

## **Applying for Approval to Sit for the Broker's Exam**

- Step 1. Go to [www.pals.pa.gov](http://www.pals.pa.gov) and login using the same user ID and password you use when you renewed your license online. All applications must be submitted through this system.
- Step 2. Update any changes to your personal information and choose "Save." If you have no changes, scroll to the bottom and select the "No Changes" button to move to the next screen.
- Step 3. Scroll to the bottom of the screen and select "Apply for New License." Select "Real Estate Commission" and the license type for which you are applying (e.g. "Associate Broker (AB)-Standard" or "Broker – Sole Proprietor"); Answer the question about whether or not you have previously held the same license in another state, and select "Next" to confirm you are applying for the license.
- Step 4. Print or email the checklist and make sure you supply all the necessary documents. If you are missing ANY of the required documentation on the checklist, your application will not proceed. Any application started and not completed in full within a six-month time frame may require updates and/or further payment before being submitted.
- Step 5. Wait for approval. Approval times can vary based on many factors. If you have not received approval within 10 business days, we suggest contacting the Real Estate Commission directly.
- Step 6. Once you have received your approval from the Real Estate Commission, you may register for your broker exam with the national testing company (full candidate brochure available in the Broker Exam Prep spiral).