon information 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 examination questions are written and ensures that the examination reflects the actual practice of real estate. Questions on the general portion are also reviewed and approved by nationally recognized real estate professionals.

The state law portion of the examination has been developed to reflect the laws, regulations, and practice of real estate in Kansas, and has been reviewed and approved by real estate professionals 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 general section of the real estate examinations 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 on the basis of 360 or 365 days a year; and b) whether the day of closing belongs to the buyer or seller



REAL ESTATE

General Content Outlines

KANSAS

Real Estate State Content Outlines

General Exam Content Outline for Salespersons and Brokers

Effective: February 1, 2017

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

The general examination also contains five (5) 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 examinations. Because pretest items look exactly like items that are scored, candidates should answer all the items on the examination.

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 law portion of the examination is made up of thirty (30) items for salesperson candidates and forty (40) items for broker candidates which are distributed as noted in the following content outline.

The examination 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 examinations. Because pretest items look exactly like items that are scored, candidates should answer all the items on the examination.

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, examinations, 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.us.

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 that 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 examination.

| | |
|---------------|------|
| 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.

| 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 |

| EXAMINATION FEES | | |
|------------------|----------------|------------|
| EXAMINATION | FIRST-TIME FEE | RETAKE 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