



PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

Before paying for
your examination registration,
be sure you understand
the contents of this bulletin.
Please retain and use it as a reference
when contacting PSI.

OKLAHOMA REAL ESTATE COMMISSION



REAL ESTATE LICENSURE APPLICANT INFORMATION BULLETIN



NOTICE

Applicants are advised that in Oklahoma real estate licensees do not practice under the "common law of agency", but rather, practice under broker relationships that are defined within the Oklahoma Real Estate License Code and Rules. The common law of agency is practiced in most all other licensing jurisdictions and therefore since Oklahoma is now utilizing a national examination vendor, the national portion of the examination will contain questions regarding the common law of agency. Prospective licensees need to be aware of the common law of agency concepts as they will from time to time be dealing with nonresident licensees and/or consumers.

In Oklahoma, the common law of agency is still practiced between the real estate broker and the broker's associates; however, there is no agency relationship that can exist between the broker/associate and the consumer. Applicants can locate references to the common law principles of agency in real estate text books (that could be obtained from any local library).

Please refer to our website to check for the most updated information at www.psiexams.com

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EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Applicant Information Bulletin provides you with information about the examination and application process for obtaining a real estate license in the State of Oklahoma.

Oklahoma state laws stipulate that a person may not act as a real estate salesperson or broker without first obtaining a license issued by the Oklahoma Real Estate Commission. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations relating to real estate.

The Oklahoma Real Estate Commission has contracted with PSI Services LLC (PSI) to conduct the examination testing. PSI provides examinations through a network of computer examination centers in Oklahoma. PSI works closely with the State to be certain that examinations meet local, as well as, national requirements in basic principles and examination development standards.

The following are the Oklahoma real estate licensing examinations offered by PSI:

- Salesperson
- Salesperson Instructor
- Salesperson State-Only
- Broker
- Broker Instructor
- Broker State-Only

HOW TO OBTAIN A LICENSE

TYPES OF LICENSE AND REQUIREMENTS

Provisional Sales Associate A provisional sales associate (PSA) is an **entry level licensee**, which is under the supervision of a real estate broker. A PSA cannot enter into contractual agreements with a customer or client in his or her own name, but must enter into such agreement for and in the name of their sponsoring broker. In order to apply for a PSA license, a person must be of good moral character, eighteen (18) years of age or older, and submit evidence to the Commission of successful completion of Part I of ninety (90) clock hours of basic real estate instruction in a course that is approved by the Commission.

Upon passing the state examination and obtaining a PSA license from the Commission, the PSA has a Part II post-license education requirement of forty-five (45) clock hours that must be completed within the first year of obtaining a license. The Commission has identified core subject matter that qualifies to meet this requirement; and also approves other subject matter totaling forty-five (45) clock hours or more, as long as it is real estate related and is approved by the Commission. Once a PSA has completed Part II of the course requirement and has provided the Commission with evidence of such completion, at the end of their one-year license term their license will be issued as a sales associate (SA) license (upon submission of the appropriate license renewal form and fees.)

Sales-A sales associate (SA) license is the same as a provisional sales associate (PSA) license except: 1) the sales associate no longer has a forty-five (45) clock hour Part II post-license education requirement, but rather has a twenty-one (21) clock hour continuing education requirement each active license term; and 2) the sales associate license is a three-year renewable license, as opposed to the provisional sales license which is only a one-year license.

If you are seeking a SA type of license and you are currently holding an active license in another state please contact the Oklahoma Real Estate Commission for specific instructions.

Upon passing the state examination a sales associate must work under the sponsorship of a real estate broker. A sales associate cannot enter into contractual agreements with a customer or client in his or her own name but must enter into such agreement for and in the name of their sponsoring broker.

Broker-A broker license allows a person to do business as a firm and sponsor licensed associates (provisional sales associates, sales associates or broker associates.) The broker will be responsible for activities of their associates. In order for an applicant to apply for a broker license, the applicant must be of good moral character, possess two (2) years of active experience, or its equivalent, as a PSA or SA within the last five (5) years, and submit evidence of successful completion of ninety (90) clock hours of advanced real estate instruction in a course that is approved by the Commission and pass the Broker's examination.

A broker applicant may request the two years experience to be waived but no education course content may be waived. The broker applicant must show proof of successful completion in the basic, provisional post-license (or its equivalent) and advanced course of study prior to qualifying for the broker examination. Upon request from the Commission, an applicant may attempt to qualify for the two (2) year waiver and must submit all documentation as required by the Commission to verify the waiver. Upon passing the state examination, a broker has the option of applying for a license as a broker associate, proprietor broker, branch office broker, managing broker for a corporation or association, or as a broker partner of a partnership. For additional information refer to the [Broker Licensing Options](#).

Reinstatement If you have been lapsed for less than five years and you are seeking reinstatement of a previously held Oklahoma License, please contact the Oklahoma Real Estate Commission for specific instructions.

