



KANSAS ASSOCIATION  
OF REALTORS®



# 2023 Education Catalog

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# **Kansas Association of REALTORS®**

## **Education Mission Statement**

**Our mission is to offer the finest professional development opportunities available while exploring new ideas and practical responses to the existing and anticipated challenges facing real estate professionals.**

**Kansas Association of REALTORS® (KAR)** is chartered through the NATIONAL ASSOCIATION OF REALTORS® (NAR) and is owned by 10,000 Kansas members. KAR is a professional trade organization for real estate professionals. The Kansas Association of REALTORS® Real Estate Education Program is approved by the Kansas Board of Regents (1000 SW Jackson, Ste 520, Topeka Kansas 66612) and by the Kansas Real Estate Commission (Jayhawk Tower, 700 SW Jackson St, Ste 404, Topeka Kansas 66603). KAR is a member of the NATIONAL ASSOCIATION OF REALTORS® (430 N Michigan Ave, Chicago Illinois 60611). The education program offered includes all coursework required to earn and maintain a Kansas Real Estate License in order to practice real estate as a broker or as a salesperson as defined by the Kansas Real Estate Commission.

**The KAR Education Center** (3644 SW Burlingame Rd, Topeka Kansas 66611) is located on the lower level of the Kansas Association of REALTORS® Office Building. The classroom seats 45 people at tables with power available throughout the room for laptop computers. The building offers wireless internet. The room is equipped with a large screen for presentations. Restroom and concession facilities are provided just outside the classroom. The facility is handicapped accessible and compliant with all applicable codes. Any classes held at other sites around the state are offered only in facilities (typically full-service hotel meeting rooms) that meet all requirements for accessibility and are compliant with all applicable codes.

## **Attendance Policy**

The policy of the Kansas Real Estate Commission (and KAR) is that students must attend the entirety of a live class to receive credit for the course or pass an exam in the case of a distance-learning course. Anyone who wishes to attend any course offered by the Kansas Association of REALTORS® is welcome to do so, but only those students who are licensed will receive continuing education (CE) credit. KAR requires students to conduct themselves in a manner which allows everyone in the classroom to learn effectively while being treated with dignity and respect.

## **Course Completion Requirements**

The live courses offered by KAR range in length from four hours to two days (8 hours per day). The Kansas Real Estate Commission requires no testing for live classes. Following the completion of the required coursework for licensure, students must pass a state exam and a general exam to obtain a Broker or Salesperson License. Licensing examinations are administered by official testing centers approved by the Kansas Real Estate Commission. Testing is required for all distance-learning courses of any kind on a pass-fail basis, with a passing score of 90%.

Students must (1) complete a 30-hour Principles of Real Estate course, (2) complete a 30-hour Kansas Practice Course, (3) pass both parts of the licensing exam, (4) pass a KBI/FBI background check, and (5) submit a license application to the Kansas Real Estate Commission. These steps constitute completion of the pre-license process. The Kansas Association of REALTORS® enforces the time requirements and provides instruction according to the content requirements of the Kansas Real Estate Commission.

Licenses are granted exclusively by the Kansas Real Estate Commission. The Kansas Association of REALTORS® is not a degree-granting institution. The completion requirement of all live courses for licensed real estate practitioners is attendance of the required renewal courses during each two-year renewal period. All distance-learning courses require students to pass an examination with a score of 90%.

The KAR Real Estate Education Program does not allow anyone to test out of a course. The Kansas Real Estate Commission requires that, to be awarded credit of any kind, the student must complete each course. Transfer credits are awarded at the discretion of the Kansas Real Estate Commission.

## **Admissions**

There is no requirement for admittance to any classes offered by the Kansas Association of REALTORS®. The requirements for licensure for a salesperson or broker's license are listed on pages 4 & 5.

