



SIMPLE STEPS TO OBTAIN YOUR PA BROKER'S LICENSE

BUCKS COUNTY
REAL ESTATE
INSTITUTE



BUCKS COUNTY REAL ESTATE INSTITUTE
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Pennsylvania Broker License Checklist

Requirements are listed in the
[PA Real Estate Licensing and Registration Act \(RELRA\)](#)



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.	



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. Mandatory Classes – Commission Developed and Approved
4 credits (60 hours)

- Real Estate Law - 2 credits (30 hours)
- Real Estate Office Management – 2 credits (30 hours)

2. Core Classes – Take a minimum of 3 core courses from the following commission-developed Broker course list.

Each Core Class is 2 Credits (30 hours)

6 credits (90 hours)

- Real Estate Finance
- Real Estate Investment
- Real Estate Sales
- Valuation of Residential Property
- Residential Constructions
- Residential Property Management
- Basic Appraisal Procedures
- Basic Appraisal Principals

3. Elective Classes – Take an additional 6 credits (90 hours) from the courses listed above or other approved elective classes

(ex: ABR- *Accredited Buyer Represenative* - 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
Mandatory	Real Estate Law	2 (30)	
Mandatory	Real Estate Office Management	2 (30)	
Core		2 (30)	
Core		2 (30)	
Core		2 (30)	
Elective			
Elective			
Elective			
Elective			
Elective			
Elective			
	Total:		



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		