



## Pre-Licensing Course Check Sheet:

### ***Part A: Modern Real Estate Practices (60 hours)***

- Must be completed online
- Once purchased, you will be enrolled in the course(s) within 1-2 business days from the date of purchase. You will receive an email with login information at the email address associated with your user account. Please check your spam folder if you don't receive the email within 3 business days.
- Materials will be shipped via United Parcel Service (UPS) within 3-7 business days. Please note that the textbook is only supplemental; you can start the online course as soon as you receive your enrollment email.
- You will NOT receive a certificate upon completion of this portion of the program. The only certificate you receive will be sent via email upon completion of the entire program.

### ***Part B: Kentucky License Law (36 hours) & Course Project***

- Must be completed online
- Once purchased, you will be enrolled in the course(s) within 1-2 business days from the date of purchase. You will receive an email with login information at the email address associated with your user account. Please check your spam folder if you don't receive the email within 3 business days.
- You will NOT receive a certificate upon completion of this portion of the program. The only certificate you receive will be sent via email upon completion of the entire program.
- There are two options for completion of the course project. Once you are enrolled in Part B program, you will be able to login to your account and see your choices. The project must be completed prior to scheduling the course final exam.

### ***Course Final Exam (no fee)***

- This is NOT the licensing exam.
- The required score for passing is 75%.
- Once you have completed all of the steps above, you are required to take and pass the course final exam. You need to email [kri@kyrealtors.com](mailto:kri@kyrealtors.com) to make arrangements to sit for the exam. If you have additional questions, you can call 800.264.2185 or 859.263.7377. Exam Options:
  - Kentucky REALTORS® Office (Lexington)
  - Online Proctoring

### ***Course Completion Certificate***

After successfully completing and passing all of the above items, you will receive your course completion certificate via email within 1-3 business days.

### **Next Steps:**

#### **FBI Report**

The FBI criminal history reports can take 1-5 weeks depending on the process you choose. KRI suggests submitting them through the FBI process as it's a less expensive option and processing time is much faster. Please keep in mind that the results are only good for ninety (90) days. For more information, please visit the KREC website.

#### **PSI Licensing Exam**

Once fingerprints are completed and mailed to the FBI or KSP (depending on your choice above) you are then eligible to schedule your licensing exam with PSI. Once you pass the licensing exam you have sixty (60) days to apply for your license. For more information, please visit the KREC website.