



**BASIC COURSE OF REAL ESTATE, PART I OF II - BRE [PROVISIONAL SALES]**

1. **Real Estate Economics and Marketing:** Explore economic principles that influence real estate markets nationally and in Oklahoma, with a focus on local market trends and effective marketing strategies specific to the state.
2. **Nature of Real Estate:** Understand the physical and economic characteristics of real estate, including unique aspects of Oklahoma's geography and how they impact property value and use.
3. **Rights and Interest in Real Estate:** Learn about various ownership rights and interests in real estate, emphasizing Oklahoma-specific laws while retaining an understanding of national standards.
4. **Legal Descriptions:** Gain knowledge of methods for identifying property boundaries, with an emphasis on legal descriptions commonly used in Oklahoma.
5. **Title Search, Encumbrances, and Land Use Control:** Study title search processes and land use regulations, focusing on encumbrances and zoning laws relevant to Oklahoma.
6. **Transfer of Rights:** Understand how ownership rights are transferred, including Oklahoma's specific procedures for deeds and title transfers, within a national legal framework.
7. **Service Contracts:** Review different service contracts used in Oklahoma real estate, emphasizing the obligations and agreements between service providers and clients.
8. **Estimating Transaction Expenses:** Learn to calculate transaction costs, including Oklahoma-specific taxes, fees, and closing costs, while understanding the broader context of national real estate expenses.
9. **Value and Appraisal:** Discover how property value is assessed, with a focus on appraisal methods used across the U.S. and considerations for Oklahoma's diverse property landscape.
10. **Marketing Activities:** Study marketing techniques effective in Oklahoma's real estate market, while understanding broader marketing strategies applicable nationwide.
11. **Fair Housing:** Review national fair housing laws and Oklahoma-specific regulations that ensure equal housing opportunities and prevent discrimination in real estate transactions.
12. **Contract Law Overview:** Get an introduction to contract law with a focus on Oklahoma real estate agreements, alongside an understanding of the fundamentals recognized nationwide.
13. **Contract Law and Performance:** Delve into contract obligations and enforcement in Oklahoma, examining what constitutes performance and breach in the context of state and federal law.
14. **Offers and Purchase Contracts:** Learn the process of making and accepting offers in Oklahoma, including drafting purchase agreements in line with state and national standards.
15. **Financing Real Estate:** Understand various real estate financing options, with insights into how they are applied both nationally and within Oklahoma's financial landscape.
16. **Closing a Transaction:** Explore the closing process in Oklahoma, from document preparation to finalizing ownership transfer, with attention to national closing practices.
17. **Regulations Affecting Real Estate:** Review key laws impacting real estate in Oklahoma, including state zoning, consumer protection laws, and how they align with federal regulations.
18. **Disclosures and Environmental Issues:** Study Oklahoma's disclosure requirements and environmental concerns affecting properties, while understanding broader environmental regulations across the U.S.
19. **Property Management and Leasing:** Learn about managing rental properties and leasing in Oklahoma, with knowledge of national property management standards.
20. **Risk Management:** Understand strategies for identifying and mitigating risks, tailored to Oklahoma's real estate market, while maintaining a perspective on national risk management practices.
21. **Professional Standards of Conduct:** Cover the "Oklahoma License Code and Rules" real estate professionals are regulated by, as well as the Code of Ethics from NAR.
22. **Law of Agency:** Study agency law principles, focusing on Oklahoma's regulations governing agent-client relationships, and how they compare with national agency standards.

**NATIONAL EXAM TEXTBOOKS:** *Mastering Real Estate Principles 7th Edition (Dearborn)*, *Modern Real Estate Practice 20th Edition (Dearborn)*, *Principles of Real Estate Practice 6th Edition (Performance Programs Company)*, *Property Management 10th Edition (Dearborn)*, *Real Estate Finance 10th Edition (OnCourse Learning)*, *Real Estate Fundamentals 10th Edition (Dearborn)*, *Real Estate Law 3rd Edition (OnCourse Learning)*, *Real Estate Law 10th Edition (Dearborn)*, *The Language of Real Estate 8th Edition (Dearborn)*. **OREC does not endorse any particular text.**