Anyone whose license has been lapsed for more than five years will be treated as an original applicant.

APPLICATION AND EXAMINATION

An application form can be obtained from the Commission website or from the entity where the applicant completed the schooling (**an applicant can only take the examination if they have successfully completed a Commission approved pre-license course and the Commission has received the fully completed applications A and B**). The only exception to this rule may apply to a nonresident or previously licensed applicant. Further, a broker applicant must meet the 2 years experience requirement within the required time period or qualify through the [Experience Equivalent Point System](#).



EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

The Commission will process your examination application for eligibility and PSI will be notified by OREC of an applicant's approval to test upon receipt at OREC of the following:

- Application A, which must include, a completed finger print card, and the fee of \$41.00.
- Application B, which must include proof of citizenship, or qualified alien statuses, photo, proof of education, fully notarized application and complete information on an applicants work history and residence for the past five years.

If an applicant has ever held a real estate license in another state they must also include a complete license history from that state(s).

If any part of the application is incomplete, the application cannot be approved and notice cannot be sent to the examination vendor.

Upon approval by the Commission, you will receive an eligibility notice with instructions for registering and scheduling the examination. Prior to the examination at the test site all applicants must provide 2 forms of identification, **one must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph.**

If the applicant successfully passes the examination, the license will not be issued until all required documents are received and the application has final approval from the Oklahoma Real Estate Commission. Any and all fees paid are non-refundable, regardless of final approval.

The last page of the provisional sales or sales associate application allows the applicant to sign up with a broker prior to taking the examination. It is not a requirement to have this part of the form completed prior to taking the examination. This is only included as a matter of convenience so that the applicant can proceed to have their license issued in the event they pass the examination and receive final approval of the application. This also allows the applicant the option of placing their license on an inactive status in the event they have not yet selected a broker. Inactive status is only necessary if the applicant has not yet chosen a broker, and will not do so within the examination grade validity period.

Oklahoma Real Estate Commission
Denver N. Davison Building
1915 N. Stiles Suite 200
Oklahoma City, Oklahoma 73105
Telephone: (405) 521-3387
Toll Free: 1-866-521-3389
Main Fax: (405) 521-2189
Education Fax: (405) 522-8564
Email: orec.help@orec.ok.gov
www.ok.gov/OREC/

All questions and requests for information about examinations should be directed to PSI.

PSI
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

Upon approval of eligibility by the Commission, you may proceed with the Examination Registration and Scheduling process. Applicants for the pre-license examination will have a total of three (3) hours to complete their examination. Applicants taking the Brokers examination will have a total of four (4) hours to complete their examination. Applicants who fail the examination have the option of reviewing their missed questions at the end of their examination. Non-Resident applicants, in some cases, may not be required to take the entire examination but all applicants will be required to pass the state portion. Please refer to the Oklahoma License Code and Rules for more information.

EXAMINATION FEE

Salesperson/Salesperson Instructor/ Salesperson State-Only	\$60
Broker/Broker Instructor/Broker State-Only	\$75

**NOTE: REGISTRATION FEES ARE NOT REFUNDABLE.
REGISTRATION FEES EXPIRE AFTER ONE YEAR OF
REGISTERING.**

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. In order to register over the Internet, candidates will need to have a valid MasterCard or VISA. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the Commission has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
2. You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

TELEPHONE REGISTRATION

The second fastest method of scheduling is the automated telephone system with PSI's Interactive Voice Response system



(IVR) during non-business hours or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 6:30 a.m. and 7:00 p.m. and Saturday, between 10:00 a.m. and 4:00 p.m. Central Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

Prior to calling you will need to complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

FAX REGISTRATION

For Fax registration, you will need a valid VISA or MasterCard. Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. If your information is incomplete or incorrect, it will be returned for correction. Please allow four (4) business days to process your Registration. After four (4) business days, you may call PSI to schedule the examination at (800) 733-9267.

STANDARD MAIL REGISTRATION

For those desiring to make payment for their examination using **cashiers checks** or **money orders**, or for those that simply do not wish to provide credit card information over the phone or Internet, you must use the Standard Mail Registration. In order to register, please follow the steps below.

Complete the PSI registration form, and appropriate examination fee to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your name on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS ARE NOT ACCEPTED.**

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BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

Please allow two (2) weeks to process your Registration. After two (2) weeks, you may call PSI to schedule the examination after 6:30 a.m., Central Time, (800) 733-9267.

If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Do not arrive on time for your examination;
- Do not present proper identification when you arrive for the examination.

SCHEDULING A RETAKE

An applicant who tests unsuccessfully on a Wednesday can call that day, and schedule to retake as soon as Thursday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to schedule or reschedule an examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting an applicants needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Applicant Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.



EXAMINATION SITE LOCATIONS

The Oklahoma examinations are administered at the PSI examination centers in Oklahoma as listed below. The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

PSI - Oklahoma City

3800 N Classen Blvd, Ste C-20
Oklahoma City, OK 73118

Take I-235 to I-44. Take the Classen Blvd exit. Turn left on Classen. The office is located in a dark gray building on the East side of Classen.

