

**APPLICATION INSTRUCTIONS FOR BRANCH BROKER**

Step 1) Complete continuing education from an approved course in each of the following: One (1) hour of Oklahoma Broker Relationship Act, One (1) hour of Oklahoma Code and Rules, and Six (6) hours Oklahoma Contracts and Forms [Find approved CE courses here](#).

Step 2) Complete an approved 15-hour Oklahoma Broker in Charge course. Find approved courses [here](#).

Step 3) Obtain a license certification from all states in which a real estate license has been held

Step 4) Apply for branch broker license. [Apply online now](#).

Step 5) Complete a background check through IdentoGO. Schedule a live-scan appointment [here](#). The service code to schedule an appointment with IdentoGO is **2B7NR3**.

Once all documents have been received and the application is approved, the applicant will receive further information regarding the **required examination**.

**BRANCH BROKER CHECKLIST**

- ☐ Completed application [online](#)
- ☐ Complete continuing education from an approved course in each of the following: One (1) hour of Oklahoma Broker Relationship Act, One (1) hour of Oklahoma Code and Rules, Six (6) hours Oklahoma Contracts and Forms, and the 15-hour Oklahoma Broker in Charge course. Find approved courses [here](#).
- ☐ Proof of Citizenship – typically can be satisfied with copy of birth certificate or copy of valid passport. **A copy of driver's license will not be considered.**  
For other available documents considered as evidence of citizenship, please contact the Commission.
- ☐ Background check provided by IdentoGO. To schedule an appointment, click [here](#).  
The service code to schedule an appointment with IdentoGO is **2B7NR3**.

## APPLICATION SUBMISSION

Once your application has been submitted, the Oklahoma Real Estate Commission will review the application within 5 business days. We will notify you via e-mail message if you are missing any items. Please monitor your spam folder for this notice.

Please make sure the items below have been completed regarding your application:

- A background check has been processed through [IdentoGO](#). The service code to schedule an appointment is **2B7NR3**.
- You have submitted correct documentation for proof of citizenship.

## EXAMINATION TYPE

If you are applying with:

1) two years or more experience within the last three years with a license held from another state

**OR**

2) you have **any** amount of experience in the last five years from one of the following states: Alabama, Arkansas, Iowa, Louisiana, Maryland, Nebraska, North Dakota or South Dakota.

You will qualify to take the **Oklahoma State-only examination through Pearson VUE**.

If you do **NOT** meet the above experience requirements, you **must** take the **full national and Oklahoma examination through Pearson VUE**.

## APPLICATION APPROVAL NEXT STEPS

Once your application is approved, you will receive an automated e-mail message from the Oklahoma Real Estate Commission that includes your Candidate ID information along with contact information to schedule your exam with Pearson VUE.

After receiving approval of your application, Pearson VUE will e-mail you **within 48 hours** to provide a direct link to schedule your exam through an online scheduling system.

Please monitor your spam and junk folders as automated messages received from the Oklahoma Real Estate Commission and Pearson VUE may not be sent directly to your e-mail inbox.

To contact Pearson VUE directly for scheduling questions, please call their helpline at (877) 659-3843. You may also contact Pearson via e-mail at [pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com)

## EXAM PREPARATION

In order to prepare for the exam, please review the following resources:

- Coursework material provided by your pre-license education provider
- [Oklahoma Code and Rule Book](#)
- [Oklahoma Candidate Handbook](#)

If you fail the exam, you may schedule a new examination immediately with no limit to the number of attempts you may take in order to pass the exam.

Applications are valid for one year. If one year has lapsed without a passing score, a new application and background check must be submitted.

## AFTER PASSING THE EXAM

Congratulations on passing your real estate exam!

Within 48 hours of passing your exam, you will receive an automated e-mail message from OREC allowing you to issue your license completely online. Please follow the instructions [here](#) in order to issue your license with the Oklahoma Real Estate Commission.

## OPENING A NEW BRANCH OFFICE

If you will be working for a branch office that is not currently licensed, your Managing Broker must complete a branch office application before your license can be issued.

To open a new branch office, please complete the following steps:

Step 1) Create a [Business Application](#) profile using a unique e-mail address that is not registered with any other Business Portal account.

Step 2 ) Complete an online branch office application through the Business Application Portal. Click [here](#) to apply now.

## HELPFUL RESOURCES

Click [here](#) to review our entire Application and Exam FAQ page.

Click [here](#) to review all requirements necessary in order to submit a real estate license application.

Review our Application Checklist [here](#).