

# 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.

## KANSAS

Salespersons & Brokers

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

\_\_\_\_\_ Kansas Required Core  
"M" course code prefix.  
Date \_\_\_\_\_

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

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

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

## MISSOURI

Salespersons & 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  
Date \_\_\_\_\_

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

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

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