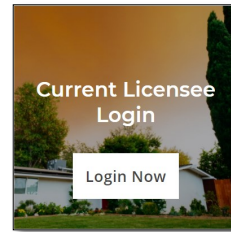




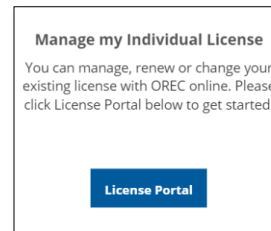
STEP ONE

Go to www.orec.ok.gov and click **Login Now**



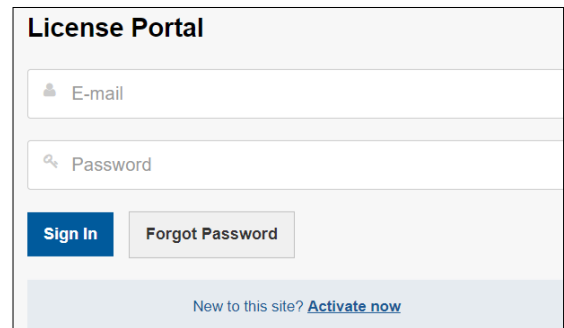
STEP TWO

Select the **License Portal**



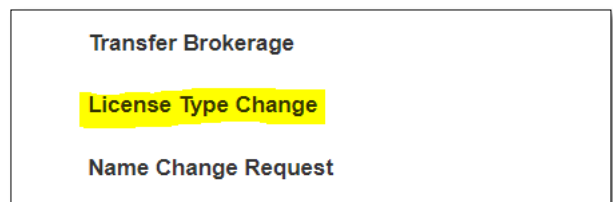
STEP THREE

Login to the **License Portal**



STEP FOUR

Select **License Type Change**



STEP FIVE

Click **Start New Application**

Follow the step-by-step instructions to complete your application.

Current License Type	Destination License Type
	No applications have been submitted.

Start New Application

STEP SIX

Select **Broker Associate** in the dropdown

Request Information

My Current License type: Sales Associate

Select new license type being requested: *

Broker Associate

STEP SEVEN

Upload the broker course completion certificate

** Please note that the License Portal currently requests for an upload of the Transaction Experience Waiver, please instead upload two copies of the course completion certificate until the error is fixed


90 hour Pre-license Broker's course

Upload a completion certificate for **90 hour Pre-license Broker's course**: *

Upload Files

STEP EIGHT

Receive an e-mail from OREC approving completion certificate. This e-mail contains your Candidate ID. Follow e-mail instructions to schedule your Broker exam through PSI.



Congratulations! Your application to become Broker Associate with the Oklahoma Real Estate Commission has been approved. Within 2 business days, you will receive an e-mail from PSI regarding the real estate exam. This e-mail will include your candidate ID# and a link to [schedule](#) your real estate exam.

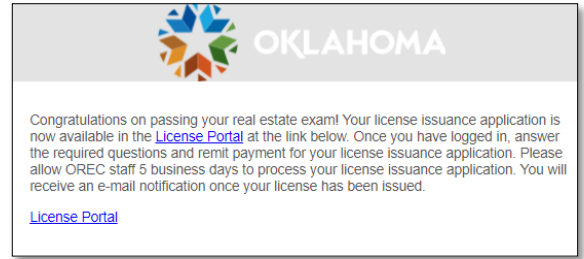
Candidate ID: 800000021

For questions regarding scheduling your exam please contact PSI directly. Once OREC receives confirmation of your passing score, you will receive an e-mail for further instructions on the remaining steps to be issued a real estate license.

PSI contact information:

STEP NINE

Within 48 hours of passing the Broker exam, receive e-mail from OREC to log back into License Portal for next steps.



STEP TEN

Select **License Change Type** and click **Continue**

Application Status	Submitted Date	
License Issuance Application Eligible	02/04/2021	→ Continue

STEP ELEVEN

Select desired status and brokerage

Current License Type	Sales Associate
Destination License Type	Broker Associate
I am applying for the following license status *	Active
Which business entity you will work at? *	Avenger Brokerage - LLC/Association - 200047

STEP TWELVE

License upgrade goes to Broker for approval. Once approved, log back into License Portal and select **License Type Change**

Transfer Brokerage

License Type Change

Name Change Request

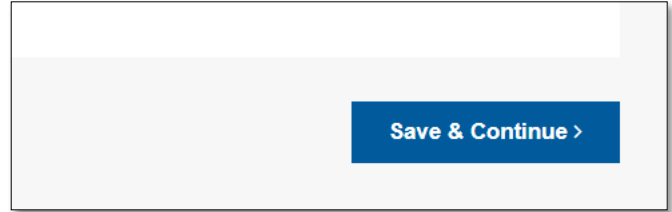
STEP THIRTEEN

Click **Continue**

Application Status	Submitted Date	
License Issuance Application Eligible	02/04/2021	→ Continue

STEP FOURTEEN

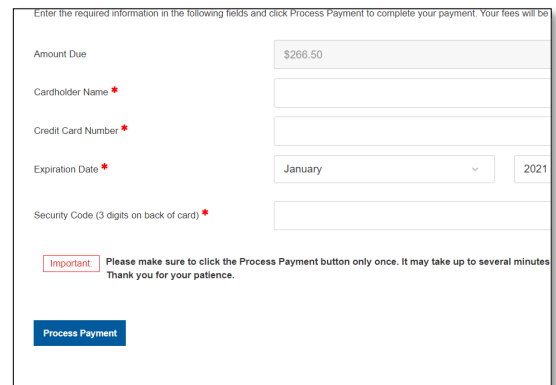
Click **Save & Continue** on next two screens

A screenshot of a user interface element. It features a light gray rectangular background. In the bottom right corner, there is a dark blue button with the white text "Save & Continue >".

STEP FIFTEEN

Submit final payment for license change request.

Congratulations! You are now a Broker Associate.

A screenshot of a payment form. At the top, it says "Enter the required information in the following fields and click Process Payment to complete your payment. Your fees will be". The form contains the following fields: "Amount Due" with a value of "\$266.50"; "Cardholder Name" with a red asterisk and an empty text box; "Credit Card Number" with a red asterisk and an empty text box; "Expiration Date" with a red asterisk, a dropdown menu showing "January", and a year field showing "2021"; and "Security Code (3 digits on back of card)" with a red asterisk and an empty text box. Below the fields is a red-bordered box with the word "Important" in red, followed by the text: "Please make sure to click the Process Payment button only once. It may take up to several minutes. Thank you for your patience." At the bottom of the form is a blue button labeled "Process Payment".