PSI - Tulsa

2816 East 51st Street, Suite 101
Tulsa, OK 74105

From I-44 East, exit number 228 (Harvard), stay to the right which will be westbound on 51st St. 1/4 mi on the left is the office building. There are 3 office buildings in a row, PSI is in the middle building.

From I-44 West, exit at Lewis, and go left on Lewis. Go over the overpass and turn Left on 51st St. Go 1/2 mile and the 3-three-story-office building are in a row on the South side of 51st St. PSI is in the middle building

PSI - McAlester

21 East Carl Albert Parkway
McAlester, OK 74501

From S. Main St., turn right onto US 270 East. Go 1/2 block. End at 21 E. Carl Albert Parkway (Highway 270).

PSI - Woodward

1915 Oklahoma Ave, Suite 3
Woodward, OK 73801

From Highway 270, go west at the intersection of 9th and Oklahoma Avenue. Go west 10 blocks to 19th Street. The building is on the south side of Oklahoma Avenue, across from the Sonic Drive-In.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of Oklahoma.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. **If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.**

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide two (2) forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has

your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Form and your Applicants Confirmation Notice sent to you by the Commission.

Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

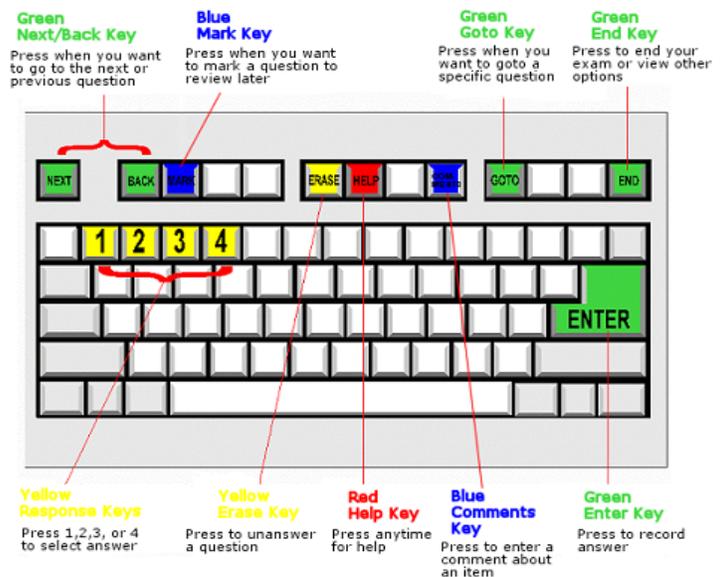
SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, purses, briefcases, personal belongings and children are not allowed in the examination site.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you



will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. You may spend, on this tutorial, up to 15 minutes and it DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press “MARK” to mark it for later review. You should then press “ENTER” to record your answer and move on to the next question. A sample question display follows:



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed.

In the event you fail the examination you will be given 60 minutes at the end of the examination to review the items you missed. The items will not be in any particular order. You cannot enter comments on the keyboard during the review, however you will be given a review sheet to write any comments you may have.

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed.

SCORE REPORTING

Any applicant that passes the examination will receive a pass letter immediately following completion of the examination.

A failed examination will generate your actual score and a summary of the categories. The following summary describes the score reporting process:

- **Computer Test** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **If you take a written test** - an unofficial score report will be printed at the examination site.

GRADE VALIDITY

A passing examination score is valid for one (1) year.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering any possibilities or exceptions.
- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Applicant Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXAMINATION STUDY MATERIALS

The following is a list of possible study materials for the real estate examinations. Answers to examination questions are based on information found in one or more of the references listed below. The list is given to identify resources and does not constitute an endorsement by PSI or by the Oklahoma Real Estate Commission. Use the latest edition available.

NATIONAL RESOURCE MATERIAL FOR SALESPERSON AND BROKER

- *Real Estate Fundamentals*, 8th Edition, 2011, Gaddy and Hart, Dearborn Real Estate Education, 332 Front Street South, Suite 501, LaCrosse, WI 54601, (800) 972-2220, www.dearbornRE.com, ISBN 9781427731449
- *Modern Real Estate Practice*, 18th Edition, Galaty, Allaway, & Kyle, Dearborn Real Estate Education, 332 Front Street



South, Suite 501, LaCrosse, WI 54601, (800) 972-2220, www.dearbornRE.com, ISBN 1427787905

- *Real Estate Principles & Practices*, 8th Edition, Arlyne Geschwender, Cengage Learning, (800) 354-9706, www.cengage.com, ISBN 0324784554
- *Real Estate Law*, 7th Edition, 2009, Karp and Clayman, Dearborn Real Estate Education, 332 Front Street South, Suite 501, LaCrosse, WI 54601, (800) 972-2220, www.dearbornRE.com, ISBN 1427782628
- *Real Estate Principles*, 11th Edition, Charles Jacobus, Cengage Learning, (800) 354-9706, www.cengage.com, ISBN 0324787499
- *The Language of Real Estate*, 6th Edition, 2006, John Reilly, Dearborn Real Estate Education, 332 Front Street South, Suite 501, LaCrosse, WI 54601, (800) 972-2220, www.dearbornRE.com, ISBN 1419524798

STATE SPECIFIC RESOURCE MATERIAL

The following state specific references can be found at www.orec.ok.gov, Publications (left margin), state specific examination resources (right margin).