## **Salesperson Applicants Requirements (Kansas Resident)**

- be at least 18 years of age
- high school diploma or the equivalent
- 30-hour Principles of Real Estate course approved by the Kansas Real Estate Commission
- KBI/FBI background check - fingerprints, waiver form and \$60 (email or fax payment information to KREC with the background waiver form) (background check must be completed within 6 months of application date)
- pass both parts (general and state) of the Kansas licensing examination within 12 months of the completion date of the Principles of Real Estate course certificate
- 30-hour Kansas Practice Course approved by the Kansas Real Estate Commission (file certificate of completion with license application to KREC within 6 months of course completion date)
- file an application for license within six months of the examination pass date (if the two parts of the examination were passed on different dates, the six-month time period begins from the earlier examination date)
- license application signed by a supervising or branch broker who certifies that the applicant is honest, trustworthy, and of good reputation and acknowledging any pending charge, conviction, diversion, or suspended imposition of sentence received by the applicant, and who will be responsible for supervising the applicant's real estate activities (an original license cannot be issued on inactive status)

## **Salesperson Applicants with a current salesperson license in another state must complete:**

- 30-hour Kansas Practice Course
- request a waiver of the general portion of the licensing exam from Pearson VUE before scheduling the exam
- KBI/FBI background check
- file a nonresident form with the license application, if not a Kansas resident
- file a current certification of license from any jurisdictions that have ever issued a real estate license to you with the license application

## **Broker Applicants (Kansas Resident)**

- be at least 18 years of age
- high school diploma or the equivalent
- meet an experience requirement  
([krec.ks.gov/licensing/broker-license-requirements](http://krec.ks.gov/licensing/broker-license-requirements)) Include, with the application for license, the experience pages to provide detailed information to demonstrate the applicant meets the experience requirement
- KBI/FBI background check - fingerprints, waiver form and \$60 (email or fax payment information to KREC with the background waiver form) (background check must be completed within 6 months of application date)
- 30-hour Kansas Real Estate Broker Fundamentals course approved by the Kansas Real Estate Commission
- 30-hour Kansas Real Estate Broker Management course approved by the Kansas Real Estate Commission
- pass both parts (general and state) of the Kansas licensing examination within 12 months of the course completion date
- file an application for license within six months of the examination pass date (if the two parts of the examination were passed on different dates, the six-month time period begins from the earlier examination date)
- license application signed by a supervising or branch broker if the applicant is not applying as a supervising broker

## **Broker Applicants with a current broker's license in another state must complete:**

- 4-hour Kansas Broker Law course
- 30-hour Kansas Real Estate Broker Management course
- request a waiver of the general portion of the licensing exam from Pearson VUE before scheduling the exam
- KBI/FBI background check
- file a nonresident form with the license application, if not a Kansas resident
- file a current certification of license from any jurisdiction that has ever issued a real estate license to the applicant with the license.

## **Course Offerings and Fees (Tuition is subject to change.)**

### **Principles of Real Estate (Pre-License) \$235**

This course meets the Kansas Real Estate Commission (KREC) requirements for completion of a 30-hour Principles of Real Estate course. This “pre-license” course is the **first** course required in the process of getting a Kansas Real Estate License. (Online Learning plus 1 day of classroom)

### **Kansas Practice Course (GRI 100) \$160**

This course meets The Kansas Real Estate Commission (KREC) requirements for completion of a 30-hour Kansas Practice Course. This is the **last** course required before applying for your license. (Home-study)

### **Kansas Real Estate Broker Fundamentals Course \$230/\$260**

This course meets the Kansas Real Estate Commission (KREC) requirements for completion of a 30-hour Kansas Real Estate Broker Fundamentals Course for Kansas salespeople wanting to get their Kansas Brokers License. A certificate from completion of this course is required to take the Kansas Broker’s Licensing Exam. (Combination of home-study and online)

### **Kansas Real Estate Broker Management Course \$230/\$260**

30 hours - This course is required for out-of-state brokers wanting a Kansas Brokers License and for Kansas salespeople wanting to get their Kansas Brokers License. (Combination of home-study, online, and classroom)

