

# Berks Real Estate Institute

16-B Margaret Street

Reading, PA 19605

Phone: 610-926-9747 -- Toll Free: 800-331-8815 -- FAX: 610-926-9591

*On the web at: [www.learnrealestate.com](http://www.learnrealestate.com)*

## Summary of Broker Education and Experience Requirements:

(Summarized from the “Broker/Cemetery Broker Examination Eligibility Application Instructions and Requirements”, received from the Pennsylvania Real Estate Commission, December 1, 2000.)

### 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 requirements.
3. All other applicants must obtain at least 2 credits in the Commission-developed **Real Estate Office Management** course (Berks Real Estate Institute offers *Real Estate Brokerage and Office Management I or II* course) and at least 2 credits in the Commission-developed **Real Estate Law** (Berks Real Estate Institute 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 this paragraph and the remaining 6 credits in real estate courses, Prescribed or Elective Category.

A. The Commission-developed courses and corresponding Berks Real Estate Institute courses are:

	<b>Commission-Developed Categories</b>	<b>Name of Course at Berks Real Estate Institute</b>	<b>Credits</b>
1.	Valuation of Income-Producing Property & Valuation of Residential Property	Basic Appraisal Principles Basic Appraisal Procedures	2 2
2.	Non-Residential Property Management	Not offered at BREI	NA
3.	Residential Property Management	Property Management	1 or 2*
4.	Real Estate Finance	Real Estate Finance	1 or 3*
5.	Real Estate Investment	Real Estate Investment	1 or 2*
6.	Real Estate Construction	Real Estate Construction	2
7.	Real Estate Sales	Real Estate Sales	1 or 2*

\*Berks Real Estate Institute offers multiple courses in these categories. Please check current schedule to determine number of credits each course is worth.

- In addition, Berks Real Estate Institute offers these courses which are considered electives:
  1. Buying, Selling, and Marketing Land – 1 credit
  2. American Houses – 1 credit

- B. Credit will not be allowed for courses used to qualify for the salesperson examination.
- C. A maximum of four (4) credits will be allowed for each category and/or area of real estate study.
- D. Two (2) credits will be allowed for each full year of active practice that the applicant has had as a licensed **real estate broker** in another jurisdiction. To obtain credits for active broker experience, submit a certificate of licensure from the real estate licensing authority of that jurisdiction, issued within the past thirty (30) days, **ALONG WITH A NOTARIZED STATEMENT FROM THE APPLICANT INDICATING SPECIFIC DATES OF ACTIVE PRACTICE.**

E. The following **MAY** be acceptable as credits toward the Broker's License. Applicants should contact the provider and the PA Real Estate Commission (1-717-783-3658) to be sure that the courses are acceptable.

1. CSP – Certified Sales Professional  
Sponsored by National Association of Homebuilders  
Qualifies for 2 credits
2. GRI – Graduate of the Realtor's Institute  
Sponsored by NAR and PAR  
CALL Provider who offered the course.
3. CRS – Certified Residential Specialist  
Sponsored by NAR and PAR  
CALL Provider who offered the course.
4. ABR – Accredited Buyer Representative  
Sponsored by NAR and PAR  
CALL Provider who offered the course.

Contact information:

National Association of Realtors	800-874-6500	<a href="http://www.realtor.org">www.realtor.org</a>
PA Association of Realtors	717-561-2727	<a href="http://www.parealtors.org">www.parealtors.org</a>
National Association of Homebuilders	800-368-5242	<a href="http://www.nahb.org">www.nahb.org</a>

### **Summary of Education Requirements:**

1. Broker course credits are good for 10 years. Therefore, applicants must take the Broker's Exam 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:**

1. An applicant must document a MINIMUM of three (3) 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
3. Property Management Assistance:

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.
4. 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, and government employees.

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.

5. An applicant who possesses a real estate broker's 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  
PO Box 2649  
Harrisburg, PA 17105-2649**

**Phone: 717-783-3658  
FAX: 717-787-0250**