



OKLAHOMA
Real Estate Commission



Oklahoma Real Estate Candidate Handbook

March 2024

STATE INFORMATION FOR REAL ESTATE LICENSING

Oklahoma Real Estate Commission

1915 N Stiles Ave Suite 200
Oklahoma City, OK 73105

Phone

405-521-3387

Email

help@orec.ok.gov

Website

orec.ok.gov

EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

Pearson VUE Oklahoma Real Estate

Attn: Regulatory Program
5601 Green Valley Dr.
Bloomington, MN 55437

Phone

(877) 659-3843

Email

pearsonvuecustomerservice@
pearson.com

Website

[https://home.pearsonvue.com/Ok/
realestate](https://home.pearsonvue.com/Ok/realestate)

QUICK REFERENCE

RESERVATIONS

Before making an exam reservation

Candidates should ensure they have an approved application with the Oklahoma Real Estate Commission before attempting to make an exam reservation. Approved candidates are encouraged to carefully review this handbook, which contains examination content outlines, exam eligibility requirements, the licensure application process, and the examination process.

Making an exam reservation

Approved candidates may make a reservation either by visiting <https://home.pearsonvue.com/ok/realestate> or calling Pearson VUE customer care center at 877-659-3843.

Candidates may make a reservation online at least twenty- four (24) hours before the desired examination date. **Walk-in examinations are not available.**

Test centers

A list of test centers appears on the back cover of this handbook. Alternatively, candidates may click the link **Find a test center** to locate a test center on the Oklahoma/Pearson Vue landing page <https://home.pearsonvue.com/ok/realestate>. Candidates may contact Pearson VUE to confirm specific locations and schedules.

Exam fees

The examination fee must be paid at the time of reservation by credit card or debit card. Fees for each examination may be referenced under *Exam Fees* (page 3). Approved candidates are authorized to take the necessary examinations for up to one year from the date of application approval by the Commission. **Payment will not be accepted at the test center. Examination fees are non-refundable and non-transferable.**

EXAM DAY

What to bring to the exam

Candidates should bring one non-expired, government issued photo ID to their examination. A complete list of necessary items for examination may be found in *What to Bring* (page 6).

Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins. Each candidate will have 1.5 to 2.5 hours to complete each portion of the exam. The candidate will leave the test center with their official score reports, instructions for next steps and how to obtain additional score reports through their profile on Pearson VUE at www.pearsonvue.com/ok/realestate.

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OKLAHOMA Real Estate Commission



MARY TERRY
CHAIRWOMAN

► Dear Future Real Estate Licensee,

Congratulations on your decision to pursue real estate licensure in the great state of Oklahoma! The Commission is excited to welcome you in joining over 23,000 licensed professionals and 3,300 brokerages throughout the state. It is important for Oklahoma citizens to be able to rely on well-trained, knowledgeable real estate licensees to responsibly guide consumers through large financial transactions.

In Oklahoma, real estate professionals must meet certain standards to qualify for a real estate license. To help you meet those standards, we have worked with educators across the state to develop pre-licensure courses that offer each applicant foundational knowledge in real estate principles, laws, and regulations.

We also require that you pass a real estate licensing examination that demonstrates your ability to meet the minimum standards required to practice real estate in Oklahoma. We believe you will find this Oklahoma Real Estate Candidate Handbook helpful as you navigate your application for licensure and examination.

The Commission staff is here to help you along the way. If you have any questions regarding your application or the process to obtain licensure, please do not hesitate to reach out to Commission. The Commission can be reached by emailing help@orec.ok.gov or calling 405-521-3387.

We wish you the best in your career in real estate!

Mary Terry
Chairwoman
Oklahoma Real Estate Commission

OVERVIEW

The candidate handbook is a useful tool in preparing for an examination.

It is highly recommended that the Oklahoma Real Estate Candidate Handbook be reviewed, with special attention given to the [content outlines](#), and item counts before taking the examination.

Individuals who wish to obtain a real estate license in the State of Oklahoma must:

1. Apply for a license with the Oklahoma Real Estate Commission

Before registering to take an examination, candidates must complete all application and pre-licensure requirements and [apply online](#) with the Oklahoma Real Estate. Please review all application and pre-licensure requirements on the Commission's website: <https://oklahoma.gov/orec/quick-links/how-to-obtain-a-license.html>

When all application requirements are met, the Commission will approve the candidate to register for examination and transmit the candidates information to Pearson Vue so they may schedule their examination.