- *Oklahoma Real Estate License Code and Rules*
- *Residential Property Condition Disclosure Act*
- *Oklahoma Fair Housing Law*
- *Residential/Nonresidential Landlord and Tenant Act*
- *Settlement Statement references (Broker exam only)*
 - <http://portal.hud.gov/portal/page/portal/HUD/documents/Settlement%20Booklet%20December%2015%20REVISED.pdf>
 - <http://www.hud.gov/offices/adm/hudclips/forms/files/1.pdf>
 - http://edocket.access.gpo.gov/cfr_2009/aprqr/24cfr3500AppA.htm

ADDITIONAL RESOURCE MATERIAL

- *Oklahoma Real Estate Principals, 2008, Published by B&B Publishing, www.bbpublish.com*

DESCRIPTION OF EXAMINATIONS

EXAMINATION SUMMARY TABLE EFFECTIVE THRU 8/14/2013

Examination	# of Items	Passing Score	Time Allowed
Salesperson	130	(75%)	3 hours
Salesperson Instructor	130	(80%)	3 hours
Salesperson State-Only	50	(75%)	1.5 hours
Broker	150	(75%)	4 hours
Broker Instructor	150	(80%)	4 hours
Broker State-Only	70	(75%)	2 hours

Effective August 15, 2013, the Oklahoma Broker Relationships topic will be updated. The following topics will no longer be covered on the examination: Duties of a Single-Party Broker; Duties of a Transaction; Broker Disclosures; Consent of the Party or Parties; Confidential Information; and Vicarious Liability. You will also notice that the number of items on the examination has been reduced.

EXAMINATION SUMMARY TABLE EFFECTIVE AS OF 8/15/2013

Examination	# of Items	Passing Score	Time Allowed
Salesperson	120	(75%)	3 hours
Salesperson Instructor	120	(80%)	3 hours
Salesperson State-Only	40	(75%)	1.5 hours
Broker	144	(75%)	4 hours
Broker Instructor	144	(80%)	4 hours
Broker State-Only	64	(75%)	2 hours

PRETEST ITEMS

In addition to the number of examination items specified, a small number of five to ten “pretest” questions may be administered to applicants during the examinations. **These questions will not be scored and the time taken to answer them will not count against examination time.** The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

CONTENT OUTLINES

The examination content outlines have been prepared and are periodically updated by committees of professionals who are subject matter experts in real estate practice, real estate instruction, and regulatory issues. The examination content outlines these professionals have prepared identify areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review course material. The outlines list the topics that are on the examination. Do not schedule your examination until you are familiar with the topics in the outline.

REAL ESTATE PRINCIPLES AND PRACTICES

CONTENT OUTLINE

NOTE: ON THE SALESPERSON EXAMINATION, THE FIRST 60 ITEMS WILL BE STATE SPECIFIC ITEMS, THE REMAINING ITEMS WILL BE THE NATIONAL ITEMS. ON THE BROKER EXAMINATION, THE FIRST 80 ITEMS WILL BE NATIONAL ITEMS, THE REMAINING ITEMS WILL BE THE STATE SPECIFIC ITEMS.

Property Ownership (Salesperson 6 Items, Broker 5 Items)

1. Classes of Property
 - a. Real versus Personal Property
 - b. Defining Fixtures
2. Land Characteristics and Legal Descriptions
 - a. Physical Characteristics of Land
 - b. Economic Characteristics of Land
 - c. Types of Legal Property Descriptions
 - d. Usage of Legal Property Descriptions
3. Encumbrances



- a. Liens (Types and Priority)
 - b. Easements and Licenses
 - c. Encroachments
- 4. Types of Ownership**
- a. Types of Estates
 - b. Forms of Ownership
 - c. Leaseholds
 - d. Common Interest Properties
 - e. Bundle of Rights
- 5. Physical Descriptions of Property**
- a. Land and Building Area
 - b. Basic Construction Types and Materials

Land Use Controls and Regulations (Salesperson 5 Items, Broker 5 Items)

