



APPLICATION INSTRUCTIONS FOR SALES ASSOCIATE OR BROKER ASSOCIATE

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

Step 3) Apply for sales associate or broker associate license. [Apply online now.](#)

Step 4) 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**.

SALES ASSOCIATE OR BROKER ASSOCIATE 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. 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, click [here](#).

- 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.
Review accepted documents for proof of citizenship [here](#).

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 PSI**.

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

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 PSI.

After receiving approval of your application, PSI 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 PSI may not be sent directly to your e-mail inbox.

To contact PSI directly for scheduling questions, please call our PSI helpline at 855-746-8169. You may also contact PSI via e-mail at examschedule@psionline.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](#)
- [Application Information Bulletin](#) (pages 8-12, last updated in 2018)

If you fail the exam, you may schedule a new examination immediately with no 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](#).