Candidates will be notified via email from Pearson Vue once their profile is available to register on PearsonVue.com. From this profile registration, candidates will be able to schedule their examination and later view their examination results.

2. Make a reservation and pay examination fee.

A candidate's approval to test from the Commission is valid for one year and includes unlimited examination attempts.

At the time of scheduling their exam, candidates may choose between scheduling an online remote-proctored exam or scheduling an examination to be taken at a test center.

3. Examination Day - Go to the Test Center or login to OnVue

If the candidate has scheduled to complete their examination at a test center, bring all required documentation (see What to Bring on page 6) and arrive 30 minutes before the scheduled examination. Follow all test center procedures as directed by the on site staff.

If the candidate has scheduled to complete their examination through OnVue, please visit <https://home.pearsonvue.com/ok/realestate/onvue> for more details about what to expect during the remote proctored examination and system requirements.

INTRODUCTION

CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or an examination.

Pearson VUE/Oklahoma Real Estate 5601 Green Valley Dr., Bloomington, MN 55437		
Phone: (877) 659-3843	Website: www.pearsonvue/ok/realestate	Email: pearsonvuecustomerservice@pearson.com

For the quickest response to support questions or other customer service needs please contact Pearson Vue through Live Chat. Our agents are available from 8:00 AM through 5:00 PM Central Time, Monday through Friday, subject to change during locally designated holidays. Call center hours: Monday - Friday: 7am-10pm Central Time, Saturday: 7am-4pm, Sunday: 9am-3pm.

Please visit www.pearsonvue.com/ok/realestate/contact for further information.

Candidates may contact the Oklahoma Real Estate Commission with questions about obtaining or renewing a license.

Oklahoma Real Estate Commission 1915 N Stiles Ave Suite #200, Oklahoma City, OK 73105		
Phone: (405) 521-3387	Website: orec.ok.gov	Email: help@orec.ok.gov

THE LICENSURE PROCESS

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing, a particular profession, vocation, or occupation. By ensuring a minimum level of competence, the licensure process protects the general public. The state regulatory agency is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard.

The State of Oklahoma and the Oklahoma Real Estate Commission has retained the services of Pearson VUE to develop and administer its real estate examination program. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

PRACTICE TESTS –NATIONAL PORTION ONLY

National-portion practice tests are offered exclusively online at www.pearsonvue.com, giving candidates even more opportunity to succeed on real estate examinations. The National-portion practice tests will not only help prepare candidates for the types of questions they will see on the National portion of the licensure examination but also familiarize them with taking computer-based examinations.

Pearson VUE offers a practice test for real estate that contains questions developed by subject matter experts using concepts found in the national portion of the licensure examination. The test closely reflects the format of the national portion of the licensure examination, can be scored instantly, and provides immediate feedback to help candidates identify correct and incorrect answers. Candidates can purchase national-portion practice tests anytime by visiting www.pearsonvue.com/practicetests/realestate.

STATE LICENSING REQUIREMENTS

The Oklahoma Real Estate Commission establishes the requirements for qualification as a real estate salesperson, broker, and real estate instructor. Applicants must read this candidate handbook and any other information provided by the Commission before applying for any license examination.

EXAM ELIGIBILITY

The candidate must [apply with the Commission](#), complete a background check fingerprint appointment with IdentoGO, and complete the appropriate pre-license education course(s). Once the necessary licensure application requirements have been met, the approved candidate's information will be transmitted by the Commission to Pearson Vue. The approved candidate will then receive an Authorization to Test email from Pearson VUE advising them of next steps and profile log in information.

REQUIREMENTS FOR OBTAINING AN OKLAHOMA REAL ESTATE LICENSE

To become eligible to obtain a license in Oklahoma, an applicant must:

1. Be a U.S. citizen or lawful permanent resident.
2. Be at least 18 years old.
3. [Submit an application](#) for licensure to the Commission
4. Complete a background check through IdentoGO. Schedule a live-scan appointment [here](#). The service code to schedule an appointment with IdentoGO is 2B7NR3.
5. Complete the necessary pre-licensure education. To review the necessary education requirements, please review the Commission's How to Obtain a License webpage here: <https://oklahoma.gov/orec/quick-links/how-to-obtain-a-license.html>
6. Pass the necessary licensing examination(s).
7. After passing the necessary licensing examinations, the candidate will be emailed instructions to login to the Commission's Application Portal and select the brokerage that they'd like to work for.
8. After brokerage approval, the candidate will login to the Commission's Application Portal to submit license issuance fees.

