

**Provisional Sales Associate / Sales Associate License Experience**  
**Equivalent Point System**  
Adopted July 1, 1993

The following point system is hereby adopted as an internal guideline in determining whether or not a broker applicant who has not completed a two year sales associate license period may qualify with equivalent experience.

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

Applicants are required to submit appropriate documentation for each category claimed. Then wait for final approval. After final approval and testing all documents will be returned to applicant.

EDUCATION: (only one selection from this category) attach a certified college transcript.

POINTS

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

Active License Experience (more than 5 years not over 10 years ago)

Each year licensed as a broker between 5 and 10 years ago - 10 points per year

Each year licensed as sales associate between 5 and 10 years ago - 8 points per year

Transaction Experience (real estate related during past 7 years)

Each documented residential transaction wherein applicant acted as principal (excludes personal residences) - **5 points each** (max. 5 transactions) without Broker assistance.

Each documented commercial transaction wherein applicant acted as principal - **7 points each** ( max. 5 transactions) without Broker assistance.

Each documented residential property transaction as employee of owner (employee of builder, developer, corp., etc.) - **7 points each** (max. 5 transactions) without Broker assistance.

Each documented commercial transaction as employee of owner (employee of builder, developer, corp., etc.) **10 points each** (max. 5 transactions) without Broker assistance.

Property Management Transaction Experience (during the past 7 years)

Each year of documented property management of 5 residential units or more as principal - **5 points each year**

Each year of documented property management of 5 commercial units or more as principal - **7 points each year**

Each year of documented property management of 5 residential units of more as employee - **7 points each year**

Each year of documented property management of 5 commercial units of more as employee - **9 points each year**

Real Estate Related Governmental Experience (Past 7 years)

Each year of Governmental Employment in areas of real estate regulation, financing, insurance, or management - **5 points each year**

Allied Field Experience (Past 7 years)

**5 points for each documented year's experience** in the following areas: (Clerical and general support personnel experience not eligible)

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

SPECIAL POINTS

In any case where an applicant has accumulated **75 points or more** in the above categories, additional points may be attributed to the following:

**2 points** for each month licensed as an active sales associate in the immediate preceding 12 months. **(max. 6 months)**

**4 points** for each hour of continuing education courses attended in addition to any courses attended for the purpose of meeting the 75 hours broker course requirement. **(max. 6 hours)**

**OKLAHOMA REAL ESTATE COMMISSION**  
**Provisional Sales Associate Sales Associate License Experience**  
**Equivalent Point System**

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.  
(see attached) \_\_\_\_\_

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

**SPECIAL POINTS** (see attached)

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

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

**BROKER'S COURSE NOT ELIGIBLE**

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

I have read the Commission's published booklet entitled "Guidelines for Establishing and Maintaining a Trust Account" in its entirety. I also understand that if I do not sit for the test within six months of the date below, I will be required to up-date the documentation for this waiver.

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

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

Final Approval:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Educational Program Director