



**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](http://www.polleyassociates.com)



610-353-6776



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

<b>Real Estate Finance</b>	<b>Residential Construction</b>	<b>Basic Appraisal Principles</b>
<b>Real Estate Investment</b>	<b>Residential Property Management</b>	<b>Basic Appraisal Procedures</b>
<b>Real Estate Sales</b>	<b>Valuation of Residential Property</b>	
	<b>Valuation of Income Producing Property</b>	

### 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

	<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>
	<b>2. In order to be approved to sit for the Broker or Cemetery Broker examinations, you must visit <a href="http://www.pals.pa.gov">www.pals.pa.gov</a> 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.</b>
	<b>3. Sign up for Polley's Broker Exam Prep Course.</b>
	<b>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.</b>
	<b>5. Order new business cards showcasing your broker's license. Congratulations, you're all done!</b>

### 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-come, first-served basis. A student has not reserved a place in class until registration is complete and tuition is paid in full. Prices as of 6/6/2023.  
Prices are subject to change without notice. \*Shipping fees may apply. Please visit [www.polleyassociates.com](http://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



CheckList Name	Instructions
<b>Application</b>	Please follow all directions. Any discrepancies will cause a delay in the issuance of a license. If this application is not completed within six months, updates of certain sections and supporting documents will be required. All background check documents cannot be older than 90 days from the date of issuance. You may not practice in the Commonwealth of Pennsylvania until you have been issued a license.
<b>Application Fee</b>	An application fee of \$97.00 is required. Please note that all fees are non-refundable.
<b>Criminal History Check</b>	<p>Provide a recent Criminal History Records Check (CHRC) from the state police or other state agency <b>that is the official repository for criminal history record information</b> for every state in which you have lived, worked, or completed professional training/studies for the past five (5) years. The report(s) must be dated within 180 days of the date the application is submitted. For applicants living, working, or completing training/studies in Pennsylvania, your CHRC request will be automatically submitted to the Pennsylvania State Police upon submission of this application. The PATCH fee will be included at checkout. Your PA CHRC will be sent directly to the Board/Commission. You will be notified if additional action is required. For individuals living, working, or completing training/studies outside of Pennsylvania during the past five (5) years, in lieu of obtaining individual state background checks, you may elect to provide BOTH a state CHRC from the state in which you currently reside, AND your FBI Identity History Summary Check, available at <a href="https://www.fbi.gov/services/cjis/identity-history-summary-checks">https://www.fbi.gov/services/cjis/identity-history-summary-checks</a>.</p> <p>Please note: For applicants currently living, working, or completing training/studies in California, Arizona, or Ohio: Due to the laws of these states, the Board is not an eligible recipient of CHRC's or your CHRC will not be issued to you for upload to the Board. Please obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check, available at the link noted above.</p>
<b>Employer Verification</b>	YOU DO NOT NEED TO COMPLETE THE EMPLOYING BROKER INFORMATION SECTION IN THE BODY OF THE APPLICATION. Once the application fee has been paid and the application has been submitted, you must download the Employer Verification form from the checklist on your dashboard. Then you must have your prospective employing broker complete and sign the form, and upload it to the checklist item for review. To download/upload documents, locate the application in the "Activities" section of your dashboard, click on the blue plus sign (+) and then click on the pertinent checklist item. To download select the green 'Download' icon, to upload click on 'Multiple'.
<b>Resume Curriculum Vitae</b>	If you gained your experience in an exempt setting, such as attorneys, you must document your experience in a detailed resume listing specific experiences in a combination of the following: (1) counseling in real estate issues or areas where the advice is not primarily legal in scope; (2) Negotiations other than for legal issues; (3) Sale, purchase, management or lease of real estate.