APPLICATION INSTRUCTIONS FOR BROKER PROPRIETOR

Step 1) Complete at least 1 hour of continuing education from an approved course in each of the following:

Oklahoma Broker Relationship Act, Oklahoma Code and Rules, Oklahoma Contracts and Forms. Find approved CE courses here.

Step 2) Complete an approved 15-hour Oklahoma Broker in Charge course.
Find approved courses here.

Step 3) Obtain a license certification from all states in which a real estate license has been held

Step 4) Apply for broker proprietor license. Apply online now.

Step 5) Complete a background check through IdentoGO. Schedule a live-scan appointment here. The service code to schedule an appointment with IdentoGO is **2B7NR3**.

Once all documents have been received and the application is approved, the applicant will receive further information regarding the **required examination**.

BROKER PROPRIETOR CHECKLIST

☐ Completed application online

☐ Completion of at least 1 hour of continuing education from an approved course in each of the following: Oklahoma Broker Relationship Act, Oklahoma Code and Rules, Oklahoma Contracts and Forms and 15-hour Oklahoma Broker in Charge course.
Find approved courses here.

☐ Proof of Citizenship – typically can be satisfied with copy of birth certificate or copy of valid passport. **A copy of driver's license will not be considered**.
For other available documents considered as evidence of citizenship, please contact the Commission.

☐ Background check provided by IdentoGO. To schedule an appointment, click here.
The service code to schedule an appointment with IdentoGO is **2B7NR3**.

APPLICATION SUBMISSION

Once your application has been submitted, the Oklahoma Real Estate Commission will review the application within 5 business days. We will notify you via e-mail message if you are missing any items. Please monitor your spam folder for this notice.

Please make sure the items below have been completed regarding your application:

- A background check has been processed through IdentoGO. The service code to schedule an appointment is **2B7NR3**.

- You have submitted correct documentation for proof of citizenship.

EXAMINATION TYPE

If you are applying with:

1) two years or more experience within the last five years with a license held from another state

OR

2) you have **any** amount of experience in the last five years from one of the following states: Alabama, Arkansas, Iowa, Louisiana, Maryland, Nebraska, North Dakota or South Dakota.

You will qualify to take the **Oklahoma State-only examination through Pearson VUE.**

If you do **NOT** meet the above experience requirements, you **must** take the **full national and Oklahoma examination through Pearson VUE.**

APPLICATION APPROVAL NEXT STEPS

Once your application is approved, you will receive an automated e-mail message from the Oklahoma Real Estate Commission that includes your Candidate ID information along with contact information to schedule your exam with Pearson VUE.

After receiving approval of your application, Pearson VUE will e-mail you **within 48 hours** to provide a direct link to schedule your exam through an online scheduling system.

Please monitor your spam and junk folders as automated messages received from the Oklahoma Real Estate Commission and Pearson VUE may not be sent directly to your e-mail inbox.

To contact Pearson VUE directly for scheduling questions, please call their helpline at (877) 659-3843. You may also contact Pearson via e-mail at pearsonvuecustomerservice@pearson.com.

EXAM PREPARATION

In order to prepare for the exam, please review the following resources:

- Coursework material provided by your pre-license education provider

- Oklahoma Code and Rule Book

- Oklahoma Candidate Handbook

If you fail the exam, you may schedule a new examination immediately with <u>no</u> limit to the number of attempts you may take in order to pass the exam.

Applications are valid for one year. If one year has lapsed without a passing score, a new application and background check must be submitted.

AFTER PASSING THE EXAM

Congratulations on passing your real estate exam!

Within 48 hours of passing your exam, you will receive an automated e-mail message from OREC allowing you to issue your license completely online. Please follow the instructions here in order to issue your license with the Oklahoma Real Estate Commission.

HELPFUL RESOURCES

Click here to review our entire Application and Exam FAQ page.

Click here to review all requirements necessary in order to submit a real estate license application.

Review our Application Checklist here.