

## OVERVIEW OF THE LICENSING PROCESS

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The purpose of this overview is to give the reader a brief description of the different license types and licensing options, as well as a 1-2-3 of the licensing process.

### LICENSE TYPES

There are four types of appraisal licensure in Kansas. Each license type has its own scope of practice (regulation is referenced)

Provisional (Trainee) Classification. (See K.A.R. 117-5-3)

Licensed Classification (See K.A.R. 117-2-4)

Residential Classification (See K.A.R. 117-4-4)

General Classification (See K.A.R. 117-3-4)

The Provisional classification was established for those trainees who have met the education and test requirements of the license type they are training for, but have not met the experience requirements. **If you intend to license as a provisional, the Board always recommends that you have your supervisor appraiser in place prior to beginning the pre-license education/testing process.**

### PROVISIONAL (TRAINEE) LICENSING PROCESS

1. Contact the Board office for the pre-license packet or download the packet from the Board's web site at [www.kansas.gov/kreab](http://www.kansas.gov/kreab). Click on Licensing and download the documents listed there.
2. All college and appraisal education required for the specific license/certificate level you wish to provision to must be completed. 150 hours appraisal education (Licensed Classification), Associates Degree or equivalent and 200 hours appraisal education (Residential Classification) or Bachelors Degree or equivalent and 300 hours appraisal education (General Classification) of required qualifying education.
3. Complete the Education Application, attach copies of your certificates of completion and submit to the Board office with the \$50 application fee.
4. Within 7 to 10 business days of approval by the Board, you will be sent Part III of the application and the license fee schedule. Once the Board has received the completed forms and license fee, your Provisional license will be issued.
5. While the test is not required for issue of a Provisional license, it must be taken and passed prior to submitting your experience. A request to take the exam should be sent to the Board in writing. Upon passing, the original pass notice is to be mailed to the Board office.
5. Once the Provisional licensee has met the 2000 hours (Licensed classification), 2500 hours (Residential Classification) or 3000 hours (General Classification) of required experience, the Experience Application, Summary Page, log sheets and experience fee is submitted to the Board.
  - a. The Provisional licensee will be notified of the Boards selection of three appraisals from the logs. These appraisals and their work-files, as well as one appraisal and work-file selected by the licensee (to best demonstrate their abilities) are submitted to the Board office. These appraisals are sent to a third-party for a Standard 3 desk review.

b. After receipt of the reviews, the application and reviews are scheduled for the next available Board meeting. It is at this point that the Board will approve or deny the experience submitted. **Allow a period of up to four (4) months from the date the appraisals and work-files are received by the Board office.**

c. Following the Board meeting, the applicant will be notified, in writing, of the decision of the Board regarding their experience.

1. If approved, the applicant will sign the attached affidavit and submit it to the Board office with the \$25 National Registry fee. The license will be issued within 5 to 7 business days and mailed to the applicant's mailing address.

2. If denied, the applicant is given the opportunity to request a hearing before the Board, which will be scheduled by the staff for the next available Board meeting.

## STANDARD LICENSING PROCESS

1. Contact the Board office for the pre-license packet or download the packet from the Board's web site at [www.Kansas.gov/kreab](http://www.Kansas.gov/kreab). Click on Licensing and download the documents listed there.

2. All college and appraisal education required for the specific license/certificate level you wish to apply for must be completed. 150 hours appraisal education (Licensed Classification), Associates Degree or equivalent and 200 hours appraisal education (Residential Classification) or Bachelors Degree or equivalent and 300 hours appraisal education (General Classification) of required qualifying education.

3. Complete the education application, attach your certificates of completion for the pre-license education and submit to the Board office with the \$50 application fee.

4. Within 5 to 7 business days of approval by the Board of the qualifying education met, you will be sent approval to take the exam with information on test sites, registration, etc. The test cost is \$190. The test registration card sent is valid for no more than 24 months.

5. After passing the exam, the original pass notice must be submitted to the Board office.

a. Your application will remain pending until you have completed the 2000 hours (Licensed classification), 2500 hours (Residential Classification) or 3000 hours (General Classification) of required experience and have submitted your log sheets, summary page and Experience Application, as well as the \$250 experience fee. Keep in mind that your test score is valid for no more than 24 months. During that 24-month period your experience must be submitted, approved by the Board and the license/certificate issued.

6. Upon receipt of the experience application, log sheets, summary page, and experience fee, the applicant will be notified of the Boards selection of three appraisals. These appraisals and their work-files, as well as one appraisal and work-file selected by the applicant (to best demonstrate their abilities) are submitted to the Board office. These appraisals are sent to a third-party for a Standard 3 desk review. After receipt of the reviews, the application and reviews are scheduled for the next available Board meeting. It is at this point that the Board will approve or deny the experience submitted. **Allow a period of up to four months from the date the appraisals and work-files are received by the Board office.**

a. Following the Board meeting, the applicant will be notified, in writing, of the decision of the Board regarding their experience.

1. If approved, the applicant will sign the attached affidavit and submit it to the Board office with the \$25 National Registry fee. The license will be issued within 5 to 7 business days and mailed to the applicant's residence address.

2. If denied, the applicant is given the opportunity to request a hearing before the Board, which will be scheduled by the staff for the next available Board meeting.