



# Navigating Online KREC Services

May 2025




# Overview

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- Verify a license number, status, expiration date, and Check CE
- Update email and residential address
- Renew a license online
- Request a license change
- Apply for a Salesperson or Broker License
- File a Complaint
- Explore KREC website





On April 24, 2025, the Kansas Real Estate Commission (KREC) migrated to a new licensing system, streamlining application and licensing processes through the [Citizen Access Public Portal](#).



All licensees received an Account Activation email and a Password Reset email from [elp@ks.gov](mailto:elp@ks.gov). This is not spam. Licensees should follow the instructions in the Password Reset email to complete account set up and access licensing records.

The following slides provide an overview of the new system. Detailed instructions for each licensing process are available at [krec.ks.gov/resources/forms](https://krec.ks.gov/resources/forms).



## **Licensee Change Forms**

Instructions for [Public Portal](#) License Changes

- [Reactivation](#) (reactivate inactive license)
  - [Move License](#) (transfer from one office to another)
  - [Add Affiliation](#) (add new affiliation while maintaining existing)
  - [Remove Affiliation](#) (remove affiliation(s) and/or deactivate)
  - [Name/Contact Info Change](#)
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# Verify a license number, status, expiration date, and check CE

Home **KREC Licenses** KREC Compliance

Search for a Licensee or Applicant

Record 00230902:  
Salesperson License  
Record Status: Active  
Expiration Date: 03/01/2026

Record Info ▾

Education ▾

## Continuing Education

Salespersons and Brokers must complete 12 hours to renew to active status, including **at least 3 mandatory hours** in an approved course titled "**Kansas Required Core**". Code of Ethics is not a core course for Kansas.

CE taken as a salesperson prior to the issuance of your Kansas broker's license will **not** count.

Licensees are limited to a single three-hour optional appraisal-type course per renewal period. Any additional appraisal courses will appear as "0" hours.

### Summary of Continuing Education

Total Required Hours: 12 Total Remaining Hours: 0

Continuing Education Name	Completed Hours
Kansas Appraisal	3
Kansas Elective	39
Kansas Required Core	9

### Continuing Education List

Showing 1-10 of 19

Continuing Education Name	Provider Name	Course Code	Class	Completed Hours
Kansas Appraisal	Career Education Systems	A17106	Appraisal Essentials	3

You do not need an account to view.

1. Visit <https://aca-prod.accela.com/KANSAS>
2. Click Search for a Licensee or Applicant
3. Type Licensee first and last name or number in the fields
4. Click license number
5. Click the Education tab > Continuing Education
6. All current CE on file will be viewable
7. Click the Record Info tab to view Broker information and historical CE

# Update Email, Name, and Residential Address

Home **KREC Licenses** KREC Compliance

Apply for License or Submit Request      Search for a Licensee or Applicant

**Select an Amendment Type**

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

**Search**

Salesperson Add Affiliation  
 Salesperson Move License  
 Salesperson Name or Contact Info Change  
 Salesperson Remove Affiliation

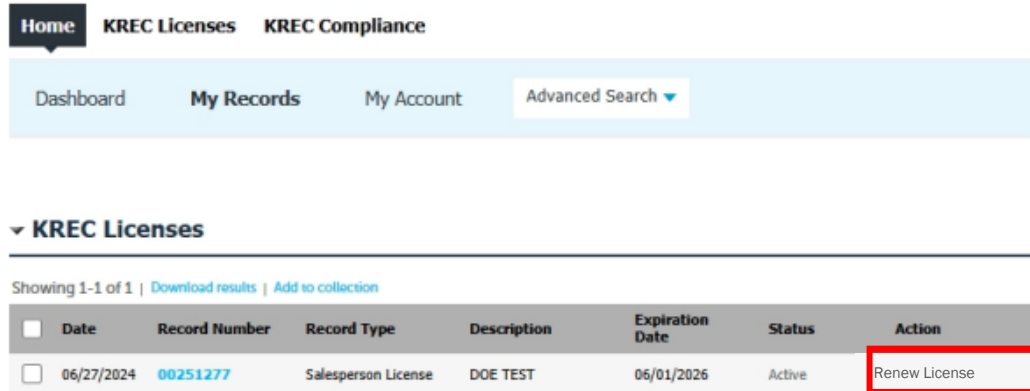
**Continue »**

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1. Login at <https://aca-prod.accela.com/KANSAS>
2. Click My Records
3. Click Update Record next to your license record
4. Select Name or Contact Info Change
5. Follow the on-screen instructions
6. Receive confirmation your changes were submitted. If a name change occurred, you'll receive an email with new pocket card.

