

## **BROKER APPLICANT WORKSHEET**

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

All applicants must obtain at least

**MANDATORY - 2 credits** in the Commission-developed or approved **Real Estate Office Management** course  
and

**MANDATORY - 2 credits** in the Commission-developed or approved **Real Estate Law** course.

**CORE - 6** of the remaining **12 credits** shall be in **3** or more of the Commission-developed courses

The Commission-developed courses are:

- 1) Valuation of Income-Producing Property (Appraisals)
- 2) Valuation of Residential Property (Appraisals)
- 3) Non-Residential Property Management
- 4) Residential Property Management
- 5) Real Estate Finance
- 6) Real Estate Investment
- 7) Residential Construction
- 8) Real Estate Sales

**ELECTIVE - 6** credits in elective real estate courses.

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

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

**Courses must be completed within 10 years prior to the date of successful completion of the licensing examination.**

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<b>Use this table to track your education</b>				
<b>TYPE</b>	<b>TOPIC</b>	<b>CR</b>	<b>DATE</b>	<b>LOCATION</b>
MANDATORY	REAL ESTATE LAW	2		
MANDATORY	REAL ESTATE OFFICE MANAGEMENT	2		
CORE		2		
CORE		2		
CORE		2		
ELECTIVE		1		
ELECTIVE		1		
ELECTIVE		1		
ELECTIVE		1		
ELECTIVE		1		
ELECTIVE		1		

**\*\* Always ask the course provider if the class you are taking has been approved by the real estate commission for credit toward broker pre-licensure education.**

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EXPERIENCE REQUIREMENTS (if needed; see form [56-SPOA 2103](#) to determine any exemption from experience)

1. An applicant must document a MINIMUM of three years of real estate experience.
2. 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:

**A. Commercial/Industrial**

- |                                 |          |
|---------------------------------|----------|
| 1) Sale                         | 5 points |
| 2) Exclusive listing which sold | 5 points |
| 3) Unsold exclusive listing     | 1 point  |
| 4) Lease                        | 5 points |

**B. Residential**

- |                                 |          |
|---------------------------------|----------|
| 1) Sale                         | 5 points |
| 2) Exclusive listing which sold | 5 points |
| 3) Unsold exclusive listing     | 1 point  |
| 4) Lease                        | 1 point  |

**C. 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 full time to performing in this capacity and which the applicant did not perform or earn points for any other real estate activity.

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### BROKER EXPERIENCE CHART

Complete a separate chart for each employer and have the broker/builder sign the certificate below. Make additional copies of the chart, as needed. 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

**APPLICANT'S NAME:**

ACTIVITY TYPE	PROPERTY TYPE	LOCATION Street, City, State	REPRESENTATION (Circle all that apply)		DATE M/D/YY	POINTS EARNED
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		
	Residential		Buyer	Lessee		
	Commercial		Seller	Lessor		

### BROKER/BUILDER CERTIFICATION

I do hereby certify that the applicant, \_\_\_\_\_, was employed by me as a salesperson from \_\_\_\_\_ to \_\_\_\_\_ and hereby certify that the listed documentation of activity under my employ is true and correct. I understand that any false statement made by me is subject to the penalties of 18 Pa. C.S. Section 4904 (relating to unsworn falsification to authorities) and may result in the suspension or revocation of my license.

\_\_\_\_\_  
 (Broker/Builder's Name)                      (License number)                      (Broker's Signature)                      (Date)