### **Kansas Broker Law Course \$70**

4 hours - This course is required for out-of-state brokers wanting a Kansas Brokers License. (Home-study with an online exam)

### **Legal Environment of the Real Estate Professional - Quick Study**

\$26/\$33/\$33/\$38

4 hours - This course meets 4 hours of elective CE for salespersons and brokers toward the 12-hour renewal requirement. This course includes questions about the law and applies law to fact patterns. You will review course materials emailed to you, attend a 90-minute course with lecture and small group discussion, and complete an open-book online quiz at home. (Combination of home-study, classroom, and online exam)

**Recharge! The Skills You Need to Succeed (GRI 101/111) \$150**

15 hours - A four-part business plan designed for sustainable success.

**Recharge! 1 - Planning Your Success** You will be given the tools necessary to plan your success, including how the correct belief system creates success in your life and business.

**Recharge! 2 - Building a Business for Life** We will discuss the 10 Marketing Miracles that will produce results and how the 17-Hour Work Week will keep you focused. We will show you how to start each day with a proven Morning Ritual.

**Recharge! 3 - Working with Buyers and Sellers** You will learn a sales presentation that allows you to determine your client's personality type, their learning style, and the stage of the buying/selling process they are at. We will show you World's Greatest Listing Presentation and how to use the Ten-Step Buyer Process to retain every buyer.

**Recharge! 4 - Pricing and Positioning Houses to Sell** You will learn how to list the houses that are going to sell by using Absorption Rate Pricing. We will teach you how to Position Homes to Sell rapidly. Pricing and Positioning Houses to Sell contains the most powerful information in the real estate industry today. (Online)

**Mastering Real Estate Negotiation (GRI 102) \$30**

4 hours - The ability to understand and recognize different negotiating styles and strategies results in successful client interactions and closed transactions. This course introduces students to "DISC Behavior Profiling," training students how to build trust and connect with others, balance emotion and logic, reduce stress, and ultimately achieve a "Win-Win-Win" negotiation. (Online)

**Contract Law for Real Estate Professionals (GRI 103) \$30**

4 hours – While bringing an understanding of what constitutes a contract, how to write a contract, the critical importance of the contract in the real estate transaction, and what to be aware of in the process, this course also explains earnest money, financing, inspections, title and closing, post-closing, and much more. (Online)

**Meeting the Needs of Buyers and Sellers (GRI 104) \$30**

4 hours - Crucial information is provided for the real estate professional on working with buyers and sellers. Topics include Positioning Homes to Sell; covering managing seller expectations, positioning homes in a particular market, current technologies and resources, and Buyer Upfront Counseling; covering relationships with buyers and their expectations with the current market, credit reporting, and loan products. (Online)



**Fair Housing and Beyond (GRI 105) \$30**

4 hours - Covering discrimination and housing, types of violations, advertising rules, ADA, penalties, fair employment practices, fair credit practices, this course also explores anti-trust laws, bankruptcy, protection, environmental considerations, and data security. (Online)

**Successful Buyer Client Systems (GRI 106) \$30**

4 hours - This course will provide real estate professionals with the proper training, technology, tools, and systems to generate more successfully completed closings by educating buyers on the buying process, and by helping buyers negotiate the best terms for a loan and for a purchase. Discover hands-on systems and solutions to improve your productivity and manage the process of working with buyers to generate a higher return on your investment. (Online)

**Successful Seller Client Systems (GRI 107) \$30**

4 hours - Working with today's sellers is a process that begins with a phone call and should end with referrals after a successful close. The steps in the process require systems and skills. This course takes real estate professionals through each step of the process and includes unique strategies, dialogues, and skillsets to enhance the professional counseling and services provided to today's sellers. (Online)