To review more detailed step-by-step guides, please visit the Commission's How to Obtain a License webpage here: <https://oklahoma.gov/orec/quick-links/how-to-obtain-a-license.html>

NOTE: LICENSE APPLICANTS MUST MEET THE APPLICATION, BACKGROUND CHECK, AND OTHER EDUCATION REQUIREMENTS BEFORE SCHEDULING AN EXAMINATION. IF AN APPLICANT IS NOT ABLE TO SCHEDULE AN EXAMINATION, THE APPLICANT SHOULD VERIFY THEY HAVE COMPLETED AN APPLICATION WITH THE OKLAHOMA REAL ESTATE COMMISSION AND THE APPLICATION HAS BEEN APPROVED.

MAKE AN EXAM RESERVATION

Exam Authorizations

Candidates who meet all requirements to test with Oklahoma Real Estate Commission will be issued authorization for one year and unlimited attempts to pass each portion of the exam. Each exam portion may be taken separately or consecutively. Once both portions of the exam are successfully completed, the candidate will be sent an email notification within 48 hours from the Commission with instructions on how to complete their license issuance and join a brokerage.

EXAM RESERVATIONS

MAKING A RESERVATION

Candidates may make a reservation after they have received an email from Pearson VUE indicating that they are authorized to test. Walk-in examinations are not available.

Examinations are offered both at secure test center locations and online from home or office via Pearson's OnVue system.

Making a reservation online is the quickest way for candidates to schedule their examination. Candidates **must** go to www.pearsonvue.com/ok/realestate to make a reservation for an examination. First-time users should follow the directions given in the Authorization to Test Letter from the Oklahoma Real Estate Commission through Pearson Vue. Candidates are required to activate the account profile within Pearson Vue by creating a user name and password for secure access. Step-by-step instructions will lead the candidate through the examination reservation process.

IN-PERSON TESTING AT PEARSON TEST CENTERS

A list of test centers appears on the back cover of this handbook. In addition, candidates may review the test center locations by going to <http://www.pearsonvue.com/vtclocator/>. The examinations created for the Oklahoma Real Estate Commission are available at Pearson VUE test centers throughout the United States and US territories. For questions regarding the confirmation of specific locations and examination schedules, contact Pearson VUE at 877-659-3843, or access the link on the landing page to locate a test center.

ONLINE REMOTE TESTING

Candidates may test online from home or office via Pearson's OnVUE remote testing. If choosing to test via OnVUE, the candidate **may only make three exam attempts for each portion of the exam in the authorization year via OnVUE.** All other exam attempts will need to be scheduled at a Pearson test center and are unlimited within the authorization period of one (1) year.

MILITARY SITE TEST CENTERS

Oklahoma Real Estate exams are available at select Pearson VUE test centers on military installations across the globe. Service members, dependents, and contractors with authorized base access who want to gain Oklahoma Real Estate licensure from their duty station or assignment in another state or foreign deployment will have the option to take their exam(s) without having to return to Oklahoma to test.

To locate a Pearson VUE authorized military test centers, visit <http://home.pearsonvue.com/military> and select Oklahoma Real Estate.

Exam reservations must be made at least twenty-four (24) hours before the desired examination date as seats may be limited. Candidates who wish to make a reservation via the Pearson call center may contact customer care at 877-659-3843.

Before making a reservation, candidates should have the following:

- Authorization to Test (ATT) letter
- Legal name, address, daytime telephone number, and email address and a credit card.
- The name of the examination(s)
- The preferred examination date and test center location.

EXAM FEES

The examination fee must be paid at the time of reservation by credit card, or debit card. **Fees will not be accepted at the test center.** Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy*. **Any two exams scheduled at the same time on the same order will be discounted as two-for-one.** For example, scheduling an Oklahoma State Salesperson exam and an Oklahoma National

Salesperson exam on the same order will cost \$75 in total. Candidates may schedule their exams separately as availability allows.

EXAM	PRICE	LENGTH OF EXAM
OK Salesperson State	\$75	90 minutes
OK Salesperson National	\$75	150 minutes
OK Broker State	\$90	90 minutes
OK Broker National	\$90	150 minutes
OK Instructor Sales state	\$70	90 minutes
OK Instructor Sales National	\$70	150 minutes
OK Instructor Broker state	\$90	90 minutes
OK Instructor Broker National	\$90	150 minutes

CHANGE/CANCEL POLICY

Candidates may either call Pearson VUE or log into their Pearson Profile to change or cancel their appointment at least **forty-eight (48) hours** before the examination. Candidates who change or cancel a reservation at least forty-eight (48) hours in advance may either transfer the fee to a new reservation or request a refund. **Candidates who change or cancel their reservations with less than forty-eight (48) hours' notice will forfeit the examination fee.**

Candidates are individually liable for part of the examination fee once a reservation has been made, whether individually or by a third party.

