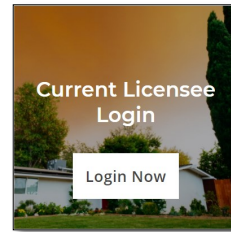




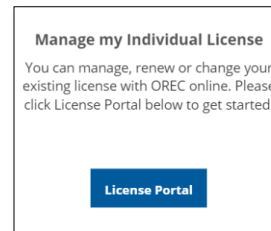
STEP ONE

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



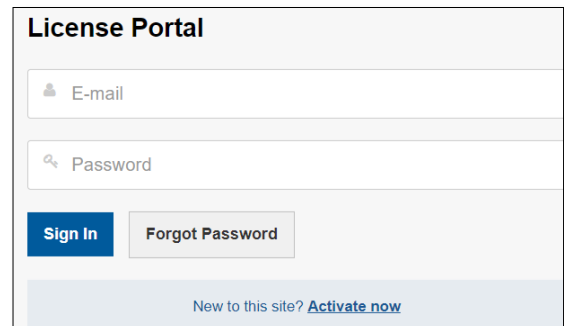
STEP TWO

Select the **License Portal**



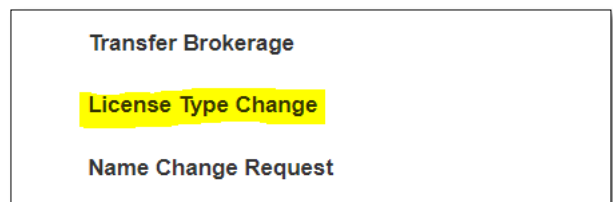
STEP THREE

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 Proprietor, Branch Broker or Managing Broker** in the dropdown

Request Information

My Current License type: Sales Associate

Select new license type being requested: *

Broker Associate

STEP SEVEN

Upload the following:

Broker course completion certificate
Broker in Charge completion certificate
Transaction Experience Waiver

90 hour Pre-license Broker's course

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

Broker in Charge Course


Upload a completion certificate for **Broker in Charge Course**: *

Transaction Experience Waiver

Upload a completion certificate for **Transaction Experience Waiver**: *

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.

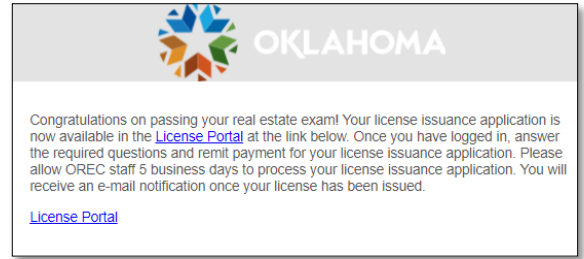
Candidate ID: 800000021

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.

Note: If applying to work at a new Branch Office or new brokerage, must submit Business Application in the Business Application Portal before your license can be issued to that branch office or brokerage.

Current License Type	Sales Associate
Destination License Type	Managing Broker
I am applying for the following license status *	Active
Are you going to work on a new business entity? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Which business entity you will work at? *	Avenger Brokerage - LLC/Association - 200047

STEP TWELVE

If leaving current brokerage, approval goes to current broker for release approval.

Once approved, log back into License Portal and select **License Type Change**

Transfer Brokerage
License Type Change
Name Change Request

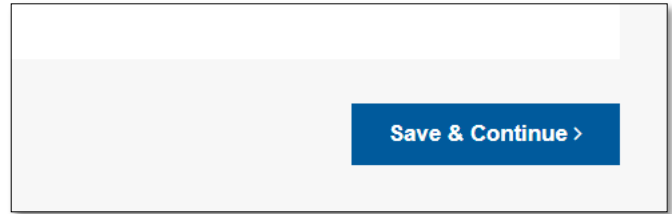
STEP THIRTEEN

Click **Continue**

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

STEP FOURTEEN

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

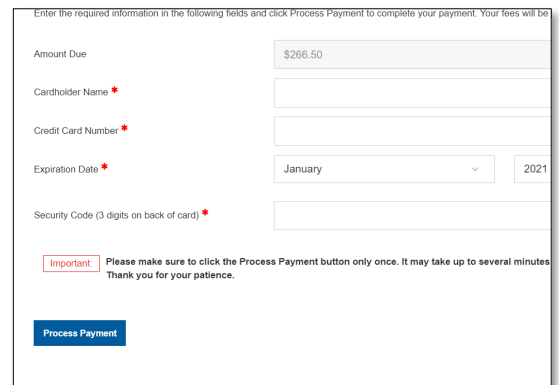


A screenshot of a user interface element. It features a light gray rectangular background. In the bottom right corner, there is a dark blue button with the white text "Save & Continue >".

STEP FIFTEEN

Submit final payment for license change request.

Congratulations! You are now a Broker.



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: \$266.50
- Cardholder Name *
- Credit Card Number *
- Expiration Date *: January (dropdown) 2021
- Security Code (3 digits on back of card) *

Below the fields, there is a red-bordered box with the text: "Important: 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".