## BASIC COURSE OF REAL ESTATE, PART II OF II - PPC [POST LICENSE]

1. **Real Estate Marketplace:** Understand the dynamics of the real estate market in Oklahoma and nationally, including trends, supply and demand, and economic influences.
2. **Marketing Real Estate:** Learn effective strategies for marketing real estate properties, tailored to Oklahoma's market while incorporating successful national techniques.
3. **Personal Marketing:** Develop personal branding and marketing skills specific to real estate, with a focus on building a strong professional presence in Oklahoma.
4. **The Qualifying Process:** Study the process of qualifying buyers and tenants, ensuring they meet financial and legal requirements, with emphasis on practices in Oklahoma.
5. **Prospecting and Negotiating:** Explore methods for finding new clients and successfully negotiating real estate deals, using Oklahoma-specific examples and proven national strategies.
6. **Financing Real Estate, Investments, and Exchanges:** Review financing options and investment strategies, with a focus on Oklahoma opportunities, and understand the complexities of property exchanges.
7. **Financial Documents:** Learn to prepare and analyze financial documents relevant to real estate transactions, including mortgage agreements and closing statements, as required in Oklahoma and nationwide.
8. **Duty to Account:** Understand the obligation to manage and account for funds held in trust, emphasizing Oklahoma-specific regulations and national standards.
9. **Title Search:** Study the process of conducting a title search to ensure property ownership is clear, with special attention to procedures common in Oklahoma.
10. **Risk Management:** Learn strategies to identify, mitigate, and manage risks in real estate transactions, with guidance specific to Oklahoma laws and broader national practices.
11. **At least three (3) clock hours of Broker Relationships with Parties to a Transaction:** Review the nature of broker relationships as required by Oklahoma law, including duties to clients and transaction parties.
12. **Property Management:** Understand the fundamentals of managing rental properties, focusing on Oklahoma's regulations and property management practices.
13. **At least three (3) clock hours of Laws and Regulations Affecting Real Estate Practice, including Code and Rules:** Study the laws and rules governing real estate in Oklahoma, emphasizing compliance with state and federal regulations.
14. **Disciplinary Action:** Learn about the types of disciplinary actions that can be taken against real estate professionals in Oklahoma, including the process and consequences.
15. **At least three (3) clock hours of Contracts and Forms:** Study Oklahoma-specific real estate contracts and forms, ensuring a thorough understanding of their proper use and legal implications.
16. **At least three (3) clock hours of Professional Conduct and Ethics:** Review ethical standards and professional conduct required of real estate professionals in Oklahoma, aligned with national ethical principles.
17. **At least three (3) clock hours of Fair Housing:** Explore fair housing laws, with emphasis on Oklahoma regulations and how they integrate with federal fair housing requirements to prevent discrimination.

## ADVANCED COURSE OF REAL ESTATE - ARE [BROKER]

1. **Laws and Rules Affecting Real Estate Practice:** Review the national and Oklahoma-specific laws and regulations that govern real estate practice, including license requirements and compliance expectations.
2. **Broker Supervision:** Understand the responsibilities of broker supervision in Oklahoma, including oversight of associates and ensuring adherence to state and federal regulations.
3. **Establishing a Real Estate Office:** Learn the requirements for setting up a real estate office in Oklahoma, from business registration to regulatory compliance, while incorporating best practices from a national perspective.
4. **Professional Development:** Explore strategies for ongoing professional growth and staying current with trends and regulations in Oklahoma and the broader real estate industry.
5. **Business, Financial, and Brokerage Management:** Study key principles of managing a real estate business, including financial planning and brokerage operations, with a focus on Oklahoma's business climate and national standards.
6. **Oklahoma Broker Relationships:** Gain insight into Oklahoma-specific broker relationships and duties, understanding how they differ from or align with practices in other states.
7. **Anti-Trust and Deceptive Trade:** Review anti-trust laws and regulations against deceptive trade practices, emphasizing both federal guidelines and Oklahoma statutes.
8. **Risk Management and Insurance:** Learn to identify and mitigate risks in real estate transactions, with a focus on insurance policies and risk management strategies relevant to Oklahoma and national practices.
9. **Mandated Disclosures, Hazards, and Zoning:** Understand disclosure requirements for real estate in Oklahoma, including environmental hazards and zoning laws, and compare these with national standards.
10. **Real Estate Financing:** Study the financial instruments and options available in Oklahoma, while also understanding broader national financing practices.
11. **Specialized Property Operations and Specialty Areas:** Explore specialized areas of real estate, such as commercial and rural property operations, with considerations specific to Oklahoma's diverse property market.
12. **Trust Accounts and Trust Funds:** Review the management of trust accounts and funds, focusing on Oklahoma-specific rules and how they are handled across different jurisdictions.
13. **Closing a Real Estate Transaction:** Learn the steps and legal requirements for closing a real estate transaction in Oklahoma, alongside common national practices.
14. **Closing Statements:** Understand how to prepare and interpret closing statements, with attention to Oklahoma's forms and legal requirements as well as national guidelines.
15. **Professional Standards of Conduct:** Examine ethical and professional standards for Oklahoma real estate professionals, informed by both state regulations and national ethical codes.
16. **Property Ownership:** Study the different forms of property ownership, with emphasis on how Oklahoma laws affect ownership rights, in comparison to national concepts.
17. **Land Use Controls and Regulations:** Learn about land use controls in Oklahoma, including zoning and planning, while understanding how these fit into the national regulatory framework.
18. **Valuation and Market Analysis:** Discover methods for valuing property and performing market analysis, with special considerations for Oklahoma's real estate market and national appraisal standards.
19. **Law of Agency:** Review agency law as it applies to real estate in Oklahoma, including agent-client relationships and duties, and how they compare to laws in other states.
20. **Contracts:** Study the essentials of contract law, focusing on real estate contracts used in Oklahoma and understanding similarities and differences with national practices.
21. **Transfer of Property:** Understand the legal processes for transferring property, emphasizing deeds, title transfers, and Oklahoma-specific procedures, alongside national transfer practices.
22. **Practice of Real Estate:** Explore the practical aspects of real estate practice in Oklahoma, from day-to-day operations to regulatory compliance, within a national context.
23. **Real Estate Calculations:** Master the calculations needed for real estate transactions, such as property taxes and mortgage payments, using both Oklahoma-specific examples and general formulas used nationwide.