Always ensure your email is up to date with KREC, it's the law!

# Renew a License Online



The screenshot shows the 'KREC Licenses' page. At the top, there are navigation links: 'Home', 'KREC Licenses', and 'KREC Compliance'. Below this is a light blue navigation bar with 'Dashboard', 'My Records', 'My Account', and an 'Advanced Search' dropdown. The main content area is titled 'KREC Licenses' and shows 'Showing 1-1 of 1' with links for 'Download results' and 'Add to collection'. A table with the following columns is displayed: Date, Record Number, Record Type, Description, Expiration Date, Status, and Action. The table contains one row with the following data: Date: 06/27/2024, Record Number: 00251277, Record Type: Salesperson License, Description: DOE TEST, Expiration Date: 06/01/2026, Status: Active, and Action: Renew License. The 'Renew License' button is highlighted with a red border.

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	06/27/2024	00251277	Salesperson License	DOE TEST	06/01/2026	Active	Renew License

Up to 45 days prior to license expiration date:

1. Login to <https://aca-prod.accela.com/KANSAS>
2. Click My Records
3. Click Renew License next to your license record
4. Follow the onscreen instructions to complete the renewal form
5. Ensure all CE is on file
6. Pay renewal fee
7. Receive a confirmation email with updated pocket card once the license is renewed

# Request a License Change

## Kansas Real Estate Commission

Home

**KREC Licenses**

KREC Compliance

Apply for License or Submit Request

Search for a License

### Select an Amendment Type

Choose one of the following available amendment types. For assistance contact us.

Search

- Salesperson Add Affiliation
- Salesperson Move License
- Salesperson Name or Contact Info Change
- Salesperson Remove Affiliation

1. Login at <https://aca-prod.accela.com/KANSAS>
2. Click My Records, then Update Record next to your license record to complete any of the following:
  - **Reactivation** (reactivate inactive license)
  - **Move License** (transfer from one office to another)
  - **Add Affiliation** (add new affiliation and keep existing)
  - **Remove Affiliation** (remove affiliation(s) and/or deactivate)
3. Follow the on-screen instructions
4. Receive confirmation your changes were submitted. If a name change occurred, you'll receive an email with new pocket card.

# File a Complaint Against a Licensee

**Home** KREC Licenses KREC Compliance

Advanced Search ▾

## Welcome to the State of Kansas Occupational Licensing Portal

Welcome to our new occupational licensing system. Whether you're a business owner, employee, or applicant, our platform offers the convenience of online access 24/7, allowing you to manage your licensing needs with ease.

We are committed to enhancing your experience through efficient, user-friendly services. To access all available features, please create a user account. As an anonymous user, you can view information and get answers to your questions; however, registration will unlock the full range of services. We look forward to offering you a seamless, interactive experience as you navigate your licensing needs with us.

**What would you like to do today?**  
To get started, select one of the services listed below:

**General Information** | **KREC Licenses**

Search for a Licensed Professional | Search for a Licensee or Applicant

**KREC Compliance**

Create Complaint

Create Complaint

## Sign In

USERNAME OR EMAIL:\*

PASSWORD:\*

[Forgot Password?](#)

**SIGN IN**

Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

You do not need an account to file a complaint.

