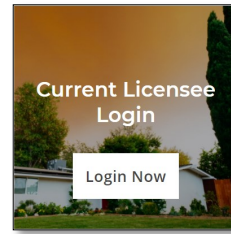




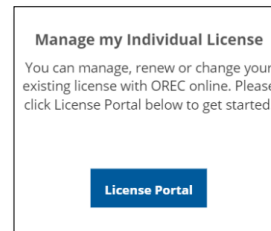
**STEP ONE**

Go to [www.orec.ok.gov](http://www.orec.ok.gov) and click **Login Now**



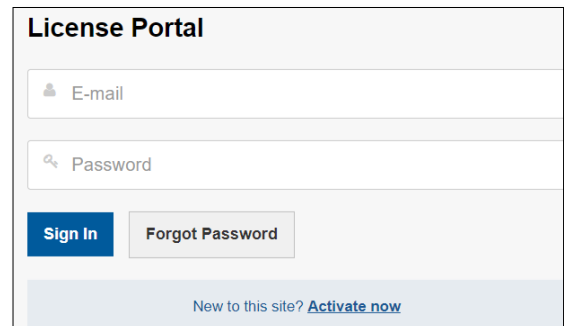
**STEP TWO**

Select the **License Portal**



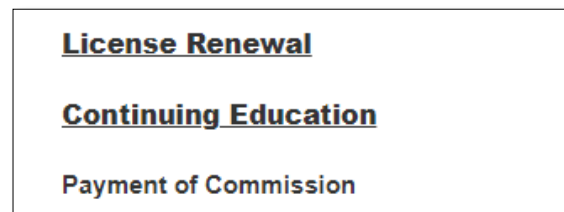
**STEP THREE**

Login to the **License Portal**



**STEP FOUR**

Select **Continuing Education**



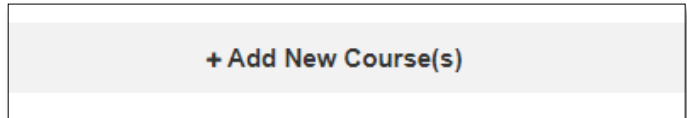
## STEP FIVE

On the Open CE Year, click **View or Add New Classes**

CE Year	Status	
2021	Open	<a href="#">View or Add New Classes</a>

## STEP SIX

Click **+Add New Course(s)** at the bottom of the page



## STEP SEVEN

Fill out all required information about the completed course and upload the relevant completion certificate provided by the educator and click **Save & Back**

**Note:** All information with a \* is required information.

Education Provider \*  Start typing to search

Other \*

Other Course Title \*

Course Category \*  Select...

Number of Hours \*

## STEP EIGHT

The course should now be reflected under the main CE page under Program Activities and should be reflected in count of total submitted CE hours

Program Activities		
Course Completion Date	School Name	Course Title
02/09/2021	Oklahoma Real Estate Commission	178580 - Brokerage Relationships