Summary of Broker Education and Experience Requirements

EDUCATION REQUIREMENTS:

The education requirement for all applicants is 16 Credits or 240 hours of instruction. Please note that 1 credit is equivalent to 15 hours. The Commission will apply the following standards in determining whether an applicant has met the requirements.

1. All education must be obtained at:
   A. An accredited college or university;
   B. A Commission-approved Pennsylvania real estate school; OR,
   C. A real estate school, approved by the real estate licensing authority of the jurisdiction where the school is located.

2. An applicant who has obtained a bachelor’s or master’s degree with a major in real estate or a Juris Doctor degree will be deemed to have met the education requirement.

3. All other applicants must obtain 16 credits of real estate instruction.
   - At least 2 credits in the Commission-developed Real Estate Office Management course (Schlicher-Kratz offers Real Estate Brokerage and Office Management I or II).
   - At least 2 credits in the Commission-developed Real Estate Law (Schlicher Kratz offers a Real Estate Law course that is 3 credits).
   - At least 6 additional credits shall be in 3 or more of the Commission-developed courses (also called Prescribed courses) listed in the chart below.
   - The remaining credits in real estate courses may be in the Prescribed or Elective Category.
A. The Commission-developed courses and corresponding Schlicher-Kratz courses are:

<table>
<thead>
<tr>
<th>Commission-Developed (Prescribed) Areas of Study</th>
<th>Name of Course at Schlicher-Kratz Institute</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuation of Income-Producing Property &amp;</td>
<td>Basic Appraisal Principles</td>
<td>2</td>
</tr>
<tr>
<td>Valuation of Residential Property</td>
<td>Basic Appraisal Procedures</td>
<td>2</td>
</tr>
<tr>
<td>Non-Residential Property Management</td>
<td>Not offered at Schlicher-Kratz</td>
<td>NA</td>
</tr>
<tr>
<td>Residential Property Management</td>
<td>Property Management</td>
<td>2</td>
</tr>
<tr>
<td>Real Estate Finance</td>
<td>Mortgage Lending in Today’s Market</td>
<td>1</td>
</tr>
<tr>
<td>Real Estate Investment</td>
<td>Real Estate Investment</td>
<td>1 or 2*</td>
</tr>
<tr>
<td>Residential Construction</td>
<td>Residential Construction</td>
<td>2</td>
</tr>
<tr>
<td>Real Estate Sales</td>
<td>Real Estate Sales</td>
<td>1 or 2*</td>
</tr>
</tbody>
</table>

*Schlicher-Kratz Institute offers multiple courses in these categories. Please check current schedule to determine number of credits each course is worth.

B. In addition, Schlicher Kratz offers these courses which are considered electives:
   1. American Houses – 1 credit
   2. Strategies for Risk Management – 1 credit

C. Credit will not be allowed for courses used to qualify for the salesperson examination.

D. A maximum of four (4) credits will be allowed for each course category and/or area of real estate study.

E. *Active brokers licensed in another state* within the last 5 years must submit a Certificate of License History from that state, dated within 90 days of the date the Broker Exam application is received by the Commission office. The certificate:
   1. Exempts you from retaking the national portion of the examination in PA.
   2. May provide an educational exemption or credit:
      - If the certificate documents 16 credits/240 hours of education or that you have held an active license as a broker for more than 8 years, you will not need to show proof of your education.
      - If the certificate documents less than 16 credits/240 hours of education, 2 credits will be awarded for each year of active practice as a broker in the
licensing state.

F. Designation courses, such as CSP, GRI, CRS, ABR, may be acceptable as credits toward the Broker’s License. Applicants should contact the course provider and the PA Real Estate Commission (717-783-3658) to be sure that the courses are acceptable.

Summary of Education Requirements:

1. Broker course credits are good for 10 years. Therefore, applicants must take the Broker’s Exam and be licensed within 10 years of completing the first course or the first course credit expires.
2. A total of 16 credits are required including a mandatory Real Estate Law course and a mandatory Real Estate Office Management course. A total of at least 10 of the 16 credits must be in Commission-developed courses.
3. Credits must be from 5 different areas of study.
4. No more than 4 credits are allowed from any one area of study.

EXPERIENCE REQUIREMENTS:

A. An applicant must document a minimum of three (3) years of real estate experience.

B. An applicant must acquire 200 points in order to qualify for the real estate broker licensing examination. Points will be acquired based upon the following system:

- Sale (Commercial or Residential)................................. 5 points
- Exclusive listing which sold (Commercial or Residential)...... 5 points
- Unsold exclusive listing (Commercial or Residential).......... 1 point
- Lease (Commercial)................................................... 5 points
- Lease (Residential).................................................... 1 point
- Property Management Assistance............................... 6 points/month

For each month of full-time employment in property management assistance, an applicant will be granted six (6) points. A month of full-time employment is defined as a month in which the applicant devoted his/her full time to performing in this capacity and which the applicant did not perform or earn points for any other real estate activity.
C. An applicant who is not a licensed salesperson may be considered to have fulfilled the requirement if the applicant has three (3) years experience that is the equivalent to three (3) years experience as a licensed salesperson. This experience cannot be in activity that was performed in violation of the Real Estate Licensing and Registration Act or the Commission’s Rules and Regulations. Each applicant’s qualifications will be individually evaluated based upon his/her documented activities.

Applicants who may qualify under this section may include, but not be limited to, attorneys, builder-developers, self-employed real estate investors and government employees.

D. An applicant who offers experience as an attorney in fulfillment of the requirement should have experience beyond such typical real estate-related legal services as preparing deeds, contracts and leases; performing title searches; representing principals at settlement; and conducting settlements. Relevant experience would include, but not be limited to, counseling in real estate issues or areas where the advice is not primarily legal in scope; selling, purchasing or managing real estate, whether for personal use or not; and actively participating in negotiations - other than for legal issues - regarding the sale, purchase or sale of real estate.

E. Real estate broker’s who hold a license in another jurisdiction, that has been active for at least three (3) full years prior to submission of a properly completed license application, is deemed to have fulfilled this experience requirement provided he/she has submitted a notarized statement indicating the specific dates of active practice and a certification of licensure from the real estate licensing authority of that jurisdiction which indicates active licensure of at least three (3) full years.

For further information you may contact:

Pennsylvania Real Estate Commission
Phone: 717-783-3658
Email: ST-realestate@pa.gov
Web site: www.dos.state.pa.us/estate