ABSENCE/LATENESS POLICY

Candidates who are late or absent from an exam may call Pearson VUE within 14 days of the exam date to request an excused absence for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in their immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

A case number will be assigned and instructions will be provided for emailing supporting documentation. **Candidates absent from or late to an exam who have not changed or canceled the reservation according to the *Change/Cancel Policy* will not be admitted to the exam and will forfeit the exam fee.**

WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the Pearson VUE test center inaccessible or unsafe, the examination may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

To submit an accommodate request, go to <http://pearsonvue.com/accommodations>, and the candidate will select their test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at accommodationspearsonvue@pearson.com.

EXAM DAY

WHAT TO BRING

All candidates must bring one non-expired government issued photo identification.

REQUIRED ITEMS

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

Acceptable Forms of Candidate Identification

Candidate must present **one (1)** form of a current, non-expired, government issued photo identification. The name on the identification must exactly match the name on the registration. The identification must be government issued and photo-bearing with a valid signature. Identification must be in English.

Primary ID (photograph and signature, not expired)

Government-issued Driver's License

- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID list that contains a visible signature.

Pearson VUE does not accept expired driver's licenses. Newly renewed licenses which result in a temporary paper license will be accepted as long as the expired plastic license is also provided. Temporary licenses alone will not be accepted.

EXAM PROCEDURES AT TEST CENTER LOCATIONS

Candidates should report to the test center thirty (30) minutes prior to their examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and the candidate will be photographed for their score report.

Candidates are required to review and sign a **Candidate Rules Agreement** form. If the **Candidate Rules Agreement** is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported to the Commission, the applicant will receive a failing score, and the applicant will be denied from submitting a new application or taking a new examination through the Commission for one (1) year.

Candidates will have an opportunity to take a tutorial on the computer on which the examination will be administered at the test center. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure.

The examination begins immediately once a candidate looks at the first examination question. Candidates will be given from 1.5 to 2.5 hours to complete each portion of their examination(s). The examination will end automatically after the examination time has expired, and candidates will receive an official score report.

OnVUE EXAM PROCEDURES

Candidates testing online, should review the materials and watch the short video at <https://home.pearsonvue.com/ok/realestate/onvue> before beginning the online exam.

Candidates are allowed three attempts per authorization period for each portion of the examinations. There are a few simple requirements for candidates to take an OnVUE online proctored exam:

- Quiet, private location
- Reliable device with a webcam
- Strong internet connection
- There are no unscheduled breaks in the exam. Candidates should commit their full time and attention during the entire exam to avoid the exam being revoked.

The candidate should familiarize themselves with the rules and expectations for testing online. These include items such as: remaining in screen view of the proctor during the entire exam session; workspace preparation; cell phones will be used for check-in, but then must be placed out of reach during the exam; and adherence to the Greeter/Proctors instructions at all times during the exam.

Candidates are being monitored and recorded for the duration of the exam.

For more a complete list of OnVue rules and expectations and to test for system requirements, please go to <https://home.pearsonvue.com/ok/realestate/onvue>.

SCORE REPORTING

Once the candidate has passed the required examination(s), the candidate will receive a score report marked “pass” or “fail.” After completion of the exam, candidates will receive their official results on the examination score report.

Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information relating to the national section and the state section of the examination, as well as information about scheduling another examination attempt.

The Real Estate examination is a minimum competency examination. Please review the chart below for a complete list of the minimum competency scores required to pass each portion of an examination. Numerical scores are not provided to candidates who PASS.

EXAM	REQUIRED PASSING SCORE	NUMBER OF ITEMS PER EXAM
Ok Salesperson State	70% scaled	40 items plus 10 pretest
OK Salesperson National	70% scaled	80 items plus 5 pretest
OK Broker State	75% scaled	50 items plus 10 pretest
OK Broker National	75% scaled	80 items plus 5 pretest
Ok Instructor Sales state	80% scaled	40 items plus 10 pretest
Ok Instructor Sales National	80% scaled	80 items plus 5 pretest
OK Instructor Broker state	80% scaled	50 items plus 10 pretest
OK Instructor Broker National	80% scaled	80 items plus 5 pretest

REVIEW OF EXAMS OR EXAM PLAYBACK

Candidates are permitted a one-hour review of their most recently failed exam within 30 days of the failed attempt. An appointment for an exam review must be made after the failed exam either online via web and the candidate profile, or by calling the **customer care phone line 877-659-3843**. Exam review or playback is only available at a test center. Playback is not an option via OnVUE, however a failed examination attempt through OnVue must be scheduled for review at a test center.

