

LICENSE RECOGNITION

License Recognition requires active out-of-state licensees to pass the state law portion of our exam and submit all required application materials in order to be licensed.

REQUIREMENTS FOR LICENSE RECOGNITION:

- ❖ Must be actively licensed as a sales associate or broker in good standing in another state
- ❖ Must apply in the same capacity or status as licensed in the qualifying jurisdiction
- ❖ Must complete a criminal background check with the FBI as prescribed by the Kentucky Real Estate Commission (**Please refer to the Criminal Background Check Requirement information package***.** FBI reports are good for 6 months.)
- ❖ Must obtain certificates of licensure from any and all states in which the applicant is or has ever been licensed as a sales associate or broker (Certificates of licensure are good for 90 days.) **Be sure to make copies of this document when you receive it. You will be required to submit a copy of this to the testing service the day of the exam and another to the Commission when you apply for your license.**
- ❖ Must take and pass the state law portion of the Kentucky Exam for a sales or broker's license.

❖ Principal Broker applicants only:

If your brokerage firm is a corporation, partnership, Limited Liability Company or business trust, you MUST include a copy of your "**Certificate of Existence**" from the Kentucky Secretary of State's Office. You may contact the Secretary of State at 502-564-3490 or www.sos.ky.gov.

If your firm is a sole proprietorship and you are using a name other than your proper name, you MUST include a copy of your Registration from the County Clerk's Office where you are a resident. County clerk information can be found at <http://elect.ky.gov/countyclerks.htm>.

If your firm is a sole proprietorship and you are using your proper name, you do not need to register with the Secretary of State's Office or the County Clerk's Office.

You should consult with an attorney about the appropriate legal entity for your brokerage. The Commission cannot give you advice on what legal entity to establish for your brokerage.

- ❖ **Principal Broker applicants only: Must maintain an escrow account at a Kentucky Bank. You will need to have this verified on your application. You will receive your application from the testing service once you have passed the exam.**

TESTING SERVICE

Call Pearson Vue testing service at 1-800-274-5629 to schedule your exam.

When you call to schedule your exam you will need to give the following information to the operator.

- ❖ Tell the operator that you want to schedule the **License Recognition Exam** and which exam you are taking either sales associate or broker. (**You must apply in the same capacity in which you are currently licensed. If you are currently actively licensed as a sales associate, then you must take the sales associate exam in Kentucky. If you are unclear as to which license you are eligible to apply for be sure to contact the Commission to verify before scheduling the exam. If you take the wrong test it will be voided.**)
- ❖ Your exam school code will be 9999.
- ❖ At the testing center, on the day of the exam you will need to provide either a copy of your active real estate license from the state in which you are currently licensed or a copy of the letter of certification from that state. If you do not provide the test center with the copy required you will not be allowed to complete the exam.

Applicants should review the Kentucky License Laws available on our website at www.krec.ky.gov.

***Applicants should print the Criminal Background Check document located on the website under the applicant information tab. It addresses the specifics of the process.

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