



## APPLICATION FOR REAL ESTATE SCHOOL

Oklahoma Real Estate Commission  
1915 N Stiles Ave Suite 200  
Oklahoma City, OK 73105  
(405) 521-3387 help@orec.ok.gov

### SCHOOL INFORMATION

1. School Name

2. Business Address

3. Business phone

4. Business e-mail

5. School is a:

Corporation

Sole Proprietorship

LLC

6. Is the applicant approved as a real estate school in any other jurisdiction?  
(If yes, specify which jurisdictions)

7. Is the applicant approved as a real estate school in any other jurisdiction?  
(If yes, specify which jurisdictions)

### OPERATIONS INFORMATION

8. Proposed location(s) of classes (can select multiple):

Classroom

Virtual Classroom

Both

9. Name of person responsible for maintaining records

10. Phone of person responsible

11. E-mail address of person responsible

12. Physical address where records will be stored (Street, city, state, and ZIP code)

13. Name of school director

14. Director phone

15. Director e-mail address

**QUESTIONNAIRE**

16. Has the school or its director ever had a professional or occupational license in this state or any other jurisdiction suspended, revoked, surrendered or otherwise subject to any type of disciplinary action (If yes, please explain)  YES  NO

17. Has the school or its director ever had an application for a professional or occupational license disapproved in this state or any other jurisdiction? (If yes, please explain)  YES  NO

18. Are there any disciplinary hearings or investigations pending against the school or its director? (If yes, please explain)  YES  NO

19. Are there any unpaid judgements or any civil suits pending against the school or its director? (If yes, please explain)  YES  NO

20. Has the school or its director ever been convicted of a felony in the last 20 years? (If yes, please explain. Attach any relevant document regarding the felony)  YES  NO

21. Are there any criminal charges pending against the school or its director (If yes, please explain).  YES  NO

**AUTHORIZED SIGNATURES**

22. List persons associated with the school authorized to sign education forms and certificates:

_____	_____
_____	_____
_____	_____
_____	_____

**AFFIRMATION AND IMPORTANT INFORMATION**

Items required to complete this application:

- (a) a pre-enrollment agreement which includes tuition, refund policy, contingency plans in the event of course cancellation, attendance requirements, make-up procedures, additional fees and time limits.
- (b) Source of curriculum and example curriculum

I certify that the information contained herein is true and correct. I authorize the Oklahoma Real Estate Commission to conduct any investigations of me which it deems prudent. I understand the information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met. I further understand that the information submitted in conjunction with this application may be subject to public disclosure or inspection in accordance with the Open Records Act. I understand that approval to be an education provider may be withdrawn for noncompliance with the Oklahoma Real Estate License Code and Rules of the Oklahoma Real Estate Commission.

I hereby swear or affirm that I have read the above statements and agree to same.

Signature of school director

Date signed (month, day, year)