- 1. Government Rights in Land**
- a. Property Taxes and Special Assessments
 - b. Eminent Domain, Condemnation, Escheat
 - c. Police Power
- 2. Public Controls Based in Police Power**
- a. Zoning and Master Plans
 - b. Building Codes
 - c. Environmental Impact Reports
 - d. Regulation of special land types (floodplain, coastal, etc.)
- 3. Regulation of Environmental Hazards**
- a. Abatement, mitigation and cleanup requirements
 - b. Contamination levels and restrictions on sale or development of contaminated property
 - c. Types of hazards and potential for agent or seller liability.
- 4. Private Controls**
- a. Deed Conditions or Restrictions
 - b. Covenants (CC&Rs)
 - c. HOA Regulations

Valuation and Market Analysis (Salesperson 8 Items, Broker 7 Items)

- 1. Value**
- a. Market Value and Market Price
 - b. Characteristics of Value
 - c. Principles of Value
 - d. Market Cycles and other Factors Affecting Property Value
- 2. Methods of Estimating Value/Appraisal Process**
- a. Market or Sales Comparison Approach
 - b. Replacement Cost or Summation Approach
 - c. Income Approach
 - d. Basic Appraisal Terminology (Replacement versus

Reproduction Cost, Reconciliation, Depreciation, Kinds of Obsolescence)

- 3. Competitive/Comparative Market Analysis (CMA)**
- a. Selecting and Adjusting Comparables
 - b. Factors to Consider in a CMA
 - c. Contrast CMA, Broker Opinion of Value (BOV), Appraisal
 - d. Price/Square Foot
 - e. Gross Rent and Gross Income Multipliers
- 4. When Appraisal by Certified Appraiser is Required**

Financing (Salesperson 7 Items, Broker 7 Items)

- 1. General Concepts**
- a. LTV Ratios, Points, Origination Fees, Discounts, Broker Commissions
 - b. Mortgage Insurance (PMI)
 - c. Lender Requirements, Equity, Qualifying Buyers, Loan Application Procedures
- 2. Types of Loans**
- a. Term or Straight Loans
 - b. Amortized and Partially Amortized (Balloon) Loans
 - c. Adjustable Rate Loans (ARMS)
 - d. Conventional versus Insured
 - e. Reverse mortgages; equity loans; subprime and other nonconforming loans
- 3. Sources of Loan Money**
- a. Seller/Owner Financing
 - b. Primary Market
 - c. Secondary Market
 - d. Down Payment Assistance Programs
- 4. Government Programs**
- a. FHA
 - b. VA
- 5. Mortgages/Deeds of Trust**
- a. Mortgage Clauses (Assumption, Due-On-Sale, Alienation, Acceleration, Prepayment, Release)
 - b. Lien Theory versus Title Theory
 - c. Mortgage/Deed of Trust and Note as Separate Documents
- 6. Financing/Credit Laws**
- a. Truth in Lending, RESPA, Equal Credit Opportunity
 - b. Mortgage Loan Disclosure and Seller Financing Disclosure
- 7. Mortgage Fraud, Predatory Lending Practices (Risks to Clients)**
- a. Usury and Predatory Lending Laws
 - b. Appropriate Cautions to Clients Seeking Financing

Laws of Agency (Salesperson 10 Items, Broker 11 Items)

- 1. Laws, Definitions, and Nature of Agency Relationships**
- a. Types of Agents/Agencies (Special, General,



Designated, Subagent, etc.)

- b. Possible Agency Relationships in a Single Transaction
- c. Fiduciary Responsibilities
- 2. Creation and Disclosure of Agency and Agency Agreements (General; Regulatory Details in State Portions)**
 - a. Creation of Agency and Agency Agreements
 - b. Express and Implied
 - c. Disclosure of Representation
 - d. Disclosure of Acting as Principal or other Conflict of Interest
- 3. Responsibilities of Agent to Seller, Buyer, Landlord or Tenant as Principal**
 - a. Traditional Common Law Agency Duties (“COALD”)
 - b. Duties to Client/Principal (Buyer, Seller, Tenant or Landlord)
 - c. Effect of Dual Agency on Agent’s Duties
- 4. Responsibilities of Agent to Customers and Third Parties**
- 5. Termination of Agency**
 - a. Expiration
 - b. Completion/Performance
 - c. Termination by Operation of Law
 - d. Destruction of Property/Death of Principal
 - e. Termination by Acts of Parties

Mandated Disclosures (Salesperson 7 Items, Broker 8 Items)

- 1. Property Condition Disclosure Forms**
 - a. Agent’s Role in Preparation
 - b. When Seller’s Disclosure Misrepresents Property Condition
- 2. Warranties**
 - a. Types of available warranties
 - b. Coverages provided
- 3. Need for Inspection and Obtaining/Verifying Information**
 - a. Agent Responsibility to Verify Statements included in Marketing Information
 - b. Agent Responsibility to Inquire about “Red Flag” Issues
 - c. Responding to Non-Client Inquiries
- 4. Material Facts Related to Property Condition or Location**
 - a. Land/Soil Conditions
 - b. Accuracy of Representation of Lot or Improvement Size, Encroachments or Easements affecting Use
 - c. Pest Infestation, Toxic Mold and other Interior Environmental Hazards
 - d. Structural Issues, including Roof, Gutters, Downspouts, Doors, Windows, Foundation
 - e. Condition of Electrical and Plumbing Systems, and of Equipment or Appliances that are Fixtures
 - f. Location with in Natural Hazard or Specially Regulated