1. Visit <https://aca-prod.accela.com/KANSAS>
2. Click Create Complaint
3. Fill in the fields and attach any documents
4. KREC will follow up if requested

# Apply for Salesperson or Broker License

1. Create an account at: <https://aca-prod.accela.com/KANSAS>
2. Receive confirmation email with instructions to return to the Public Portal and submit a pre-license application, including payment for Application and Background Fee
3. Receive confirmation email with a PL number and instructions for next steps immediately upon submission
4. Applicants MUST provide the PL number to the pre-license education provider upon course registration or prior to course completion.

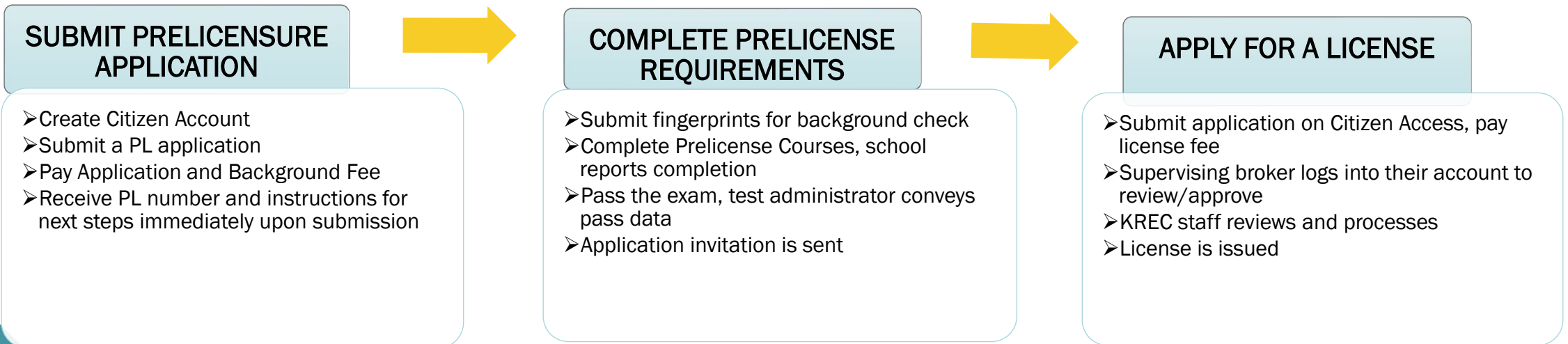
## Follow the Applicant Checklists available at:

Salesperson: [krec.ks.gov/applicants/salesperson-requirements](https://krec.ks.gov/applicants/salesperson-requirements)

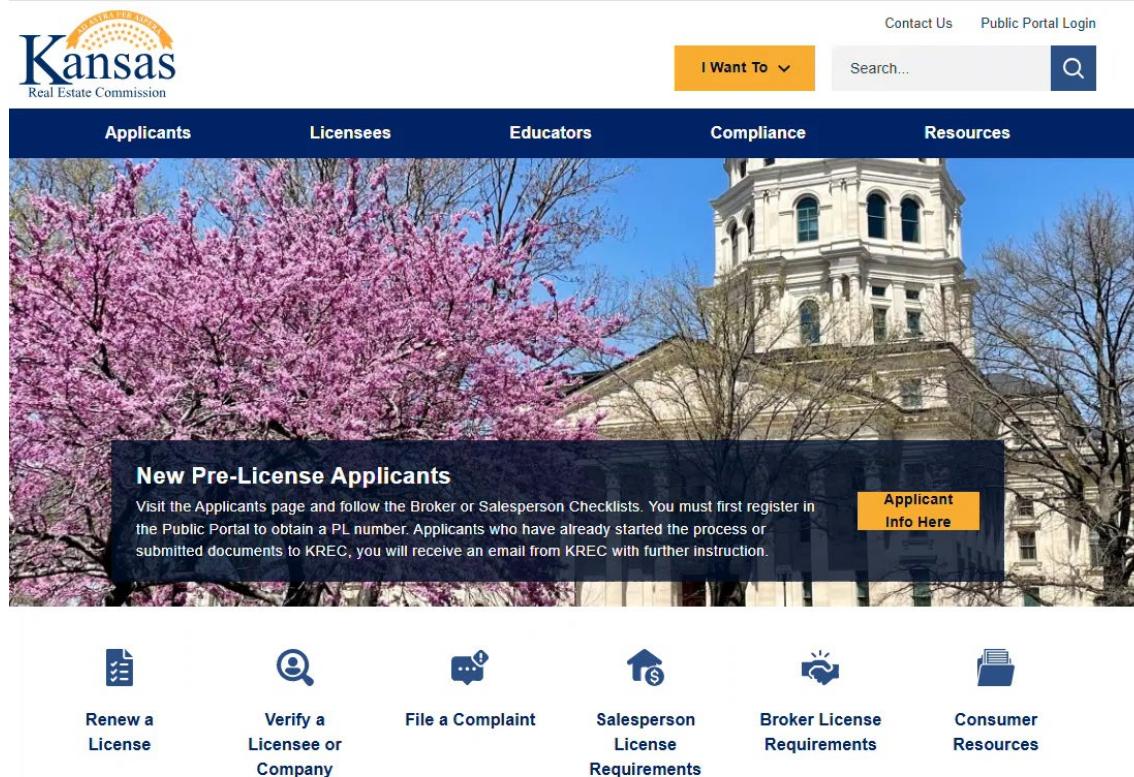
Broker: [krec.ks.gov/applicants/broker-requirements](https://krec.ks.gov/applicants/broker-requirements)

