

**Bucks County Real Estate Institute**  
**Policies & Procedures**

**Effective Date:** October 1, 2026

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## **I. Introduction**

### **Mission Statement**

The Bucks County Real Estate Institute (BCREI) provides high-quality training and education programs in various categories related to real estate, that meet the continuing education requirements of the Pennsylvania Real Estate Commission (PAREC) and the National Association of REALTORS® (NAR). Our goal is to elevate the professionalism, competency, ethical standards, leadership, and long-term success of real estate professionals through innovative, high- quality education that benefits both the industry and the communities we serve. The policies found in this manual are in addition to, not a replacement for, the BCREI By-laws.

### **Location**

BCREI physically operates at 1452 Old York Road, Warminster, PA 18974, located within the Bucks County Association of REALTORS® (BCAR) offices.

### **Governance**

BCREI is licensed by the Pennsylvania Real Estate Commission and is accredited as a provider of Continuing Legal Education by the Pennsylvania CLE Board. Governance of BCREI is overseen by a Board of Trustees. The school is operated by a School Director and a Director of Education.

### **Conflict of Interest Policy**

The Board of Trustees of BCREI must always act in the best interests of BCREI and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, Board of Trustee members shall disclose any potential conflict of interest to the Board and/or to the School Director.

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## **II. Administrative Structure**

- The BCAR Chief Executive Officer serves as the School Director.
- The School Director and Director of Education oversee:
  - Curriculum development
  - Instructor credentialing and compliance

- Student recordkeeping
- Daily school operations, in compliance with PAREC and PA CLE regulations
- Under the direction of the Board of Trustees, the CEO and Director of Education plan, implement, and evaluate all school policies, programs, and activities

### **Board of Trustees**

- As outlined in Article V of the BCREI Bylaws, the Board consists of 7–11 trustees divided into four classes (Class I–IV). Trustees need not be residents of Pennsylvania, but they must be active in the Pennsylvania real estate industry and must be a member in good standing of BCAR.
- A majority constitutes a quorum for conducting business. The act of a majority of the trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees, except where otherwise provided by law.
- Officers include the Chairperson, Vice-Chairperson, and Treasurer (per Article VI of the Bylaws).
- Conflict of Interest Policy & Procedures
  - In connection with any actual or possible conflict of interest, an interested person (any Trustee or officer, who has a direct or indirect financial interest) must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Trustees.
  - After disclosure of the financial interest and all material facts, the remaining Board of Trustees shall decide if a conflict of interest exists.
- Disclaimer
  - BCEI classes do not render real estate, legal, accounting, or other professional services or advice. The programs are designed to help real estate professionals maintain their professional competence.

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### **III. Program Offerings**

- BCREI is committed to fostering a culture of professionalism, ethical conduct, cooperation, fair housing and consumer advocacy through educational programming.

- BCREI may offer educational programming related to emerging technologies, artificial intelligence, cybersecurity, data privacy, digital marketing, and evolving industry trends to help licensees remain competitive and informed.
- Continuing Education (CE) as required by the PA Real Estate Commission (PAREC) – 14 hours required every two years, including:
  - Mandatory topics designated by PAREC each cycle
  - Electives approved by PAREC—all courses are submitted by BCREI to the PAREC for approval.
- Continuing Legal Education (CLE) as required by the PA Continuing Legal Education Board - 12 hours required every year
- Designation & Certification Courses – Licensed by NAR
- Broker Pre-Licensure Courses as required by the PA Real Estate Commission
- Any other programs deemed necessary and appropriate by the School of Director and/or Board of Trustees

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#### **IV. Instructor Requirements**

- All instructors must be licensed Pennsylvania real estate instructors and must meet PAREC standards (49 Pa. Code §35.353)
- Applicants are reviewed and approved by BCREI School Director.
- BCREI renews instructor approval annually
- Subject matter expertise and strong teaching skills are required to foster an engaging, inclusive, and practical learning environment. Public speaking experience preferred
- Self-promotion of personal brokerage or business is prohibited
- Instructors are required to follow BCREI's timeline for submitting reference and resource materials prior to the class.
- There is an expectation that instructors will promote their courses and the school wherever practical.