Area, Potentially Uninsurable Property)

- g. Known Alterations or Additions
- 5. Material Facts Related to Public Controls, Statutes or Public Utilities**
 - a. Local Zoning and Planning Information
 - b. Boundaries of School/Utility/Taxation Districts, Flight Paths
 - c. Local Taxes and Special Assessments, other Liens
 - d. External Environmental Hazards (lead, radon, asbestos, formaldehyde foam insulation, high-voltage power lines, waste disposal sites, underground storage tanks, soil or groundwater contamination, hazardous waste)
 - e. Stigmatized/Psychologically Impacted Property, Megan’s Law Issues

Contracts (Salesperson 10 Items, Broker 10 Items)

- 1. General Knowledge of Contract Law**
 - a. Requirements for Validity
 - b. Types of Invalid Contracts
 - c. When Contract is Considered Performed/Discharged
 - d. Assignment and Novation
 - e. Breach of Contract and Remedies for Breach
 - f. Contract Clauses (Acceleration, etc.)
- 2. Listing Agreements**
 - a. General Requirements for Valid Listing
 - b. Exclusive Listings
 - c. Non-Exclusive Listings
- 3. Management Agreements [Broker Only]**
- 4. Buyer Broker Agreements/Tenant Representation Agreements**
- 5. Offers/Purchase Agreements**
 - a. General Requirements
 - b. When Offer becomes Binding (Notification)
 - c. Contingencies
 - d. Time is of the Essence
- 6. Counteroffers/Multiple Counteroffers**
 - a. Counteroffer Cancels Original Offer
 - b. Priority of Multiple Counteroffers
- 7. Lease and Lease-Purchase Agreements**
- 8. Options and Right of First Refusal**
- 9. Rescission and Cancellation Agreements**

Transfer of Title (Salesperson 4 Items, Broker 6 Items)

- 1. Title Insurance**
 - a. What is Insured Against
 - b. Title Searches/Title Abstracts/Chain of Title
 - c. Cloud on Title/Suit to Quiet Title
- 2. Conveyances After Death**



- a. Types of Wills
- b. Testate vs. Intestate Succession
- 3. Deeds**
 - a. Purpose of Deed, when Title Passes
 - b. Types of Deeds (General Warranty, Special Warranty, Quitclaim) and when Used
 - c. Essential Elements of Deeds
 - d. Importance of Recording
- 4. Escrow or Closing**
 - a. Responsibilities of Escrow Agent
 - b. Prorated Items
 - c. Closing Statements/HUD-1
 - d. Estimating Closing Costs
- 5. Foreclosure, Short Sales**
- 6. Tax Aspects of Transferring Title to Real Property**
- 7. Special Processes [Broker Only]**

Practice of Real Estate (Salesperson 12 Items, Broker 11 Items)

- 1. Trust Accounts (General; Regulatory Details in State Portions)**
 - a. Purpose and Definition of Trust Accounts
 - b. Responsibility for Trust Monies
 - c. Commingling/Conversion
 - d. Monies held in Trust Accounts
- 2. Fair Housing Laws**
 - a. Protected Classes
 - b. Covered Transactions
 - c. Specific Laws and their Effects
 - d. Exceptions
 - e. Compliance
 - f. Types of Violations and Enforcement
 - g. Fair Housing Issues in Advertising
- 3. Advertising**
 - a. Incorrect “Factual” Statements versus “Puffing”
 - b. Uninformed Misrepresentation versus Deliberate Misrepresentation (Fraud)
 - c. Truth in Advertising
- 4. Agent Supervision**
 - a. Liability/Responsibility for Acts of Associated Agents
 - b. Responsibility to Train and Supervise
 - c. Independent Contractors
 - d. Employees
- 5. Commissions and Fees**
 - a. Procuring Cause/Protection Clauses
 - b. Referrals and Finder Fees
- 6. General Ethics**
 - a. Practicing within Area of Competence

- b. Avoiding Unauthorized Practice of Law
- 7. Issues in Use of Technology (electronic signatures, document delivery, internet advertising)**
- 8. Antitrust Laws**
 - a. Antitrust Laws and Purpose
 - b. Antitrust Violations in Real Estate

Real Estate Calculations (Salesperson 7 Items, Broker 5 Items)

