

New Licensee to Your Office

When you have a new licensee joining your company, **you must notify the association office within five (5) days.** This applies to both transferring agents and new licensees.

Complete the [REALTOR®/Licensee Status Change Form](#) for transferring agents or reporting termination of an agent

A new licensee will need to do the following:

1. Complete all sections of the [Paragon Essentials Training](#) and email the completion certificate to tammy@sunflowerrealtors.com
2. Licensee must complete the “Application for REALTOR Membership” ([click here for the most recent version](#)) and submit it to tammy@sunflowerrealtors.com or bring it with them to their scheduled training appointment.
3. The licensee is responsible for contacting SAR to schedule a training appointment.
4. Brokers should make sure the licensee is showing under the current brokerage before the agent schedules an appointment. We cannot setup new licensees without a license showing under the current brokerage on [KREC](#).

Contact information:

tammy@sunflowerrealtors.com

Office phone: 785-267-3215