

Pennsylvania Real Estate Renewals

Pennsylvania Association of
Realtors Conference





Requirements for 2024 Real Estate Renewals





Renewal Fees



Associate Broker – Standard and Reciprocal	\$96
Broker Corporation, LLC Partnership – Standard and Reciprocal	\$126
Broker of Record – Standard and Reciprocal	\$126
Branch Office	\$126
Broker Sole Proprietor – Standard and Reciprocal	\$126
Cemetery Associate Broker	\$96
Cemetery Broker	\$126
Cemetery Broker of Record	\$126
Cemetery Salesperson	\$96
Rental Listing Referral Agent – Corporation, LLC, Partnership	\$126
Rental Listing Referral Agent – Sole Proprietor	\$126
Manager of Record	\$126
Real Estate Salesperson	\$96
Builder Owner Salesperson	\$96
Campground Membership Salesperson	\$96
Timeshare Salesperson	\$96

Continuing Education Requirements



- 14 hours of Commission Approved Continuing Education
 - Licensees exempt from Continuing Education Requirements
 1. Cemetery Associate Broker
 2. Cemetery Broker
 3. Cemetery Broker – Multi Licensee
 4. Cemetery Salesperson
 5. Rental Listing Referral Agent
 6. Campground Membership Salesperson
 7. Timeshare Salesperson
 8. Manager of Record
 9. Builder Owner Salesperson
 10. All reciprocal licenses
- 3 hours must be taken in a topic that covers the responsibilities of the broker and the responsibilities of their licensees regarding property management, advertising, and general supervision which would include, but not limited to, commissions and fees.

Continuing Education Requirements (Cont.)



- First time renewal licensees must complete the 7-hour General Module and either a 7-hour Commercial Module or a 7-hour Residential Module.
- Real Estate Salesperson or Real Estate Broker Licensees who received a new license or reactivated an expired license after December 1st 2023, are not required to complete Continuing Education for the 2024 renewal period.



Important Information to Know



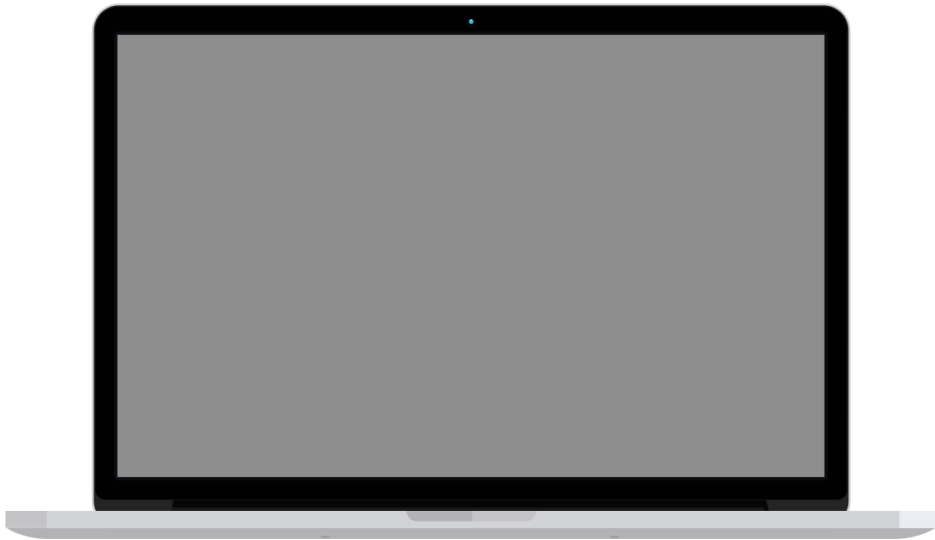


Important Information to Know

1. Brokerages and their related Broker of record (broker of multi licensee) must both submit renewal applications in order for them both to renew successfully.
 - Real Estate Agents may submit a renewal at anytime, however, the application won't process until the brokerage and Broker Multi-licensee renews successfully.
2. Sole Proprietor licenses need to renew their singular license for their salespersons' renewal applications to be processed.
3. Approximately 60 days prior to the expiration date, an email notification will be sent to the email of record.
 - Reminder emails are sent 30 days, 15 days, and 7 days prior to the expiration date.
4. There is no grace period for licensees who fail to renew.
 - If salespersons, associate brokers or sole proprietors fail to renew, they must reactivate.
 - Broker Corporations and Broker multi-licensees may not reactivate if they fail to renew. They must apply for a new license.



