OKLAHOMA
Real Estate Commission

STEP ONE

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

Current Licensee Login

Login Now
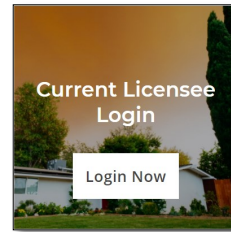
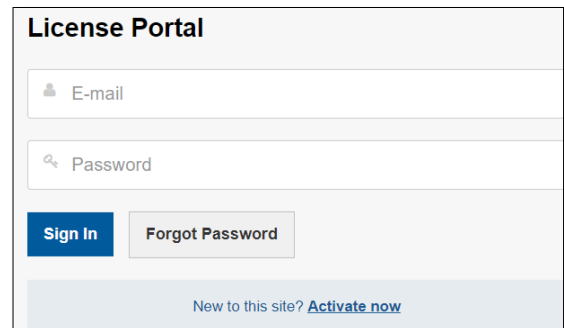## STEP TWO

Select the **License Portal**

Manage my Individual License

You can manage, renew or change your existing license with OREC online. Please click License Portal below to get started.
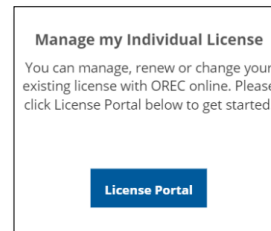
License Portal

STEP THREE

Login to the **License Portal**

License Portal

👤 E-mail

🔑 Password

Sign In   **Forgot Password**

New to this site? **Activate now**

STEP FOUR

Select **License Type Change**

Transfer Brokerage

License Type Change

Name Change Request
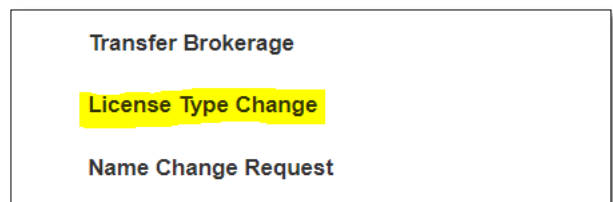
STEP FIVE

Click **Start New Application**

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

Current License Type	Destination License Type
	No applications have bee

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**
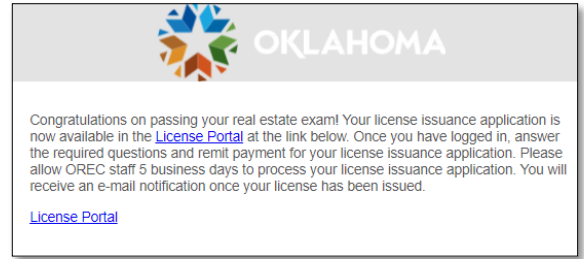
STEP EIGHT

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 Pearson VUE

Congratulations! Your application to become a licensee with the Oklahoma Real Estate Commission has been approved. Within two business days, you will receive an e-mail from Pearson VUE containing a direct link to schedule your real estate exam through Pearson VUE's online scheduling system.

Your Pearson VUE Candidate ID: 800000048

STEP NINE

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

OKLAHOMA

Congratulations on passing your real estate exam! Your license issuance application is now available in the License Portal at the link below. Once you have logged in, answer the required questions and remit payment for your license issuance application. Please allow OREC staff 5 business days to process your license issuance application. You will receive an e-mail notification once your license has been issued.

License Portal

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

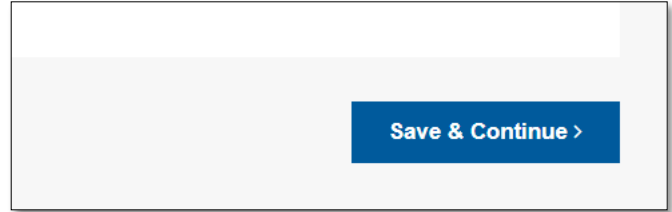License Type Change

Name Change Request

STEP THIRTEEN

Click **Continue**

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

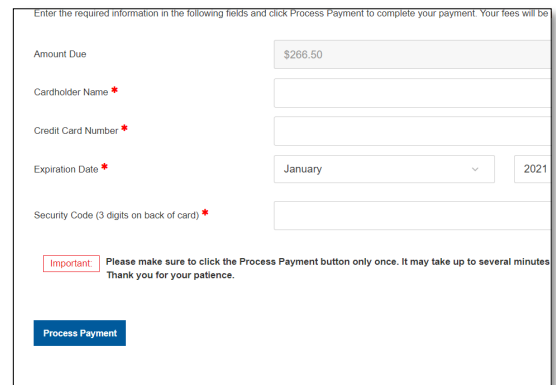## STEP FOURTEEN

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

STEP FIFTEEN

Submit final payment for license change
request.

Congratulations! You are now a
Broker Associate.