- 1. General Math Concepts**
 - a. Addition, Subtraction, Multiplication, and Division
 - b. Percentages/Decimals/ Fractions
 - c. Areas, including Acreage
- 2. Property Tax Calculations (not Prorations)**
- 3. Lending Calculations**
 - a. Loan-to-Value Ratios
 - b. Discount Points
 - c. Equity
 - d. Qualifying Buyers
- 4. Calculations for Transactions**
 - a. Prorations (Utilities, Rent, Property Taxes, Insurance, etc.)
 - b. Commissions and Commission Splits
 - c. Seller’s Proceeds of Sale
 - d. Total Money Needed by Buyer at Closing
 - e. Transfer Tax/Conveyance Tax/Revenue Stamps
- 5. Calculations for Valuation**
 - a. Comparative Market Analyses (CMA)
 - b. Net Operating Income
 - c. Depreciation
 - d. Capitalization Rate
 - e. Gross Rent and Gross Income Multipliers (GIM, GRM)
- 6. Mortgage Calculations**
 - a. Down Payment/Amount to be Financed
 - b. Amortization
 - c. Interest Rates
 - d. Interest Amounts
 - e. Monthly Installment Payments

Specialty Areas (Salesperson 4 Items, Broker 5 Items)

- 1. Property Management and Landlord/Tenant**
- 2. Common Interest Ownership Properties**
- 3. Subdivisions**
- 4. Commercial, Industrial, and Income Property**

STATE SPECIFIC

The examination content outline has been prepared for use by the real estate applicant in an effort to better prepare them for



the real estate examination. The outline is periodically updated as changes occur to the examination.

The following outline lists topics that may appear on the examination. Do not schedule your examination until you are familiar with the topics in the outline.

Laws and Rules Affecting Oklahoma Real Estate Practice (Salesperson-25 Items, Broker-20 Items)

- 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
- f. Contract Law-Dual Contracts
- g. Contract Law-Statue of Frauds
- h. Disclosure of Licensed Status
- i. License Maintenance Requirements
- j. Substantial Misrepresentation
- k. Complaint Process
- l. Duty to Account
- m. License Transfer & Inactive Status
- n. OREC Notification Requirements
- o. Commission Disputes
- p. Education Requirements
- q. License Renewal Requirements
- r. Causes for Suspension or Revocation of License
- s. Prohibited Dealings
- t. Unlicensed Activity

Oklahoma Broker Relationships (Salesperson-14 Items, Broker-11 Items) Effective thru 8/14/2013

- a. Definitions
- b. Written Brokerage Agreement
- c. Confirmation of Disclosure
- d. Duties of a Single-Party Broker
- e. Duties of a Transaction Broker
- f. Disclosures
- g. Consent of the Party or Parties
- h. Confidential Information
- i. Vicarious Liability

Oklahoma Broker Relationships (Salesperson-4 Items, Broker-5 Items) Effective as of 8/15/2013

- a. Definitions
- b. Written Brokerage Agreement
- c. Confidential Information

Property Management (Salesperson-5 Items, Broker-6 Items)

- a. License Requirements
 1. Requirements under the Oklahoma Broker Relationships
 2. License Exemptions
- b. Property Management Agreements
- c. Residential/Non-Residential Landlord and Tenant Act
 1. Trust Accounts-Security Deposits
 2. Duties of a Landlord
 3. Personal Property Disposition
 4. Terms of Lease
 5. Eviction-Termination of Tenancy

Disclosures (Salesperson-6 Items, Broker-5 Items)

- a. Residential Property Condition Disclosure Act
 1. Residential Property Disclosure Statement
 2. Residential Property Disclaimer Statement
 3. Licensees Duties
 4. Exemptions
- b. Psychologically Impacted Property

Trust Accounts and Trust Funds (Broker only-8 Items)

- a. Duty to Account
- b. Commingling
- c. Trust Account Registration and Audits
- d. Earned Commissions

Broker Operational Procedures and Qualifications (Broker only-10 Items)

- a. Broker Supervision
- b. Place of Business
- c. Advertising
- d. Trade Names
- e. Cessation of Business Activities
- f. Death or Disability of Broker
- g. Suspended or Revoked Brokers
- h. Antitrust Issues
- i. Broker Qualification Requirements

Closing Statements (Broker only-10 Items)

- a. Completion of HUD-1



SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the Oklahoma real estate salesperson, or broker examination. They are intended primarily to familiarize you with the style and format of questions you can expect to find in the examinations. The examples do NOT represent the full range of content or difficulty levels found in the actual examinations.

SAMPLE SALESPERSON QUESTIONS

- A. Which of the following interests in property is held by a person who is granted a lifetime use of a property that will be transferred to a third party upon the death of the lifetime user?
1. A life estate.
 2. A remainder estate.
 3. An estate for years.
 4. A reversionary estate.
- B. Which of the following statements BEST identifies the meaning of the term, "rescission of a contract"?
1. A ratification of a contract by all parties.
 2. A return of all parties to their condition before the contract was executed.
 3. A transfer or assignment of a particular responsibility from one of the parties to another.
 4. A review of the contract by the legal counsel of either party that may result in a cancellation without penalty or further obligation.
- C. Which of the following clauses in a mortgage allows the lender to demand loan repayment if a borrower sells the property?
1. Defeasance
 2. Prepayment
 3. Acceleration
 4. Alienation
- D. How much cash MUST a buyer furnish in addition to a \$2,500 deposit if the lending institution grants a 90% loan on an \$80,000 property?
1. \$5,500.
 2. \$6,975.
 3. \$7,450.
 4. None of the above.
- E. Which of the following single-family residences would get the MOST accurate appraisal by applying the reproduction cost approach to value?
1. A rental property.
 2. A vacant property.
 3. A new property.
 4. An historic property.