RETAKE THE EXAM

Reservations for retaking a failed exam may not be made at the test center, but can be completed online through the candidate's profile.

Candidates are allowed unlimited attempts to pass their necessary examination(s) within one (1) year of their approved application through the Commission. The candidate does not need to request authorization for additional examination attempts unless their application has expired.

The salesperson and broker examination are divided into two parts: the national portion and the Oklahoma portion. Candidates will receive a score for each portion of the exam. If the candidate passes one part of the exam, the candidate will only need to retake the portion that was failed. Candidates are not permitted to retake an exam once they have passed that portion for one full year.

Once both parts of the exam are passed, the candidate will receive instructions from the Oklahoma Real Estate Commission to complete the license issuance steps to place their license with a brokerage.

DUPLICATE SCORE REPORTS

To obtain a copy of your score report, log into your Pearson VUE account and navigate to the My score report section.

TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: cellular phones, hand-held computers and other electronic devices, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, notes, and pens or pencils.
- **Personal calculators are NOT permitted**, but an online calculator is available as part of the exam.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen or misplaced personal items.**
- Studying **is not** allowed in the test center. Visitors, children, family or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- To request an unscheduled break, the candidate **must** raise their hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the**

exam sponsor. If a candidate is discovered to have left the floor or building they will not be permitted to proceed with the examination and may forfeit the exam fees.

- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary— for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including but not limited to, cellular phones, exam notes, and study guides.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct— giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the Oklahoma Real Estate Commission. Decisions regarding disciplinary measures are the responsibility of the Oklahoma Real Estate Commission.

QUESTIONS OR COMMENTS ABOUT THE EXAM

Candidates who have questions, comments, or concerns related to the exams, scoring or score reports, or who wish to verify any data held in Pearson VUE files, should direct written inquiries to Pearson VUE at the address provided on the inside front cover of this handbook. Candidates may also email their questions directly to Pearson VUE Customer Service at pearsonvuecustomerservice@pearson.com.

In all correspondence, candidates should provide their name and address information. If questions or comments concern an examination already taken, candidates should also include:

- the name of the examination
- the date the examination was taken
- the location of the test center

PREPARING FOR THE EXAM

PRETEST QUESTIONS

The examinations will contain “pretest” questions. Pretest questions are questions on which statistical information is being collected for use in constructing future examinations. Responses to pretest questions do not affect a candidate’s score. Pretest questions are mixed in with the scored questions and are not identified.

The number of pretest questions are listed in the content outline heading of each examination.

SALESPERSON/BROKER EXAM CONTENT

The content of the national section of the examination is based upon information obtained from a job analysis performed by Pearson VUE. Responses from real estate professionals were analyzed to determine the nature and scope of tasks they perform, and the knowledge and skills needed to perform them. This information is the basis upon which examination questions are written and ensures that the examination reflects the actual practice of real estate. Questions on the national section are also reviewed and approved by nationally recognized real estate professionals. The state law section of the examination has been developed to reflect the laws, regulations, and practice of real estate in Oklahoma, and has been reviewed and approved by the Commission.

MATH CALCULATIONS

The information below is NOT available at the test center and should be memorized.

Candidates may use the following information in making mathematical calculations on the national section of the real estate examinations unless otherwise stated in the text of the question:

- 43,560 square feet/acre
- 5,280 feet/mile
- Round off calculations (where applicable)

The information below, if needed, will be contained within the test itself:

If a question requires the calculation of prorated amounts, the question will specify: a) whether the calculation should be made on the basis of 360 or 365 days a year; and b) whether the day of closing belongs to the buyer or seller.

National Exam Content Outline for Salespersons and Brokers

Effective: June 01, 2020

The national portion of the real estate exam is made up of eighty (80) scored items, which are distributed as noted in the following content outline. The national examination also contains five (5) pretest items that are not counted toward the score. These items are used to gather statistics on performance and to help assess appropriateness for use on future examinations. Because pretest items look exactly like items that are scored, candidates should answer all the items on the examination.

