



Polley ASSOCIATES
SCHOOL OF REAL ESTATE

Guide to Becoming a Real Estate Broker

It's easier than you think!

Take Courses with Polley Associates
in the **Classroom**, via **Livestream**,
or **Self-Paced Online**

www.polleyassociates.com



610-353-6776



polley@polleyassociates.com



Administrative Office: 3129 West Chester Pike, Newtown Square, PA 19073





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
Real Estate Investment	Residential Property Management	Basic Appraisal Procedures
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				

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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Current as of July 2023



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

	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.
	2. In order to be approved to sit for the Broker or Cemetery Broker examinations, you must visit www.pals.pa.gov and submit the application for the initial broker license that you wish to obtain once you have passed your examinations. The application will require you to pay the \$40.00 examination fee and provide the educational transcripts, experience charts, and other documentation necessary to determine your qualifications.
	3. Sign up for Polley's Broker Exam Prep Course.
	4. When you have been approved, you will be notified that you may register for the exam. Once you have passed the exam, you can upload the passing score sheets to your broker license application.
	5. Order new business cards showcasing your broker's license. Congratulations, you're all done!

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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Broker Education Requirements

Broker Education Requires 16 Credits (240 Hours)



2 Required Courses

Must Take the Two Mandatory Courses Developed by the Real Estate Commission

Real Estate Law

30 Hours | 2 Credits

Real Estate Office Management

30 Hours | 2 Credits

16 Credits
(240 Hours)

No more than four credits of the same topic count toward a broker license. Please contact our office or stop by today for more information. We are always ready to help guide you on the next step of your real estate career.

All enrollments are accepted on a first-paid, first-confirmed basis. A student has not reserved a place in class until registration is complete and tuition is paid in full. Prices as of 06/6/2023.

*Prices are subject to change without notice. *Shipping fees may apply. Please visit www.polleyassociates.com for the most current information.*

3 Commission Developed Courses

Must Pick Three Commission Developed Courses (May take more)

Real Estate Finance

30 Hours | 2 Credits

Real Estate Investment

30 Hours | 2 Credits

Real Estate Sales

30 Hours | 2 Credits

Residential Construction

30 Hours | 2 Credits

Residential Property Management

30 Hours | 2 Credits

Basic Appraisal Principles

30 Hours | 2 Credits

Basic Appraisal Procedures

30 Hours | 2 Credits

Valuation of Residential Property

30 Hours | 2 Credits

Valuation of Income Producing Property

30 Hours | 2 Credits

Elective Courses

Choose Your Remaining Six Credits From Below or Take Additional Commission Developed Courses

Accredited Buyer Representative®

15 Hours | 1 Credit

Seller Representative Specialist®

15 Hours | 1 Credit

Senior Real Estate Specialist®

15 Hours | 1 Credit

Real Estate Negotiation Expert

15 Hours | 1 Credit

NAR® Green Designation:

People, Property, Planet, Prosperity

15 Hours | 1 Credit

Forms Used in Real Estate

15 Hours | 1 Credit

Commercial Real Estate Development

30 Hours | 2 Credits

Commercial Real Estate Brokerage

30 Hours | 2 Credits - Online Only