

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](#)” and “[Subscription Agreement](#)” . Submit both forms 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 after Paragon Essentials Training is completed and certificate has been emailed.
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 Manzanares, MLS Coordinator

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