I. REAL PROPERTY CHARACTERISTICS, LEGAL DESCRIPTIONS, AND PROPERTY USE (SALES 9; BROKER 9)

A. Real property vs. personal property

1. Fixtures, trade fixtures, emblements
2. Attachment, severance, and bill of sale

B. Characteristics of real property

1. Economic characteristics
2. Physical characteristics

C. Legal descriptions

1. Methods used to describe real property
2. Survey

D. Public and private land use controls – encumbrances

1. Public controls – governmental powers
 - a. Police power, eminent domain, taxation, escheat
 - b. Zoning ordinances
2. Private controls, restrictions, and encroachments
 - a. Covenants, conditions, and restrictions (CC&Rs), HOAs
 - b. Easements
 - c. Licenses and encroachments

II. FORMS OF OWNERSHIP, TRANSFER, AND RECORDING OF TITLE (SALES 8; BROKER 8)

A. Ownership, estates, rights, and interests

1. Forms of ownership
2. Freehold estate
 - a. Fee simple absolute
 - b. Fee simple defeasible, determinable, and condition subsequent
 - c. Life estate
 - d. Bundle of rights
3. Leasehold estates and types of leases
 - a. Estate for years and from period to period (periodic estate)
 - b. Estate at will and estate at sufferance
 - c. Gross, net, and percentage leases
4. Liens and lien priority
5. Surface and sub-surface rights

B. Deed, title, transfer of title, and recording of title

1. Elements of a valid deed

2. Types of deeds
3. Title transfer
 - a. Voluntary alienation
 - b. Involuntary alienation
4. Recording the title
 - a. Constructive and actual notice
 - b. Title abstract and chain of title
 - c. Marketable title and cloud on title
 - d. Attorney title opinion, quiet title lawsuit, and title insurance

III. PROPERTY VALUE AND APPRAISAL (SALES 11; BROKER 10)

A. Concept of value

1. Market value vs. market price
2. Characteristics of value
3. Principles of value

B. Appraisal process

1. Purpose and steps to an appraisal
2. Federal oversight of the appraisal process

C. Methods of estimating value and Broker Price Opinions (BPO)

1. Sales comparison approach (market data)
2. Cost approach
 - a. Improvements and depreciation
 - b. Physical deterioration, functional, and economic obsolescence
 - c. Reproduction or replacement costs
3. Income approach
4. Gross rent and gross income multipliers
5. Comparative Market Analysis (CMA)
6. Broker Price Opinion (BPO)
7. Assessed value and tax implications

IV. REAL ESTATE CONTRACTS AND AGENCY (SALES 16; BROKER 17)

A. Types of contracts

1. Express vs. implied
2. Unilateral vs. bilateral

B. Required elements of a valid contract

C. Contract performance

1. Executed vs. executory

2. Valid vs. void
3. Voidable vs. unenforceable
4. Breach of contract, rescission, and termination
5. Liquidated, punitive, or compensatory damages
6. Statute of Frauds
7. Time is of the essence

D. Sales contract

1. Offer and counteroffer
2. Earnest money and liquidated damages
3. Equitable title
4. Contingencies
5. Disputes and breach of contract
6. Option contract and installment sales contract

E. Types of agency and licensee-client relationships

F. Creation and termination of agency

G. Licensee obligations to parties of a transaction

V. REAL ESTATE PRACTICE (SALES 14; BROKER 13)

A. Responsibilities of broker

1. Practicing within scope of expertise
2. Unauthorized practice of law

B. Brokerage agreements between the broker and principal (seller, buyer, landlord, or tenant)

1. Seller representation – Types of listing agreements
 - a. Exclusive right-to-sell and exclusive agency listing
 - b. Non-exclusive or open listing
 - c. Net listing (conflict of interest)
 - d. Multiple listing service (MLS)
2. Buyer representation
3. Property management agreement
 - a. Accounting for funds
 - b. Property maintenance
 - c. Leasing property
 - d. Collecting rents and security deposits
4. Termination of agreements
5. Services, fees, and compensation

C. Fair Housing

1. Equal opportunity in housing
2. Protected classes
3. Fair housing laws
4. Illegal practices, enforcement, and penalties
5. Prohibited advertising
6. Housing and Urban Development (HUD)
7. Americans with Disabilities Act (ADA)

D. Risk management

1. Supervision
2. Compliance with federal regulations; including Privacy and Do Not Contact
3. Vicarious liability

4. Antitrust laws
5. Fraud and misrepresentation
6. Types of insurance
 - a. Errors and Omissions
 - b. General Liability

