



BUCKS COUNTY
REAL ESTATE
INSTITUTE

SIMPLE STEPS TO OBTAIN YOUR PA BROKER'S LICENSE



BUCKS COUNTY
ASSOCIATION
of
REALTORS®



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Pennsylvania Broker License Check List

Requirements are listed in the

[PA Real Estate Commission - Examination for Broker License](#)

Application must be made online through the Pennsylvania [PALS system](#).



*Quick View STEPS to Becoming a PA Real Estate Broker	Check when Accomplished
1. Candidate must be 21 years of age or older and a high school graduate or have passed a high school general education equivalency examination.	
2. Complete 16 credits (240 hours) of approved broker real estate education	
3. Have worked three (3) years as a licensed real estate salesperson prior to beginning the Broker Pre-Licensure process.	
4. Document 200 points earned by specific experience.	
5. Complete the online PA Broker Examination Application and submit supporting documentation	
6. After approval of your application, register to sit for the PA Broker's Exam.	

***Please note:**

This booklet is provided as a quick outline of the requirements for the prelicensure work needed to sit for the Broker's Examination. The PA Real Estate Commission's regulation link needs to be referenced for your specific questions.



Pennsylvania Broker Education Requirements



Broker Pre-Licensure Education

All applicants are required to take **16 credits (or 240 hours)** of instruction as outlined below. (There is an education exception for those with a Bachelor's degree with a major in Real Estate or a Juris Doctor degree).

1. Required Credits – Commission Developed/Approved

4 credits (60 hours)

Real Estate Law -2 credits (30 hours)

Real Estate Office Management – 2 credits (30 hours)

2. Required Credits – Take a minimum of 3 required courses from the following commission-developed/approved Broker course list.

Each Class is 2 Credits (30 hours)

6 credits (90 hours)

Real Estate Finance

Real Estate Investment

Residential Property Management

Non-Residential Property Management

Real Estate Sales

Residential Construction

Valuation of Residential Property

Valuation of Income Producing Property

3. Remaining Credits - 6 credits (90 hours) can be from the courses listed section 2 above or other Broker Approved elective classes*

(ex: ABR- *Accredited Buyer Representative*- Class = 1 Credit(15 hours)

6 credits (90 hours)

Total=16 credits (240 hours)

*A maximum of 4 credits per area of real estate study or course is allowed.

*Always inquire with the Real Estate Institution/School that the elective course is approved as a PA Broker Pre-licensure class.

*1 broker credit = 15 hours



Broker Pre-Licensure Education Checklist



Course Category	Course Name	Course Credits(Hours)	Course Completion Date
REQUIRED	Real Estate Law	2 (30)	
REQUIRED	Real Estate Office Management	2 (30)	
REQUIRED		2 (30)	
REQUIRED		2 (30)	
REQUIRED		2 (30)	
	Total:	16 (240)	



Broker Pre-Licensure Experience



Licensed applicants must also complete and document a minimum of 3 years of real estate experience by documenting 200 points using the following point system:

1.) Residential

Sale	5 points	
Exclusive listing which sold	5 points	
Unsold exclusive listing	1 points	
Active/expired lease		1 point

2.) Commercial

Sale	5 points	
Exclusive listing which sold	5 points	
Unsold exclusive listing	1 points	
Active/expired lease	1 point	

3.) Property Management Assistance

For each month of full-time employment in property management assistance, an applicant will be granted 6 points. A month of full time employment is defined as a month in which the applicant devoted his/her full time to performing in this capacity and which the applicant did not perform or earn points for any other real estate activity.

(If you are a licensed salesperson in another state, and you are using experience from that state, you must submit a Certificate of License History from that state.)



BROKER EXPERIENCE CHART

(Use this chart to keep track of the experience you must document when you complete the PA Broker Exam application online)



Complete a separate chart for each employer. List each activity separately.

A. **ACTIVITY TYPE:** Sale, Exclusive listing sold, exclusive listing unsold, lease, property management

B. **DATE TRANSACTION COMPLETED:** If you listed and sold the same property, provide both dates

C. **Point Earned:** See attached explanation of points.

APPLICANT'S NAME:

Activity Type	PROPERTY TYPE	LOCATION Street, City, State	REPRESENTATION (Circle all that apply)		DATE M/D/YY	Points EARNED
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		