

*The Industry Leader in Real Estate
Education, Instruction and Training*

8600 Ward Parkway, Suite 2080
Kansas City, Missouri 64114
(816) 444-7277



Education Catalog

2021

KANSAS AND MISSOURI

Featuring:

KANSAS REAL ESTATE EDUCATION COURSES

*30 hour Salespersons Pre-Exam Course
30 hour Broker Pre-Exam Course
30 hour Required Kansas Practice Course
12 hours of Continuing Education*

MISSOURI REAL ESTATE EDUCATION COURSES

*48 hour Salespersons Pre-Exam Course
48 hour Broker Pre-Exam Course
24 hour Required Missouri Practice Course
12 hours of Continuing Education*

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MARK BARKER BIOGRAPHY

Mark is the President of Career Education Systems in Kansas City, the largest real estate school between Chicago and Denver. His company teaches pre-license and continuing education in a number of states.

Mark is a broker in Kansas and Missouri. His father owned a real estate company for many years in Kansas City and Mark learned about real estate from the ground up.

Mark has a master's degree in adult education and is one of approximately 110 real estate educators worldwide to hold the DREI (Distinguished Real Estate Instructor) designation.

Mark is the past International President of the Real Estate Educator's Association which is the largest professional group of real estate educators in the world.

Mark has taught GRI courses in various states and has presented real estate seminars in over 40 states.

Mark was one of only two senior instructors for the Better Homes & Gardens Master Class series.

Mark is married to Regina and has two children, Carrie and Sam.

Career Education Systems was founded in 1980.

MISSION STATEMENT

Career Education Systems is dedicated to providing the finest quality adult education unsurpassed in the real estate industry. By providing top notch service through our knowledgeable and dedicated staff, we can maintain the loyalty of our existing customers while continuing to grow and gain new customers. We continually strive for excellence in our products and services to meet the needs of our customers.

Career Education Systems is known for both teaching and leading the way in real estate education. Our Founder, Mark Barker, spent over 20 years teaching in real estate and contributed a vast knowledge of the real estate industry. He created this company with one goal: To offer quality education at an affordable price in convenient locations, and to maintain a strong faculty of professional instructors and staff dedicated to training students that allows common people to achieve uncommon results.

Our school is approved in both Kansas and Missouri for Real Estate Education. We offer pre-licensing and continuing education in real estate for both Kansas and Missouri. We also have a pre-license guarantee: if you do not pass your state licensing exam, you may sit back through our course for up to 6 months FREE.

Admission

Career Education Systems reserves the right to refuse service to any person for any legal reason.

Anyone wishing to obtain a real estate license and enrolls with payment is admitted to Career Education Systems. Requirement for both Kansas and Missouri is a minimum age of 18, and a high school diploma or GED for Kansas.

No credit hours can be transferred to Career Education Systems.

Schedules

Schedules of all courses offered are published on our website, www.careereducationsystems.com, and are also available by calling our administrative office at 816-444-7277. The information includes the tuition for each course.

Career Education Systems reserves the right to make changes in program content, materials, or schedules as it deems necessary.

Attendance and Completion and Grading

Classroom attendance is closely monitored and recorded through the use of signed attendance sheets. 100% attendance is required and a completion certificate will not be issued for any course unless and until the attendance requirement is met. No grades are given in our courses. Upon completion of a course, the student will receive a certificate of completion.

Payments and Refunds

Payment is required anytime prior to the scheduled date of class. Anyone who shows up on the first day of class with payment is considered on standby and will be admitted as space permits. Full refund will be issued with cancellation prior to class, or funds transferred to the next available class of student's choice. If a student drops out of class after it starts, refunds will be pro-rated.

Placement

Career Education Systems does not provide placement assistance to graduates. Typically, students are already affiliated with a broker or become affiliated through their own efforts in order to become licensed.

Grievance

If a student wishes to issue a complaint regarding any contact with Career Education Systems, be it phone customer service, office staff, teacher, facilities, etc., all that is necessary is a phone call to the Manager. The Manager will respond within 24 hours of the complaint. If results are not satisfactory to the student, the student should issue a letter to the Owner. If that does not produce a satisfactory result, contact: https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process.

Withdrawal

If a student wishes to withdraw, a call to Career Education Systems is all that is necessary. Any refund that is applicable will be pro-rated.

Possible Postponement

CES reserves the right to cancel or postpone a scheduled class start when the number of students scheduled to start is not sufficient as determined by CES, or due to any unforeseen event. If the student does not choose to change to a different start date, the student will be eligible for a full refund.