## PRE-LICENSE COMPLIANCE

### PRE-LICENSE COURSE APPLICATION, APPROVAL, AND RENEWAL REQUIREMENTS

#### 1. COURSE APPLICATION AND FEE

- Application Fee: \$500
- Must include a detailed course syllabus divided by instructional periods, including the name, author, and publisher of the primary textbook.
- If applying under a business entity, list the names and addresses of all directors and officers.
- Report any changes to the commission immediately.
- Appeal: Denied applications can be appealed with a written request for a hearing.

#### 2. COURSE ADVERTISING RESTRICTIONS

- Courses must not be advertised until approved by the commission.
- Avoid claiming endorsement, recommendation, or accreditation. You may only state, "Approved by the Commission."
- Promote the "Basic Course of Real Estate" as Part I and the "Provisional Post-license Course of Real Estate" as Part II.

#### 3. COURSE RENEWAL

- Course Renewal Fee: \$100 (every 36 months)
- Submit the renewal application and all proposed course material before the current approval expires.

### PRE-LICENSE INSTRUCTOR APPLICATION, APPROVAL, AND RENEWAL REQUIREMENTS

#### 1. PRE-LICENSE INSTRUCTOR APPLICATION AND FEE

- Application Fee: \$200
- Must provide proof of one of the following:
  - Bachelor's degree in real estate from an accredited college.
  - Bachelor's degree plus 2 years of active experience as a real estate broker or sales associate within the last 10 years.
  - Real estate license in Oklahoma with 5 years of active experience in the last 10 years, plus proof of a high school diploma or GED.
  - Equivalent education and experience as determined by the Commission.
- Verification: Citizenship status and eligibility under federal law.
- Pass the relevant sales or broker exam with a minimum score of 80%.

#### 2. PRE-LICENSE INSTRUCTOR RENEWAL

- Instructor Renewal Fee: \$100 (every 36 months)
- Instructor must provide evidence of completion of one of the following:
  - Complete an annual Instructor Development Workshop (IDW) offered by OREC annually.
  - Take a Code and Rules update class offered by OREC biannually.
  - Pass the relevant sales or broker exam with a minimum score of 80%.

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## PRE-LICENSE COMPLIANCE

### 1. IN-CLASS EDUCATION STANDARDS

*"In-class education" refers to courses where students and instructors are either physically present in the same room or participating through live video conferencing.*

- Approved instructors must be physically present for the duration of the class.
- Limit breaks to 10 minutes per hour.
- Ensure classrooms have adequate lighting, seating, and technology, and are free from distractions.

### 2. DISTANCE EDUCATION STANDARDS

*"Distance education" refers to self-paced online courses that may include pre-recorded sessions or text-based materials, with an approved instructor available for questions.*

- Include clear objectives and preview statements.
- Provide a complete set of questions and answers to the Commission (answer keys excluded from student material).
- Students have 6 months to complete the course.
- Include a disclaimer that the content is not a substitute for legal advice.
- Ensure course content justifies requested hours.

