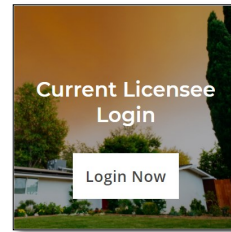




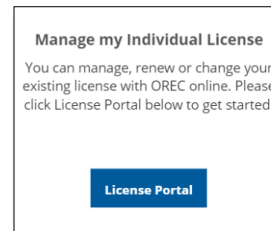
**STEP ONE**

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



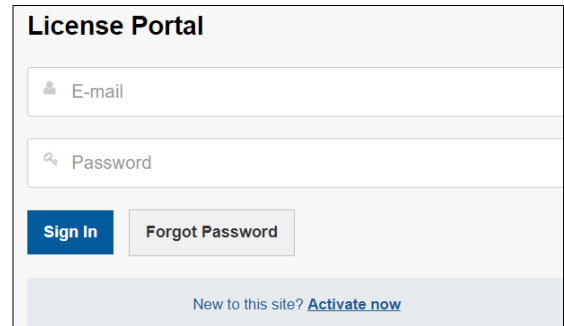
**STEP TWO**

Select the **License Portal**



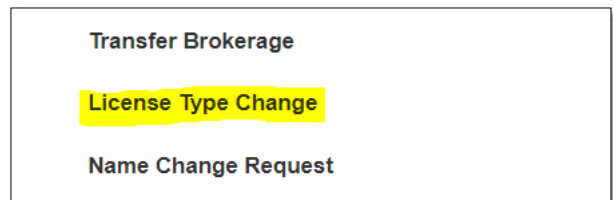
**STEP THREE**

Login to the **License Portal**



**STEP FOUR**

Select **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**: \*

Upload Files

**Broker in Charge Course**

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

Upload Files

**Transaction Experience Waiver**

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

Upload Files

## STEP EIGHT

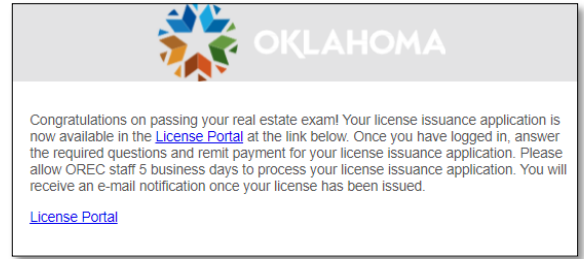
Receive an e-mail from OREC approving completion certificate. This e-mail contains your Candidate ID. Follow e-mail instructions to schedule your Broker exam through Pearson VUE

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.



## STEP TEN

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

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

## 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 *	<input type="text" value="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? *	<input type="text" value="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**

<b>Transfer Brokerage</b>
<b>License Type Change</b>
<b>Name Change Request</b>

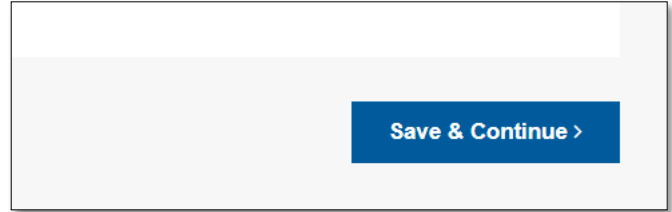
## STEP THIRTEEN

Click **Continue**

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

## STEP FOURTEEN

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

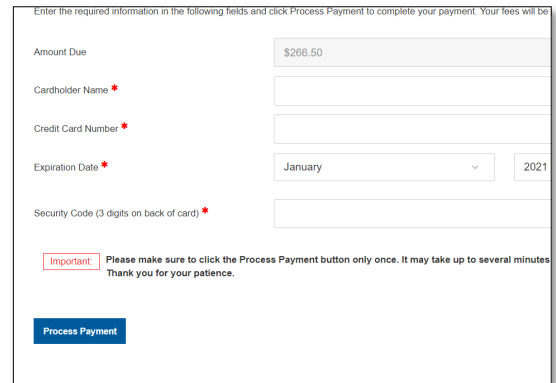


A screenshot of a user interface element. It features a light gray rectangular background. In the lower right corner, there is a dark blue button with the white text "Save & Continue >".

## 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 2021
- Security Code (3 digits on back of card) \*

Below the fields, there is an important notice: **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".