APPLICATION INSTRUCTIONS FOR PROVISIONAL SALES ASSOCIATE LICENSE

Step 1) Complete a 90 hour pre-license salesperson course. Find approved courses here.

Step 2) Complete a background check through IdentoGO. Click here to schedule a live-scan appointment. The service code to schedule an appointment with IdentoGO is 2B7NR3.

Step 3) Apply for a provisional sales associate license. Apply online now.

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

PROVISIONAL SALES ASSOCIATE APPLICATION CHECKLIST

☐ Completed application online

☐ Certificate of Completion of approved 90 hour pre-license course (must be completed within the past three years). Find 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.

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 PSI.

After receiving approval of your application, PSI 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 PSI may not be sent directly to your e-mail inbox.

To contact PSI directly for scheduling questions, please call our PSI helpline at 855-746-8169. You may also contact PSI via e-mail at examschedule@psionline.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

- Application Information Bulletin (pages 8-12, last updated in 2018)

If you fail the exam, you may schedule a new examination immediately with <u>no</u> 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.

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.