



SIMPLE STEPS TO OBTAIN YOUR PA BROKER'S LICENSE



**POCONO REAL ESTATE
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Pennsylvania Broker License Checklist

Requirements have been taken from

[PA Real Estate Licensing and Registration Act \(RELRA\)](#)

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

STEPS to Becoming a PA Real Estate Broker	Date Completed
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 Brokers 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. (Check to see if you qualify for the education exception if you hold 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

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 Credit (Hours)	Course Completion Date
Mandatory			
Mandatory			
Core			
Core			
Core			
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:

4. Residential

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

5. Commercial

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

6. 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 or they/their 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

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. **POIN EARNED:** See attached explanation of points

Applicants Name: _____

Activity Type	Property Type	Location	Representation	Date	Points Earned