

Kansas Administrative Regulations

Kansas Real Estate Commission

Article 1.—Examination and Registration

86-1-17. Responsibilities of schools.

(a) Course registration. Each school shall request that any applicant or licensee registering for a course verify the applicant's or licensee's registration or license number and use the applicant's or licensee's name exactly as it appears on file with the commission to ensure that the applicant or licensee will receive credit for the course.

(b) Issuance of certificates to students.

(1) Within five calendar days of completion of the course, each school shall issue a certificate of completion in person, electronically, or by mail to each student who successfully completes a course approved by the commission. Each school shall use certificate forms approved by the commission.

(2) The school shall not issue a certificate to any student who was absent for more than 10 percent of the classroom hours scheduled for courses registered, pursuant to K.A.R. 86-1-11, under the title "principles of real estate," "Kansas real estate fundamentals course," "Kansas real estate management course," "Kansas law course," or "Kansas practice course." The school shall not issue a certificate to any student who was absent during any portion of the scheduled classroom hours for any other course approved by the commission pursuant to K.A.R. 86-1-11.

(c) Submission of course completion records to the commission.

(1) Each school shall submit a list of the individuals who completed each course offered by the school, in a format approved by the commission and within five calendar days after the course completion date. If the completion date is less than five calendar days before any expiration date established by K.S.A. 58-3045 and amendments thereto and K.A.R. 86-1-3, the school shall submit the information no later than the expiration date.

(2) Any roster containing incorrect or incomplete information may be returned to the school. No credit hours may be entered into the commission records until the roster is corrected and returned to the commission.

(d) Advertising.

(1) A school shall not advertise a course as meeting the educational requirements of the Kansas real estate brokers' and salespersons' license act before the school receives commission approval.

(2) A school shall not advertise a course using a school name different from what was submitted to the commission on the course approval form.

(3) Neither a school nor a representative of a school shall guarantee that successful completion of a course will result in the student's passing a real estate licensing examination.

(4) The school shall include a statement that the course is approved for a specified number of mandatory hours toward the 12-hour requirement or for a specified number of elective hours toward the 12-hour requirement in any advertising of a course approved pursuant to K.A.R. 86-1-11 and in any course registration form.

(5) A school shall not publish or distribute information that is false, misleading, or inconsistent with Kansas real estate license law.

(e) Maintenance of records.

(1) Each school shall maintain for at least three years a record of each student who has successfully completed a course approved by the commission.

(2) The school shall keep attendance records current and available for inspection by commission representatives upon request.

(Authorized by K.S.A. 2019 Supp. 58-3046a and K.S.A. 2019 Supp. 74-4202; implementing K.S.A. 2019 Supp. 58-3046a; effective Nov. 17, 1995; amended, T-86-7-2-07, July 2, 2007; amended Nov. 16, 2007; amended Jan. 31, 2020.)

***** Authenticated Kansas Administrative Regulation *****