Answers to Sample Salesperson Questions:

A: 1; B: 2; C: 4; D: 1; E: 3

SAMPLE BROKER QUESTIONS

- A. A real estate licensee acting solely as a seller's agent is MOST likely to be held liable for claims of misrepresentation by a buyer if the licensee committed which of the following acts in the course of the transaction?
1. Failed to provide previous purchase prices for the property.
 2. Obeyed the seller's instructions to leave all discussions of property condition to the seller.
 3. Continued to accept and present offers on the property after the seller accepted the buyer's offer.
 4. Deposited the earnest money check in a personal account to clear before transferring it to the trust account.
- B. A lender wanting title insurance coverage on property pledged as collateral would ask for which of the following policies?
1. A mortgagee's policy.
 2. An owner's policy.
 3. An errors and omissions policy.
 4. An extended homeowner's policy.
- C. A business property is valued at \$20,000. To earn 12% on the total investment, the property should return a monthly income of
1. \$200.
 2. \$500.
 3. \$1,200.
 4. None of the above.
- D. A lender is making a loan on a property and wants to make sure that a borrower will be legally obligated to pay off the entire unpaid loan balance if the borrower defaults on the payments. Which of the following clauses should be included in the contract?
1. Defeasance.
 2. Prepayment.
 3. Acceleration.
 4. Due-on-sale.
- E. A financial arrangement by which a buyer purchases property using borrowed funds but does not actually receive title to the property until after the loan has been fully repaid is BEST referred to as a
1. Leveraged sale.
 2. Sale and leaseback.
 3. Purchase money mortgage.
 4. Land contract.

Answers to Sample Broker Questions:

A: 2; B: 1; C: 1; D: 3; E: 4

LICENSURE INFORMATION

OBTAINING A LICENSE UPON PASSING THE EXAMINATION

Provisional Sales/Sales/Broker - Upon successful completion of the examination and the application receiving final approval the applicant will be required to have a broker sign a form verifying sponsorship or the applicant may place their license on an inactive status. If the applicant selected a broker and the broker has already completed the reverse side of the application the applicant will be required to pay the license and



education and recovery fund fee. If the reverse side of the application is not completed by a broker, the applicant will need to contact OREC'S records department to determine how the applicant wants to proceed with either an Application for Issuance of a Provisional Sales Associate or Sales Associate License form or an Inactive Status Request form. If the applicant chooses to have the license issued on Inactive Status, an inactive pocket card will be sent to the mailing address provided by the applicant.

Active or Inactive Status - A license fee is required whether the applicant places their license on an active or inactive status.

Receipt of License - No person shall begin operations in the real estate business or begin post licensing education without first having actually been issued their numbered license certificate.

All active licenses are mailed to the business address of the sponsoring broker.

RESIDENT VS. NONRESIDENT LICENSE

A resident licensee is a person who is licensed in Oklahoma and operates from a place of business in Oklahoma.

A nonresident licensee is a person who is licensed to practice in Oklahoma, but does not maintain a place of business in Oklahoma but they periodically come into Oklahoma to operate and perform real estate activities. The Commission has entered into numerous nonresident agreements with other jurisdictions so as to streamline the process for obtaining multiple licenses, but all nonresident applicants are required, at the minimum, to pass the Oklahoma state portion of the examination. The listing can be found at the Agency information icon under Listing of Related Entities - ARELLO, and then select Directory. All applicants will need to contact our Education Department for exact requirements since all agreements differ in some aspect or another.

If a state or jurisdiction has not entered into an agreement with Oklahoma, the general rule is that if a nonresident active licensee possess: 1) a minimum of two (2) years active experience out of the previous five (5) years as a sales associate or broker respectively, 2) provides a certificate of license history verifying such and indicating that the license is in good standing in their state or jurisdiction of licensure, 3) completes all appropriate forms and pays all required fees, 4)make a passing score on the examination and 5) the application has received final approval, the nonresident licensee may obtain a nonresident Oklahoma license.

CO-BROKERAGE ARRANGEMENTS

Oklahoma allows that a broker of this state may participate in a cooperative brokerage arrangement with a broker of another jurisdiction provided that each broker conduct real estate activities only in the state or jurisdiction in which they are licensed.





SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone : (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended Time (Additional time requested: _____)
- Large-Print written examination
- Other _____
- Out-of-State Testing Request (this request does not require additional documentation) _____

Site requested: _____

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 800-733-9267 x6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.

PSI
3210 E Tropicana
Las Vegas, NV 89121