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#### **V. Course Delivery & Attendance Requirements**

- **Formats:** In-person, live virtual (Zoom), or hybrid
  - **Participation:** Active engagement required; cameras must be on for virtual sessions
  - **Attendance Requirements:**
    - CE Courses – minimum 90% attendance for credit
    - Pre-Licensure – minimum 80% attendance per PAREC regulations
    - Partial credit is not permitted
    - CLE courses -minimum 80% attendance for credit
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## **VI. Grading & Certificates**

### **Pennsylvania Pre-Licensing Education**

- Final exam required; passing score is dictated by the PAREC.
- NAR designation/certification courses classified as broker pre-licensing follow the same requirement as other pre-licensing classes

### **PA Continuing Education**

- No final exam unless specified

### **PA CLE**

- No final exam

### **Transcripts**

- Issued electronically within 5–7 business days
  - Pennsylvania is a self-reporting state for CE; students must maintain records for possible audit
  - For CLE, BCREI will submit the credits within 5-7 business days
  - BCREI maintains real estate continuing education transcripts for 4 years in compliance with PAREC regulations
  - BCREI maintains legal education continuing education records for 4 years in compliance with PA CLE Board
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## **VII. Student Conduct**

- Recruiting licensees or employees during any school function is prohibited under PAREC rules (49 Pa. Code §35.354)
  - BCREI strives to provide a safe, accessible, and supportive educational experience for all students through responsive communication, reasonable accommodations where appropriate, and diverse learning opportunities.
  - Students are expected to act in a safe, reasonable and courteous manner. Disruptive behavior will not be tolerated and may result in removal from the class, without a refund.
  - Weapons are prohibited in any building in which BCREI is conducting classes.
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## **VIII. Enrollment & Tuition**

- Registration is available online or by phone
- Payment is due at time of registration
- Walk-in registration is allowed if seats are available

### **Refund Policy**

- **Live Classes:** Refund (minus cancellation fee) if student cancels at least 72 hours prior; cost of materials may be deducted for broker/designation courses
  - **Virtual Classes:** Refund if student cancels no later than the day before class
  - No refunds once a course has started or if student is dismissed for policy violations
  - Exceptions are considered for documented emergencies
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## **IX. Recordkeeping & Confidentiality**

- Continuing education records maintained for 4 years (PA Code 49 §35.360)
  - Continuing legal education records maintained for 4 years (PA Code 29 §23.88)
  - All other student records retained for 10 years
  - Records include registration, attendance, exam results, and certificates
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## **X. Regulatory Compliance**

- BCREI complies with all PAREC requirements under Title 49, Chapter 35 of the Pennsylvania Code
  - BCREI complies with all PACLE Board requirements under Title 204, Chapter 82 of the Pennsylvania Code
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## **XI. Non-Discrimination & Harassment Policies**

BCREI complies with federal and state nondiscrimination laws. BCREI does not discriminate based on race, religion, color, sex, sexual orientation, gender identity, national origin, age, genetic identity, marital status, veteran status, or disability.

BCREI employees will not engage in nor tolerate sexual or any other form of unlawful harassment of its staff, instructors, or students. Prohibited harassment includes all unwelcome behavior based on a protected characteristic where the purpose or effect of the behavior is to create a hostile, abusive or intimidating environment, or where the behavior otherwise adversely affects an individual's ability to participate in BCREI-related activities, or otherwise adversely affects BCREI staff.

BCREI will not engage in nor tolerate any form of abusive conduct by a BCAR member or BCREI student toward other members, BCREI staff or the public. Abusive conduct is defined as any physical, verbal, or nonverbal conduct undertaken with malice or intent to harm, that a reasonable person would find hostile, offensive, humiliating, intimidating, and unrelated to BCREI's legitimate interests. BCREI students who engage in this type of behavior will be asked to leave the premises.

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## **XIII. Emergency Closures**

- Cancellations due to inclement weather or emergencies will be announced via email, the BCREI website, and social media
  - Rescheduling options will be provided when possible
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## **XIV. Updates & Revisions**

- This manual will be reviewed and updated as needed to reflect changes in laws and regulations

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**Contact Information**

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