Career Education Systems is approved as an education provider by both:

***Kansas Real Estate Commission
700 SW Jackson St., Ste.404
Topeka, KS 66603
785-296-3411***

and

***Missouri Real Estate Commission
3605 Missouri Blvd.
Jefferson City, MO 65102
573-751-2628***

Career Education Systems has obtained a “Certificate of Approval” from the *Kansas Board of Regents, 1000 SW Jackson St., Ste. 520, Topeka, KS 66613, 785-430-4240.*
<https://www.kansasregents.org/>

Questions & Answers about getting a real estate license: How hard is the test?

Just like any other test, the difficulty level depends on how well you are prepared. On average, Kansas and Missouri residents average about 50% passing and 50% failing. Some schools have higher pass rates than others. For example, at Career Education Systems between 80% and 90% of the students pass the first time. Don't let the test scare you. Just make sure you are well prepared.

What schooling is required?

Kansas requires 30 classroom hours before you can sit for the salesperson's test; you also must be at least 18 years old and have a high school diploma or GED to be licensed. Once you complete the 30 hour pre-exam course you must take another 30 hour course before applying for the license.

Missouri requires 48 classroom hours before you can sit for the salesperson's test and you must be at least 18 years old. After passing the exam, Missouri then requires another 24 hour course before applying for the license.

Who gives the test?

Kansas uses Pearson VUE, which is based in Philadelphia, PA, to do their testing. The tests are given in Kansas City Mon-Sat.

Missouri uses PSI(AMP) for testing. PSI is located in Olathe, KS. The tests are given in Kansas City every day of the week and the third Saturday of each month, and several other locations in Missouri.

What is covered on the test?

The test is broken up into two parts: Part 1 covers general laws and principles that would be applicable across the entire United States and, Part 2 which covers questions that would only apply to your home state. The general section of the Missouri exam has about 100 questions and the state about 40. The general section of the Kansas Exam has about 80 questions and the 30 of the state portion

What if I pass one section but not the other?

You only have to go back and pass the portion you failed. Test scores in Kansas are good for six months so both sections must be passed within that time and the license applied for. Missouri gives you six months from the date you complete the course to pass both sections, take the additional 24 hours, and apply for license.

Do I have to pass both state tests if I want to be licensed in Kansas AND Missouri?

First, you have to pass the test in your HOME state. Your home state is defined as where you are living at the time you apply for license. **Kansas** residents can get a Missouri license after receiving a Kansas license, by passing the Missouri state law portion of the Missouri exam, taking the 24 hour Missouri Practice Course and applying with the Missouri license fee. **Missouri** residents can receive a Kansas license automatically after receiving a Missouri license, by passing the state law portion of the Kansas exam, taking the 30 hour Kansas Practice course, completing an application and paying the Kansas license fee.

What is the difference between a salesperson's and a broker's license?

A broker acts like an employer; i.e. a broker hires salespersons to represent the broker in making sales. A salesperson can only work for one broker at a time.

Do I have to have a real estate brokerage company hold my license?

Yes, after you have passed the test, you can apply for license. A licensed broker must sign the application and agree to supervise you.

Can I skip the salesperson stage and become a broker immediately?

No. All candidates for a broker's license in either Kansas or Missouri must have worked as a real estate licensee for two years prior to applying for a broker's license. Some persons who have a lot of real estate experience can apply for a waiver (Kansas only) of the two years but it does not apply to most people.

How do I find a broker?

Most of the brokers in town take on new people on a regular basis. It is up to you to shop around to find a broker that meets your needs. You can get a start by contacting some offices close to where you live or work.

How much will it cost me to get a real estate license?

There are a number of costs in getting licensed. Fortunately, you don't usually have to pay them all at one time. Below is a list of typical costs:

\$250 (KS), \$395 (MO)	Pre-exam course. The reason for the difference is that Missouri requires 48 hours and Kansas only 30 hours.
\$200 (KS) \$200 (MO)	Kansas Practice License Course & Missouri Practice Course
\$82 (KS); \$62 (MO) approximately \$100	Test fee (to testing service) License fee (to states of Kansas and/or Missouri)

Additionally, there are other up-front costs that you may incur (depending on the type of real estate career you pursue). The following amounts are approximate:

\$200-\$300	Board of Realtors annual dues
\$200-\$300	Multiple listing service initial membership costs
\$100-\$200	Entry level sales training

Just like any other business, there are other on-going costs that you will incur. (Check with your broker about other costs that may not be listed here).

How much money can I expect to make?

Unlike most businesses, real estate agents are usually self-employed and work on commission. Each brokerage company charges different amounts and shares the commission with their salespersons differently. As a general rule, the more you sell, the more you make. That is not only true due to the fact that you have more commission but that many brokers will give you a greater percentage of the total commission the more you sell. Talking with several brokerage companies is usually the best way to find out how they handle commissions.

Note that it often takes several months after getting a license to make a sale, close the sale and receive payment. People going into real estate need to be able to be supported for several months before being paid. Make sure your family understands this.