VI. PROPERTY DISCLOSURES AND ENVIRONMENTAL ISSUES (SALES 8; BROKER 8)

A. Property conditions and environmental issues

1. Hazardous substances
 - a. Lead-based paint
 - b. Asbestos, radon, and mold
 - c. Groundwater contamination and underground storage tanks
 - d. Waste disposal sites and brownfields
 - e. Flood plains, flood zones, and flood insurance
2. Clean Air and Water Acts
3. Environmental Protection Agency (EPA)
 - a. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)
 - b. Superfund Amendment and Reauthorization Act (SARA)
 - c. Environmental site assessments (including Phase I and II studies) and impact statements
 - d. Wetlands protection

B. Disclosure obligations and liability

VII. FINANCING AND SETTLEMENT (SALES 7; BROKER 7)

A. Financing concepts and components

1. Methods of financing
 - a. Mortgage financing – conventional and non-conventional loans
 - b. Seller financing – land contract/contract for deed
2. Lien theory vs. title theory and deed of trust
3. Sources of financing (primary and secondary mortgage markets, and seller financing)
4. Types of loans and loan programs
5. Mortgage clauses

B. Lender Requirements

1. FHA requirements
2. VA requirements
3. Buyer qualification and Loan to Value (LTV)
4. Hazard and flood insurance
5. Private mortgage insurance (PMI) and mortgage insurance premium (MIP)

C. Federal Financing Regulations and Regulatory Bodies

1. Truth-in-Lending and Regulation Z
2. TILA-RESPA Integrated Disclosures (TRID)
 - a. Consumer Financial Protection Bureau (CFPB)
 - b. Loan Estimate (LE)
 - c. Closing Disclosure (CD)

3. Real Estate Settlement Procedures Act (RESPA)
 - a. Referrals
 - b. Rebates
4. Equal Credit Opportunity Act (ECOA)
5. Mortgage fraud and predatory lending

D. Settlement and closing the transaction

**VIII. REAL ESTATE MATH CALCULATIONS
(SALES 7; BROKER 8)**

A. Property area calculations

1. Square footage
2. Acreage total

B. Property valuation

1. Comparative Market Analysis (CMA)
2. Net Operating Income (NOI)
3. Capitalization rate
4. Gross rent multiplier- **Broker Only**
5. Gross income multiplier- **Broker Only**
6. Equity in property
7. Establishing a listing price
8. Assessed value and property taxes

C. Commission/compensation

D. Loan financing costs

1. Interest
2. Loan to Value (LTV)
3. Fees
4. Amortization, discount points, and prepayment penalties

E. Settlement and closing costs

1. Purchase price and down payment
2. Monthly mortgage calculations- principal, interest, taxes, and insurance (PITI)
3. Net to the seller
4. Cost to the buyer
5. Prorated items
6. Debits and credits
7. Transfer tax and recording fee

F. Investment

1. Return on investment
2. Appreciation
3. Depreciation
4. Tax implications on investment

G. Property management calculations

1. Property management and budget calculations
2. Tenancy and rental calculations

Real Estate National Resources

- Mastering Real Estate Principles, Gerald R. Cortesi, 7th Edition, Dearborn
- Modern Real Estate Practice, Fillmore W. Galaty, Wellington J. Allaway, Robert C. Kyle, etc., 20th edition, Dearborn
- Principles of Real Estate Practice, Stephen Mettling, 6th Edition, Performance Programs Company
- Property Management, Robert C. Kyle, 10th Edition, Dearborn
- Real Estate Finance, J. Keith Baker and John P Wiedemer, 10th Edition, OnCourse Learning Publishing
- Real Estate Fundamentals, Wade E. Gaddy, 10th Edition Dearborn
- Real Estate Law, Charles J. Jacobus, 3rd Edition, OnCourse Learning Publishing
- Real Estate Law, Elliot Klayman, 10th Edition, Dearborn
- The Language of Real Estate, John W. Reilly, 8th Edition, Dearborn

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Oklahoma Real Estate Salesperson and Broker Licensing Examination Content Outlines

Effective April 2, 2024

The state-specific examinations are made up of forty (40) scored items for salesperson candidates and fifty (50) items for broker candidates. Both examinations also contain five to ten (5-10) pretest items. The pretest items are not identified and will not affect a candidate's score in any way. The following examination content outline is applicable to both real estate salespersons and real estate brokers.

