

## Checklist for tracking your renewal hours

Print this for your files! For every class you take, check off the credit below and staple the course completion certificate to this sheet for your records. If a class counts for credit in both states, check the appropriate lines.

Remember to store your class certificates for 3 years in case of state audit. KCRAR assesses a \$10 per class charge for creating duplicate certificates and it can take up to 4 weeks.

### KANSAS

Salespeople (See Brokers below)

Note: Dates of classes must be after your last renewal.

\_\_\_ Kansas Salesperson/Broker Required  
"M" course code prefix.  
Date\_\_\_\_\_

\_\_\_ "E" course code prefix  
Date\_\_\_\_\_

\_\_\_ "E" course code prefix  
Date\_\_\_\_\_

\_\_\_ "E" course code prefix  
Date\_\_\_\_\_

Brokers

\_\_\_ Kansas Salesperson/Broker Required  
"M" course code prefix  
Date\_\_\_\_\_

\_\_\_ Kansas Broker Required.  
"MB" course code prefix  
Date\_\_\_\_\_

\_\_\_ "E" course code prefix  
Date\_\_\_\_\_

\_\_\_ "E" course code prefix  
Date\_\_\_\_\_

Note:

"E" means Elective

"M" means Mandatory

MB means Mandatory Broker

### MISSOURI

Salespeople & Brokers

Note: Dates of classes must be after your last renewal.

Missouri does not have letter prefixes for their course codes. But your course certificate will indicate if it is "Core" or "Elective" hours.

\_\_\_ Missouri Core Curriculum  
Date\_\_\_\_\_

\_\_\_ Elective Class  
Date\_\_\_\_\_

\_\_\_ Elective Class  
Date\_\_\_\_\_

\_\_\_ Elective Class  
Date\_\_\_\_\_