What is the most common reason people get into and/or quit the real estate business?

Strangely enough, the answer is the same: dealing with people. Many individuals love to get into real estate because they can meet many new people every week and help them get into homes. However, since buying a house is the biggest financial decision most people make, they can sometimes seem very irrational. It can be quite frustrating to work with a buyer for weeks and then see them decide not to buy at all or buy through someone else. Can you handle that type of thing without feeling personally rejected? Can you handle your finances in a way that you can afford to lose a "commission" when a buyer walks away? If you can, real estate could very well be the career for you. On the other hand, if your feelings get hurt easily and you have trouble handling money, you may want to look for a career with a bit more consistency to it.

Questions & Answers on issues arising after becoming licensed:

When does the license renew?

After a new **Kansas** license is issued, the requirement is 12 hours of continuing education that must be taken prior to the first renewal of that new license, and then every two years after that. The month for renewal is based on the first letter of your last name if you were licensed prior to 2019. If you were licensed anytime on or after 1/1/2019 then you must renew by the first of the month 2 years from the date of issuance.

After a new **Missouri** license is issued, the requirement is 12 hours of continuing education that must be taken prior to the first renewal of that new license, and then every two years after that. This is true for both newly licensed salespersons and newly licensed brokers. All salespersons renew in September on even numbered years, and all brokers renew in June on even numbered years (i.e. '08, '10, '12 etc.).

What are continuing education classes and when should they be taken?

Continuing education courses are required for each 2 year renewal for both states. Each course is 3 hours long and costs \$35. All courses at CES are approved in both states, so you should be able (most of the time!) to take a total of 12 hours and be done for both states, depending on the renewal dates for both states and the timing of the classes.

Kansas requires salespersons and brokers to take a minimum of 3 hrs. of Kansas Core and 9 hrs. of electives. The month for renewal is based on the first letter of your last name if you were licensed prior to 2019. If you were licensed anytime on or after 1/1/2019 then you must renew by the first of the month 2 years from the date of issuance. You may take the continuing education classes anytime during the 2 yr. period between renewals. CES offers a variety of different classes at different times during each month.

Missouri requires both salespersons and brokers to take 3 hrs. of Missouri Core and 9 hrs. of electives. As previously stated, salespersons renew in September and brokers renew in June every 2 years on the even years. You may take the continuing education courses anytime between October 1, on an even year, through June 30 or September 30 two years later.

Both states send out renewal notices prior to the end of each renewal period.

What happens if a license is not renewed on time?

For a license to be renewed on time means that the continuing education classes have been taken no later than the last day of the renewal period and that the renewal notice with fee was postmarked no later than that date.

If the above did not occur, **Kansas** will add a \$100 late fee and a 6 month grace period is in effect, but the license is no longer valid until everything is turned in to the state. If the 6 months goes by without the renewal being complete, then the license has lapsed and the pre-exam course and test will have to be taken again.

Missouri does not have any sort of grace periods. If classes are not completed and the license renewal is not postmarked by the last day of the renewal period, the license lapses and, generally, the 24-hour Practice course must be taken again. **ALWAYS CHECK WITH THE MISSOURI REAL ESTATE COMMISSION** to see what they will require for license reinstatement.

What happens if a license is put on inactive status?

First of all, a license on inactive status with the real estate commission is different than having a license and not being active in the business.

A license on inactive status is sent back to and held by the real estate commission. **Missouri** will require the Practice course again to reactivate the license, but does not usually require retaking the exam. You **MUST** check with the Missouri Real Estate Commission as to what they will require of you to reactivate.

A license on inactive status in **Kansas** will need continuing education hours to reactivate. The requirement is six hours for each year the license is inactive plus penalty hours the state will assess after the license has been inactive for 2 years. You **MUST** check with the Kansas Real Estate Commission on the total number of hours you will need to reactivate. A license may be inactive for up to 5 years, then the pre-license course and test will be required to get a license.

CES does not usually recommend that a license be put on inactive status. Active status can be maintained without being active in the business by:

Finding a broker who will agree to hold the license without requiring you to produce income. (This is a rare occurrence).

Placing the license in a REFERRAL NETWORK. Check with some of the larger brokers in town to see if they have a referral network. Also check with the real estate commission. With a license in referral, you cannot do any real estate deals, but would refer those deals to company holding your license.

You will usually pay a fee to the company but will not be subject to any other fees a licensee usually pays. To resume real estate activity, you would have to take the license out of referral.

Becoming a broker and holding your own license – after fulfilling state requirements for becoming a broker.