The screenshot shows a web interface for KREC Licenses. At the top, there are navigation tabs: 'Home', 'KREC Licenses' (which is highlighted with a dark background and a white arrow pointing down), and 'KREC Compliance'. Below the tabs is a light blue banner with the text 'Apply for License or Submit Request' and a partial 'S' on the right. Underneath the banner is the heading 'Select a Record Type' followed by the instruction 'Choose one of the following available record types.' Below this is a search input field with a dropdown arrow on the right and a blue 'Search' button. At the bottom, there is a list of record types under the heading 'KREC Licenses': 'Branch Office', 'Broker Pre-Licensure', 'Company Office', and 'Salesperson Pre-Licensure'. The 'Salesperson Pre-Licensure' option is selected, indicated by a blue radio button.

# License Application Lifecycle



# Explore the KREC website | [krec.ks.gov](http://krec.ks.gov)



The screenshot shows the homepage of the Kansas Real Estate Commission (KREC) website. At the top left is the KREC logo. To the right are links for "Contact Us" and "Public Portal Login". Below these is a search bar with the text "I Want To" and a search icon. A navigation menu is located below the search bar, with tabs for "Applicants", "Licensees", "Educators", "Compliance", and "Resources". The main content area features a large image of a building with pink cherry blossoms in the foreground. A dark blue banner is overlaid on the image with the text "New Pre-License Applicants" and a sub-header "Applicant Info Here". Below the banner are six icons representing different services: "Renew a License", "Verify a Licensee or Company", "File a Complaint", "Salesperson License Requirements", "Broker License Requirements", and "Consumer Resources".

**New Pre-License Applicants**  
Visit the Applicants page and follow the Broker or Salesperson Checklists. You must first register in the Public Portal to obtain a PL number. Applicants who have already started the process or submitted documents to KREC, you will receive an email from KREC with further instruction.

**Applicant Info Here**

**Renew a License**   **Verify a Licensee or Company**   **File a Complaint**   **Salesperson License Requirements**   **Broker License Requirements**   **Consumer Resources**

Click the Resources tab to:

- [Subscribe to the KREC Newsletter](#)
- [View Commission Meeting information](#)
- [Find forms and instructions for licensing processes](#)
- [Read the FAQs](#)
- [Search the Statute Book by bookmark or keyword](#)

# Department Contacts

[www.krec.ks.gov](http://www.krec.ks.gov)

Licensing

[krec@ks.gov](mailto:krec@ks.gov)

Education

[kreceducation@ks.gov](mailto:kreceducation@ks.gov)

Compliance

[kreccompliance@ks.gov](mailto:kreccompliance@ks.gov)

Legal

[kreclegal@ks.gov](mailto:kreclegal@ks.gov)