**Beneath the Surface: Understanding the Anatomy of a House (GRI 110) \$45**

6 hours - Real estate professionals will learn how to better serve their clients and increase their confidence when asked questions regarding the construction of the homes they market. This course will cover the structure of houses, both new and existing, and focus on how floors, walls, and roofs are constructed. Real estate professionals will be empowered to give accurate generic construction information to their clients without taking on personal liability while recognizing when to defer to the assistance of qualified experts. (Online)

**Kansas Required Core (GRI 113) - Quick Study \$26/\$33/\$33/\$38**

4 hours - This course is required for license renewal for all Kansas Real Estate Licensees and meets 4 mandatory CE hours toward the 12-hour renewal requirement. Primary topics include agency and misrepresentation. You will review course materials emailed to you; attend a 90-minute course with lecture and small group discussion; and complete an open-book online quiz at home. (Combination of home-study, classroom, and online exam)

**Kansas Required Core (GRI 113) \$30**

4 hours - This course is required for license renewal for all Kansas Real Estate Licensees and meets 4 mandatory CE hours toward the 12-hour renewal requirement. Primary topics include agency and misrepresentation. (Online)

**NAR Code of Ethics & Kansas Real Estate License Law (GRI 114)**

\$26/\$33/\$33/\$38

4-hours - This course describes the NAR Code of Ethics then explains that while the NAR Code of Ethics establishes obligations that may be higher than those mandated by law, in any instance where the Code of Ethics and the law conflict, the obligations of the law must take precedence. (Quick Study format)

**Bringing Ethics to Life (GRI 114) \$30**

4 hours - This course describes the NAR Code of Ethics then explains that while the NAR Code of Ethics establishes obligations that may be higher than those mandated by law, in any instance where the Code of Ethics and the law conflict, the obligations of the law must take precedence. (Online)

**Real Estate Investing Made Clear (GRI 108) \$30**

4 hours - You will laugh and learn as your instructor, Tom Lundstedt, CCIM, enthusiastically leads you through the real world, rental property examples. When you have completed this course, you will be able to comfortably "talk the talk" with your investor clients about such items as: cash flow, NOI, depreciation, rate of return, income tax savings, and much more. (Online)

**Smart Business - Smart Money (GRI 109) \$95**

6 hours - Explore home ownership and real estate investment options as well as the basic principles of real estate tax laws, depreciation, capital gains, the Foreign Investment Real Property Tax (FIRPTA), basic elements of individual income tax calculations, 1031 exchanges and more. (Classroom)

## 2023

### Kansas Association of REALTORS® CE Education Schedule

Thursday	January 12	Live @ Kansas Association of REALTORS®, 3644 SW Burlingame Rd, Topeka
Wednesday	January 18	Zoom
Thursday	January 19	Live @ Security 1 <sup>st</sup> Title, 2127 N Collective Ln, Wichita
Thursday	February 16	Live @ Deerfield Clubhouse, 816 Clubhouse Dr, McPherson (Co-sponsor Prairie Land)
Thursday	March 2	Live @ Security 1st Title, 2127 N Collective Ln, Wichita
Wednesday	March 8	Zoom
Thursday	March 9	Kansas Association of REALTORS®, 3644 SW Burlingame Rd, Topeka
Thursday	April 6	Live @ Lawrence Board of REALTORS®, 3838 W 6th St, Lawrence
Thursday	April 13	Live @ G.C. Community College Classroom, 1802 E Spruce St, Garden City (Co-Sponsor Garden City)
Thursday	April 20	Live @ Four Points by Sheraton, 530 Richards Dr, Manhattan
Thursday	May 4	Live @ Kansas Association of REALTORS®, 3644 SW Burlingame Rd, Topeka
Wednesday	May 10	Zoom
Thursday	May 11	Live @ Security 1 <sup>st</sup> Title, 2127 N Collective Ln, Wichita
Thursday	July 13	Live @ Kansas Association of REALTORS®, 3644 SW Burlingame Rd, Topeka
Wednesday	July 19	Zoom
Thursday	July 20	Live @ Security 1st Title, 2127 N Collective Ln, Wichita
Wednesday	September 13	Zoom
Wednesday	September 20	Live @ Kansas Association of REALTORS®, 3644 SW Burlingame Rd, Topeka
Thursday	September 21	Live @ Security 1st Title, 2127 N Collective Ln, Wichita
Thursday	October 26	Live @ Lawrence Board of REALTORS®, 3838 W 6th St, Lawrence
Wednesday	November 8	Zoom
Wednesday	November 15	Live @ Kansas Association of REALTORS®, 3644 SW Burlingame Rd, Topeka
Thursday	November 16	Live @ Security 1st Title, 2127 N Collective Ln, Wichita

