



*Polley's Guide  
to becoming a*

# **Pennsylvania Broker**

*It's easier than you think!  
Take courses with Polley  
in the classroom or online!*



**Polley  
Associates**  
® Real Estate Education

**Polley Associates, Real Estate Education**

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As of August 2018



## Broker Education Requirements

To become a broker in Pennsylvania applicants must earn **16 credits which are equal to 240 hours** of pre-broker instruction. One credit will be granted for a 15-hour Polley Pre-Broker course. Two credits will be granted for a 30-hour Polley Pre-Broker course. Applicants may take **live classroom** or **online courses**.

If you hold a four-year college real estate degree, real estate masters, real estate doctorate or a Juris Doctor Degree you may qualify for an education exemption. See state form 56-SPOA 2103 to see if you qualify.

## Mandatory Commission-Developed Courses (*Both courses required*)

The Real Estate Commission requires all applicants to take the two courses noted below. They are mandatory. These required courses account for four credits of 16 credits needed.

**Real Estate Law** (2 credits, 30 hours)

**Real Estate Office Management** (2 credits, 30 hours)

## Commission-Developed Courses\* (*Need at least 3/Can take more*)

In addition to the required credits the real estate commission requires the applicant to choose a minimum of three courses from the following commission developed course list. They must account for at least six credits of your 16 needed education credits.

**Each course below is 2 credits (30 hours).**

**Real Estate Finance**  
**Real Estate Investment**  
**Real Estate Sales**  
**Residential Construction**

**Residential Property Management**  
**Basic Appraisal Procedures**  
**Basic Appraisal Principles**

*\*To be considered "Commission Developed," the courses above must be taken in CLASSROOM only.*

## Elective Courses or More Commission-Developed Courses (*to complete remaining hours as needed*)

The last remaining six credits of education can come from either the commission-developed courses listed above or from elective courses.

Polley regularly offers 1 credit and 2 credit elective courses. An example of an elective course would be the (ABR) Accredited Buyer Representation Course (1) credit; 15 hours. Polley offers numerous other elective courses. Please see the Polley Associates' schedule for more courses.

### Important Items to Remember:

- A maximum of four credits can be applied for each course and area of study.  
Example: You wouldn't be able to use more than four credits of appraisal courses.
- All ONLINE Broker courses are considered electives.



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current as of: August 2018



Please use this chart to track your courses.

Type	Course Name	Credit	End Date	Location
Mandatory	Real Estate Law			
Mandatory	Real Estate Office Management			
Com. Dev.				
Com. Dev.				
Com. Dev.				
Com. Dev. or Elective				
Com. Dev. or Elective				
Com. Dev. or Elective				
Com. Dev. or Elective				
Com. Dev. or Elective				
Com. Dev. or Elective				

16 total

- Always ask a course provider if the course you are taking is approved by the PA Real Estate Commission. All Polley Associates Broker Pre-License education courses are PA approved.
- Courses must be completed within 10 years prior to the date of successfully completing the broker licensing exam.





## **Experience Requirements**

Applicants must have completed a minimum of three years as a licensed salesperson before applying to become a broker.

While being licensed as a real estate salesperson, broker candidates are expected to have accumulated a minimum of 200 experience points. Please see the point system below.

### **Residential Point System**

- |                                 |          |
|---------------------------------|----------|
| 1. Sale                         | 5 Points |
| 2. Exclusive listing which sold | 5 Points |
| 3. Unsold exclusive listing     | 1 Point  |
| 4. Lease                        | 1 Point  |

### **Commercial/Industrial Point System**

- |                                 |          |
|---------------------------------|----------|
| 1. Sale                         | 5 Points |
| 2. Exclusive listing which sold | 5 Points |
| 3. Unsold exclusive listing     | 1 Point  |
| 4. Lease                        | 5 Points |

### **Property Management Assistance**

Points are awarded only for full-time property management employment wherein no other points can be earned. The commission will grant six points per month for property management assistance.





## Use this form to track your experience history

**Duplicate this form as many times as you need.**

Activity Type	Property Type	Address of Property	Involved Parties Include Names	Date	Points Earned
			Buyer/Lessee: Seller/Lessor:		
			Buyer/Lessee: Seller/Lessor:		
			Buyer/Lessee: Seller/Lessor:		
			Buyer/Lessee: Seller/Lessor:		
			Buyer/Lessee: Seller/Lessor:		
			Buyer/Lessee: Seller/Lessor:		
			Buyer/Lessee: Seller/Lessor:		
			Buyer/Lessee: Seller/Lessor:		
			Buyer/Lessee: Seller/Lessor:		
			Buyer/Lessee: Seller/Lessor:		
			Buyer/Lessee: Seller/Lessor:		





## Checklist to becoming a Pennsylvania Broker

	<p><b>1. Take 16 Credits of pre-broker education with Polley Associates and chart your experience during the process to ensure you have acquired the minimum number of experience points.</b></p>
	<p><b>2. Fill out the broker exam application in your PALS account (<a href="http://www.pals.pa.gov">www.pals.pa.gov</a>). This is your account used for CE renewal as well. If you do not have a PALS account for some reason, you will need to create one. Be sure to upload all the required documents.</b></p>
	<p><b>3. Sign up for Polley's one-day Broker Exam Prep Course.</b></p>
	<p><b>4. After receiving your approval to sit for the Broker's Exam, schedule your exam date with PSI Exams. (1.800.733.9267 or <a href="http://www.psiexams.com">www.psiexams.com</a>). After passing the exam, apply for your broker license in the PALS system.</b></p>
	<p><b>5. Order new business cards showcasing your broker's license. Congratulations, you're all done!</b></p>

**Questions? Please contact us!**  
We are always happy to help you determine your ideal course path based on your schedule, location, and class interests.

Email: [polley@polleyassociates.com](mailto:polley@polleyassociates.com)

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