

**Equivalent Experience Point Waiver Form  
 For Provisional Sales Associate / Sales Associate License Experience  
 Adopted July 1, 1993**

The following point system was adopted by the Oklahoma Real Estate Commission as an internal guideline to assist in determining whether or not a broker applicant who has not completed a two year provisional sales associate/sales associate license period may qualify with equivalent experience.

**NOTE:** The granting of a waiver shall not waive any education requirement thereby requiring the applicant to successfully complete and possess evidence of the pre-license and post-license education requirements for a provisional sales license and the pre-license education requirement for a broker license.

Minimum points required for establishing the two year equivalency is 100 points.

Applicants are required to submit appropriate documentation for each category claimed.

**EDUCATION:** You may receive points from only one selection in the education category and you must attach a **copy** of a certified college transcript verifying your selection.

**POINTS**

	<u>Non-Real Estate Emphasis</u>	<u>With Real Estate Minor</u>	<u>With Real Estate Major</u>	<u>Juris Doctor</u>
30-59 College Credit Hours	10			
60-89 College Credit Hours	20			
90+ College Credit Hours	30			
Bachelor's Degree	40	58	75	
Master's or More	50	68	100	
Juris Doctor				100

**POINTS**

**Previous Active License Experience: You may receive points for previous licensed experience that was more than 4 years ago but not more than 10 years ago.**

Each year licensed as a broker between 4 and 10 years ago - **10 points per year.**

Each year licensed as a provisional sales associate/sales associate between 4 and 10 years ago - **8 points per year.**

**Transaction Experience: You may receive points for experience that was real estate related during the past 7 years.**

Each documented residential transaction in which you were a principal (owner) without the assistance of a real estate licensee (personal residences excluded) - **5 points each**

Each documented commercial transaction in which you were a principal (owner) without the assistance of a real estate licensee - **7 points each**

Each documented residential transaction in which you were an employee of the owner (employee of builder, developer, corporation, etc.) and acted without the assistance of a real estate licensee - **7 points each**

Each documented commercial transaction in which you were an employee of the owner (employee of builder, developer, corporation, etc.) and acted without the assistance of a real estate licensee - **10 points each**

**Property Management Transaction Experience: You may receive points for transaction experience as a property manager if you were the principal (owner) or an employee of the owner during the past 7 years.**

Each year of documented property management of 5 residential units or more in which you were a principal (owner)  
**5 points each year**

Each year of documented property management of 5 commercial units or more in which you were a principal (owner)  
**7 points each year**

Each year of documented property management of 5 residential units or more in which you were an employee of the owner  
**7 points each year**

Each year of documented property management of 5 commercial units or more in which you were an employee of the owner  
**9 points each year**

**Real Estate Related Governmental Experience: You may receive 5 points per year for experience within the last 7 years as a governmental employee in areas of real estate regulation, real estate financing, or real property asset management.** (Clerical and general support personnel experience not eligible)

**Allied Field Experience: You may receive 5 points per year for documented experience within the last 7 years in one of the following areas:** (Clerical and general support personnel experience not eligible)

Abstracting and/or Title Service  
Real Estate Financing  
Real Estate Appraising

### **SPECIAL POINTS**

**In a case where an applicant has accumulated 75 points or more in the above categories, additional points may be added by using the following:**

**2 points** for each month licensed as an active provisional sales associate/sales associate in the immediate preceding 12 months for a maximum of **6 months**.

**4 points** for each hour of continuing education courses attended within the preceding 12 months for a maximum of **6 hours**. (No credit will be given if such hours are part of the broker pre-license education course or if such hours are being utilized for an upcoming license renewal.)

**REMINDER:** The granting of a waiver shall not waive any education requirement thereby requiring the applicant to successfully complete and possess evidence of the pre-license (90 clock hours) and post-license (45 clock hours) education requirements for a provisional sales associate license and the broker (90 clock hours) pre-license education requirement for a broker license.

**OKLAHOMA REAL ESTATE COMMISSION**  
**Provisional Sales Associate/ Sales Associate License Experience**

**Equivalent Point System**  
**May, 2011**

Minimum points required for establishing the two year equivalency is 100 points. All credits given must be properly **documented and attached.**

POINTS

Education (see attached) \_\_\_\_\_

License Experience (see attached) \_\_\_\_\_

Transaction Experience (see attached) \_\_\_\_\_

Residential or Commercial \_\_\_\_\_

Property Management \_\_\_\_\_

Real Estate Related Governmental Exp. \_\_\_\_\_

Allied Field Experience (see attached) \_\_\_\_\_

**SPECIAL POINTS** (see attached)

\_\_\_\_\_ Months Licensed (max. 6 months) \_\_\_\_\_  
2 points each month

\_\_\_\_\_ CE Courses (max. 6 clock hours) \_\_\_\_\_  
4 points each hour

**TOTAL** \_\_\_\_\_

I have read the Oklahoma Real Estate License Code and Rules and I understand that I must successfully complete the applicable education requirements and examination within 60 days of approval or I will be required to reapply and up-date the documentation for this waiver.

Applicant Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Approved on \_\_\_\_\_ By \_\_\_\_\_