**\* Kansas Required Core**

**\* Legal Environment of Real Estate**

**\* Kansas Real Estate License Law & NAR Code of Ethics**

**\*3 classes provide All 12 Hours/Renewal**

All locations are in the Quick Study format  
8 am-3 pm

Please confirm all classes with KAR before attending!



**Kansas Association of REALTORS®**  
**3644 SW Burlingame Rd, Topeka KS 66611**  
**800.366.0069 Ext. 804**  
[KansasRealtorEducation.com](http://KansasRealtorEducation.com)

## **Faculty**

The following instructors are members of the 2023 Kansas Association of REALTORS® Real Estate Education Program Faculty. Most of our instructors are nationally recognized in their respective areas of expertise, and they routinely teach in ten or more states each year. It is extremely rare for anyone to pursue a real estate degree from an academic institution. Only a small number of college and university Schools of Business offer an actual real estate program. The Kansas Real Estate Commission determines which instructors will be approved based on documented qualifications pertaining to subject matter and to a demonstrated ability to effectively teach adult students.

**Chris Bird, Urbana, IL**  
**Chandra Hall, Colorado Springs, CO**  
**Vern Jarboe, Topeka, KS**  
**Jackie Leavenworth, Sagamore Hills, OH**  
**Tom Lundstedt, Ephraim, WI**  
**Rod McIntyre, Ph.D., Lawrence, KS**  
**Zan Monroe, Fayetteville, NC**  
**Barry Stranz, Minneapolis, MN**

## **Refund Policy**

Cancellation is 20% of the registration fee for most classes (\$10/class for Quick Study CE). No refunds or transfers will be granted once the course has begun, or materials have been picked up or shipped.

## **Placement Service Notification**

The Kansas Association of REALTORS® does not provide placement services. It is a professional trade association which serves all member brokerages equally. Real estate professionals are independent contractors (not employees) who must affiliate with a real estate broker/brokerage recognized by the Kansas Real Estate Commission.

## **Grievance Policy**

Kansas Association of REALTORS®  
3644 SW Burlingame Rd  
Topeka KS 66611

It is the goal of the Kansas Association of REALTORS® to provide quality professional development opportunities in an environment which is conducive to learning. In the event a student has a negative experience in the classroom (or an alternative learning environment) they are advised to proceed as follows:

Step 1 - Discuss the issue with the instructor.

Step 2 - If the issue is not resolved through step 1, discuss the issue with the Vice President of Program Development.

Step 3 - In the event the issue is not resolved through steps 1 and 2, please submit a formal complaint in writing using the form below.

Complaints are initially reviewed by the Vice President of Program Development who then contacts any and all parties listed in the complaint. After fact finding, the Vice President of Program Development will then contact the student to discuss resolution of the problem. Ultimately, if the student considers the solution unsatisfactory, they should contact Amber Nutt at the Kansas Real Estate Commission at 785-766-8371, or the Kansas Board of Regents, 1000 SW Jackson, Ste 520, Topeka KS 66612-1368, 785-430-4240, or [KansasRegents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](http://KansasRegents.org/academic_affairs/private_out_of_state/complaint_process)

### **Complaint Form**

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Date of Occurrence \_\_\_\_\_

Location \_\_\_\_\_

Nature of Complaint \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_