I. LAWS AND RULES AFFECTING OKLAHOMA REAL ESTATE PRACTICE (SALES 20, BROKER 15)

- A. Authority of the Real Estate Commission
- B. Acts of the Associates
- C. Broker License Requirements (Broker Only)
- D. Associate License Requirements
- E. Advertising Regulations (including internet, social networking)
- F. Contract Law and Statute of Frauds
- G. Disclosure of Licensed Status
- H. License Maintenance Requirements
 - I. Complaint Process
 - J. Duty to Account
- K. License Transfer and Inactive Status
- L. OREC Notification Requirements
- M. Education Requirements
- N. License Renewal Requirements
- O. Causes for Suspension or Revocation of License
- P. Prohibited Dealings
- Q. Unlicensed Activity
- R. Unlicensed Assistants

II. OKLAHOMA BROKER RELATIONSHIPS ACT (SALES 8, BROKER 8)

- A. Duties Owed to All Parties
- B. Duties Owed to Party to Whom Brokerage Services are Provided.
- C. Broker-Salesperson Relationships
- D. Tenant-Licensee Relationship
- E. Confidentiality
- F. Duties that Survive End of Brokerage Relationship
- G. Definitions
- H. Disclosures Regarding Brokerage Duties and Services

III. PROPERTY MANAGEMENT (SALES 6, BROKER 8)

- A. License Requirements and Exemptions

B. Requirements under the Oklahoma Broker Relationships Act

C. Property Management Agreements

D. Residential/Non-Residential Landlord and Tenant Act

1. Trust Accounts and Security Deposits
2. Duties of a Landlord
3. Personal Property Disposition
4. Terms of Lease
5. Eviction/Termination of Tenancy

IV. DISCLOSURES AND HAZARDS (SALES 6, BROKER 5)

- A. Residential Property Disclosure Statement
- B. Residential Property Disclaimer Statement
- C. Licensees Duties
- D. Exemptions
- E. Psychologically Impacted Property

V. TRUST ACCOUNTS AND TRUST FUNDS (BROKER ONLY 6)

- A. Duty to Account
- B. Commingling
- C. Trust Account Registration and Audits
- D. Earned Money Disputes

VI. BROKER MANAGEMENT (BROKER ONLY 8)

- A. Broker Supervision
- B. Place of Business
- C. Advertising – Responsibility to Oversee and Approve
- D. Trade Names
- E. Cessation of Business Activities
- F. Death or Disability of Broker
- G. Suspended or Revoked Brokers
- H. Antitrust Issues

GENERAL INFORMATION

TEST CENTER LOCATIONS AND SCHEDULES	
CITY	LOCATION
Tulsa	Tulsa Community College
Lawton	Great Plains Technology Center
Oklahoma City	Pearson Professional Centers -Oklahoma City OK
Tulsa	Pearson Professional Centers -Tulsa OK
Norman	Pearson Professional Centers -Norman OK
Stillwater	OSU Testing Center
Weatherford	Southwestern Oklahoma State University
Goodwell	Oklahoma Panhandle State University
Ponca City	Pioneer Technology Center
Norman	Moore Norman Technology Center
Oklahoma City	Oklahoma City Community College
Broken Arrow	Union Public School Testing Center
Chickasha	Chickasha Adult Learning Center
Durant	Choctaw Nation of Oklahoma
Lawton	Comanche Nation Education Center
Tulsa	Wichita Technical Institute - Tulsa Campus
Ardmore	Southern Oklahoma Technology Center
Oklahoma City	Oklahoma State University - Oklahoma City
Okmulgee	Oklahoma State University Institute of Technology
Oklahoma City	Francis Tuttle Technology Center
Woodward	High Plains Technology Center
Stilwell	Cherokee Nation Career Services Stilwell Office
Bartlesville	Bartlesville Public Schools- Ed. Service Center

Tahlequah	Cherokee Nation Career Services
Stillwater	Meridian Career Technology Center
Ada	Pontotoc Technology Center
Pryor	Cherokee Nation Career Services Pryor
Enid	Autry Technology Center
Tulsa	Tulsa Community College- Metro Campus
Midwest City	Rose State College
El Reno	Canadian Valley Technology Center
Wetumka	Wes Watkins Technology Center
Oklahoma City	Focused Training
Tulsa	Tulsa Technology Center

Testing occurs between Monday - Saturday. Locations and schedules are subject to change.

*There is also a national network of test centers available to take the Oklahoma Real Estate exams.
Ask about a location when you schedule your exam.*

PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays or holiday weekends:

New Year's Day	Memorial Day	Labor Day	Christmas Day
Martin Luther King, Jr. Day	Independence Day	Thanksgiving	