



Polley ASSOCIATES
SCHOOL OF REAL ESTATE

Guide to Becoming a Real Estate Broker

*It's easier than you think!
Take courses with Polley in the
classroom, via live-stream,
or self-paced online.*

www.polleyassociates.com

3129 West Chester Pike | Newtown Square, PA 19073

Phone: (610) 353-6776 or (800) 220-2789 | Email: polley@polleyassociates.com

Current as of June 2022



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 **courses in classroom, via live-stream, or self-paced online.**

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

Residential Construction

Basic Appraisal Principles (*Classroom only*)

Real Estate Investment

Residential Property Management

Basic Appraisal Procedures (*Classroom only*)

Real Estate Sales

Valuation of Residential Property

Valuation of Income Producing Property

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.

An example of a one credit (15 hours) elective course would be the (ABR) Accredited Buyer Representation Course. Commercial Real Estate Brokerage, which is a self-paced online course, is an example of a two credit elective offering. Please see the Polley Associates' website or call us for more course information.

Important Note Regarding Course Plans:

- *A maximum of four credits can be applied for each course and area of study. For example: You wouldn't be able to use more than four credits of appraisal courses toward your broker's license. Valuation of Residential Property, Valuation of Income Producing Property, Basic Appraisal Principles, and Basic Appraisal Procedures are all from the content area of appraisal. A maximum of four credits (60 hours) can apply toward requirements in any given content area.*

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Course Tracking Chart

Type	Course Name	Credit(s)	End Date	Provider
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				
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 are valid for 10 years from the close date of the course.

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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.

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Sample Tracking Form

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

Note: This is a sample chart method to organize your experience points. All license applications are done via the online licensing system. We recommend you use the above as a guide, but create a digital chart using a spreadsheet or word processing program.

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Checklist to becoming a Pennsylvania Broker

	<p>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.</p>
	<p>2. Fill out the broker exam application in your PALS account (www.pals.pa.gov). 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.</p>
	<p>3. Sign up for Polley's Broker Exam Prep Course.</p>
	<p>4. After receiving your approval to sit for the Broker's Exam, apply for your exam with PSI Exams via email, mail, or fax.</p>
	<p>5. After your application is processed by PSI, you will be able to schedule a date and time for your exam at www.psiexams.com OR by phone.</p>
	<p>5. Order new business cards showcasing your broker's license. Congratulations, you're all done!</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.

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