### 3. INSTRUCTOR AND ENTITY RESPONSIBILITIES

- Provide clear notices about eligibility and potential restrictions for license applicants.
- Maintain enrollment records and roll sheets for 5 years, including roll sheets.
- Provide completion certificates to students.
- Approved instructors must be available during normal business hours for student questions and assistance.
- Guest instructors may be used but cannot exceed 30% of total course time.

### 4. COURSE COMPLETION AND EXAMINATION REQUIREMENTS

- To certify course completion, students must attend required in-class hours, complete all modules for distance learning, or fulfill both requirements for hybrid courses.
- Students need a 75% or higher passing score on the final exam, allowing retakes if needed.
- Ensure the security of exams and evaluation materials.
- Pre-license courses: 150-question exam, Broker courses: 200-question exam.

### 5. OREC COMPLIANCE REMINDER

- The Commission may audit courses or request records at any time.
- OREC may withdraw or discipline as outlined in Title 59, O.s., Section 858-208, paragraph 6 the approval of a coordinator/director or instructor, offering, or entity either on complaint filed by an interested person or on the Commission's own motion for any of the following reasons:
  - License suspension or revocation
  - Failure to submit all documents, statements and forms as may be required by OREC
  - Falsification of records and/or applications filed with OREC
  - False and/or misleading advertising
  - Failure to comply with the Code and Rules or maintain classroom order and decorum

## POST-LICENSE COMPLIANCE

### POST-LICENSE COURSE APPLICATION, APPROVAL, AND RENEWAL REQUIREMENTS

#### 1. COURSE APPLICATION AND FEE

- Application Fee: \$250
- Must include a detailed course syllabus divided by instructional periods, including the name, author, and publisher of the primary textbook.
- If applying under a business entity, list the names and addresses of all directors and officers.
- Report any changes to the commission immediately.
- Appeal: Denied applications can be appealed with a written request for a hearing.

#### 2. COURSE ADVERTISING RESTRICTIONS

- Courses must not be advertised until approved by the commission.
- Avoid claiming endorsement, recommendation, or accreditation. You may only state, "Approved by the Commission."
- Promote the "Basic Course of Real Estate" as Part I and the "Provisional Post-license Course of Real Estate" as Part II.

#### 3. COURSE RENEWAL

- Course Renewal Fee: \$50 (every 36 months)
- Submit the renewal application and all course material before the current approval expires.

### POST-LICENSE INSTRUCTOR APPLICATION, APPROVAL, AND RENEWAL REQUIREMENTS

#### 1. POST-LICENSE INSTRUCTOR APPLICATION AND FEE

- Application Fee: \$200
- Must provide proof of one of the following:
  - Bachelor's degree in a related field.
  - Valid teaching credential or certificate from Oklahoma or another jurisdiction.
  - Five years of full-time experience in the applicable field within the past ten years.
  - Equivalent combination of education and experience as determined by the Commission.
- Verification: Citizenship status and eligibility under federal law.

#### 2. POST-LICENSE INSTRUCTOR RENEWAL

- Instructor Renewal Fee: \$100 (every 36 months)
- Instructor must provide evidence of completion of one of the following:
  - Complete an annual Instructor Development Workshop (IDW) offered by OREC annually.
  - Take a Code and Rules update class offered by OREC biannually.
  - Pass the relevant sales or broker exam with a minimum score of 80%.

**CONTINUED**



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### 1. IN-CLASS EDUCATION STANDARDS

*"In-class education" refers to courses where students and instructors are either physically present in the same room or participating through live video conferencing.*

- Approved instructors must be physically present for the duration of the class.
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- Provide a complete set of questions and answers to the Commission (answer keys excluded from student material).
- Students have 6 months to complete the course.
- Include a disclaimer that the content is not a substitute for legal advice.
- Ensure course content justifies requested hours.

### 3. INSTRUCTOR AND ENTITY RESPONSIBILITIES

- Submit a list of names and license numbers of successful students within seven days.
- Maintain enrollment records and roll sheets for 5 years, including roll sheets.
- Provide completion certificates to students.
- Approved instructors must be available during normal business hours for student questions and assistance.
- Guest instructors may be used but cannot exceed 30% of total course time.

### 4. COURSE COMPLETION AND EXAMINATION REQUIREMENTS

- To certify course completion, students must attend required in-class hours, complete all modules for distance learning, or fulfill both requirements for hybrid courses.
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  - License suspension or revocation
  - Failure to submit all documents, statements and forms as may be required by OREC
  - Falsification of records and/or applications filed with OREC
  - False and/or misleading advertising
  - Failure to comply with the Code and Rules or maintain classroom order and decorum