Real Estate Program

1. Pre-License - Kansas Real Estate

In order to become a real estate licensee in Kansas, you must:

- A. Be at least 18 years old
- B. Have a high school diploma or equivalent
- C. Have a current driver's license
- D. Complete a KREC approved 30 hour pre-exam course.
 - 1. This 30 hour real estate fundamentals course can be taken in the classroom or online. Upon completion of the course, a completion certificate will be issued by the school.
 - 2. Once the student has received his/her certificate, he/she may then contact the testing center to schedule the state licensing examination. The independent testing company for the state of Kansas is Pearson VUE and students must pay for the test at the time of enrollment. If, for any reason, you are unable to take the test at your scheduled time, you must contact Pearson VUE at least four (4) business days prior to your testing date or you will be charged. See your Pearson VUE Real Estate Candidate Handbook for specific details.
- E. Pass both parts of the real estate licensing examination - General and State. You have one (1) year from the completion date of the Course to schedule your examination. Once you take any part of the examination, you must pass both parts within six (6) months and take the second required 30 hour course, the Kansas Practice Course.
- F. File an application for licensure with the Kansas Real Estate Commission (KREC) within six (6) months of passing the examination and taking the second 30 hour course. Contact KREC for specific details and appropriate fee schedule.
- G. Work with a licensed Kansas real estate broker.

Pre-License - Missouri Real Estate

In order to become a real estate licensee in Missouri, you must:

- A. Be at least 18 years old
- B. Have a current driver's license
- C. Complete a MREC approved 48 hour pre-exam course, pass the exam, & take the MO Practice Course

III. Broker Pre-License - Kansas

In order to become a real estate licensee in Kansas, you must:

- A. Be at least 18 years old
- B. Have a high school diploma or equivalent
- C. Have a current driver's license
- D. Be an active real estate agent for at least 2 years
- E. Complete a KREC approved 30 hour pre-license course.
 - 1. This 30 hour Broker Pre-License course can be taken in the classroom or online, upon completion of the course, a completion certificate will be issued by the school.
 - 2. Once the student has received his/her certificate, he/she may then contact the testing center to schedule the state licensing examination. Students may NOT schedule their testing date until they have received their completion certificate. The independent testing company for the state of Kansas is Pearson VUE and students must pay for the test at the time of enrollment. If, for any reason, you are unable to take the test at your scheduled time, you must contact Pearson VUE at least for (4) business days prior to your testing date or you will be charged. See your Pearson VUE real estate Candidate Handbook for specific details.
- F. Pass both parts of the real estate licensing examination - General and State. You have one (1) year from the completion date of the Broker Pre-License course to schedule your examination. Once you take any part of the examination, you must pass both parts within six (6) months.
- G. Complete the KREC approved 30 hour Broker Management Course.
- H. File an application for licensure with the Kansas Real Estate Commission (KREC) within six (6) months of passing the examination. Contact KREC for specific details and appropriate fee schedule.

IV. Continuing Education - Kansas and Missouri

All real estate licensees must complete 12 hours of approved continuing education for each renewal cycle.

- A. Brokers
 - 1. Kansas
 - a. 3 hrs - KS Required Core
 - b. 9 hrs - approved elective education
 - 2. Missouri
 - a. 3 hrs - Missouri Core
 - b. 9 hrs - approved elective education
- B. Salespersons
 - 1. Kansas
 - a. 3 hrs - KS Required Core
 - b. 9 hrs - approved elective education
 - 2. Missouri
 - a. 3 hrs - Missouri Core
 - b. 9 hrs - approved elective education

For further information, contact the Kansas Real Estate Commission or the Missouri Real Estate Commission for rules and regulations.

Kansas Real Estate Commission
700 SW Jackson St., Ste. 404
Topeka, KS 66603-3511
1-785-296-3411

Missouri Real Estate Commission
P. O. Box 1339
Jefferson City, MO 65102
1-573-751-2628

CLASSROOM REQUIREMENTS

1. Students must be on time to class. Any student that arrives more than 15 minutes late, without first notifying the instructor or school, will not be admitted to class. The student will have to re-take the class to obtain hours but will not be given a refund of the class.
2. Students must be prepared for class. Books and handouts will be provided by the school. Writing instruments, calculators, and other materials are the responsibility of the student. Please ask the school when enrolling to see what will be needed for class.
3. Cell phones must be turned off during class - no exceptions! Break time, lunch and dinner are perfect opportunities to return calls. Students may be asked to leave the class for disruption (see below).
4. Students must be present for all class time in order to receive credit for the class. If the student is unable to attend any portion of the class, they will have to retake the class time missed to obtain hours at no additional cost.
5. Classroom participation is important for both the student and the instructor. Students are actively encouraged to participate in classroom exercises and discussions. However, students will not be allowed to disrupt class or to be abusive. Any student that is disruptive or abusive in any way, will be asked to leave immediately. No credit for class will be issued. Any student that refuses to leave will be personally escorted from the classroom and will not be allowed to take any future courses with Career Education Systems.

THANK YOU FOR YOUR COOPERATION