Logging into PALS



- The first renewal notification email will provide the licensee's username and registration code.
- Broker Corp LLC Partner license and Broker Multi-licensee licenses may be on separate accounts.
 - Broker of record will log into their personal PALS account to renew their Broker multi-licensee license.



How to renew in PALS





How to renew in PALS



DEPARTMENT OF STATE

[HOME](#) [SUPPORT](#) [APPLICATION CHECKLIST](#)






Sign In for Existing Applicants & Licensees

This field is required

This field is required

LOGIN

Need Assistance? [Click here](#)

-  Don't have an account? [Register Now](#)
-  Forgot your User ID? [Click here](#)
-  Forgot your password? [Reset here](#)
-  Update your Email Address [Click here](#)
-  Forgot your Registration code? [Click here](#)



How to renew in PALS

PALS [Menu] [Profile] [Help] [Lock] [Search] [Cart] [Notifications]

My licenses with PA: 2

Current Renewals: 2

Saved Applications: 0

Relationships Between Licenses

Messages

Apply for New License | Request Preliminary Determination | Request Approval

[REDACTED] Edit your information

Address: [REDACTED]

Email address: testdosapp3@mail.com

SSN: [REDACTED]

Date of Birth: [REDACTED]

Gender: MALE

Professional License Details Link Facility Licenses Link Person Licenses

Show 10 entries Search: []

Change	Renew	License Number	Name	Board/Commission	License Type	Status	Issue Date	Expiration Date	Pre-Req
REQUEST	Renew	RS226146L [Help]	[REDACTED]	Real Estate Commission	Real Estate Salesperson-Standard	Active	9/29/2000	5/31/2024	RB069077 - BETHEL HOLDINGS LLC
REQUEST	Renew	BO103067L [Help]	VELLA'S BARBER SHOP	Barber Examiners	Barber Shop	Active	3/26/1999	4/30/2024	

Showing 1 to 2 of 2 entries Previous 1 Next



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APPLICANT INFORMATION:

[Click here to refresh personal information.](#)

Last Name	First Name	Middle Name	Suffix
VELLA	JOHN		

Date of Birth(MM/DD/YYYY) Social Security Number

Street Address

Address Line 2

City	State	Zip Code
LANSDOWNE	Pennsylvania	19050

County	Country
Delaware	United States

Phone Number Email

Maiden/Other Name

CURRENT EMPLOYER DETAILS

License Number

Employer Name

Street

City	State	Zip
GARNET VALLEY	Pennsylvania	19060



How to renew in PALS

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Are you a servicemember, veteran, or military spouse?

Yes No

PLEASE ANSWER THE FOLLOWING QUESTIONS:

NOTE: Please answer the following questions. If you answer yes and a box appears for an upload, please upload complete details including a written explanation and copies of any relevant board and/or legal documents. If no upload box appears, no additional documents are required.

With the exception of the one you are currently renewing, do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction?

Yes No

Since your initial application or last renewal, whichever is later, have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline?

Yes No

Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?

Yes No

Since your initial application or last renewal, whichever is later, have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?

Yes No

NOTE: You are not required to submit proof of completion of continuing education with this application. After the renewal period, you will be subject to a random audit. Should you be audited, you will be required to produce your CE transcripts or certificates of completion at that time. Please do not submit CE certificates or transcripts to the Commission unless you are audited. The Commission does not track, retain, or record receipt of CE transcripts outside of an audit request. Submitting CE certificates during the renewal period may delay processing of your renewal application.

Have you completed 14 hours of Commission-approved continuing education between August 30, 2020 and the present that WAS NOT previously submitted for CE credit?

Yes No

Do you qualify for a waiver of the CE requirement under section 35.383 of the Regulations?

Yes No

ACKNOWLEDGEMENT OF DUTY TO SELF-REPORT DISCIPLINARY CONDUCT AND CERTAIN CRIMINAL ACTIVITY:

I hereby acknowledge that in addition to any existing reporting requirement required by a specific board or commission, I am REQUIRED pursuant to Act 6 of 2018 to NOTIFY the Bureau of Professional and Occupational Affairs WITHIN 30 DAYS of the occurrence of any of the following:

- (1) A disciplinary action taken against me by a licensing board or agency in another jurisdiction;
- (2) A finding or verdict of guilt, an admission of guilt, a plea of nolo contendere, probation without verdict, a disposition in lieu of trial or an Accelerated Rehabilitative Disposition (ARD) of any felony or misdemeanor offense in a criminal proceeding. I further acknowledge that failure to comply with these mandatory reporting requirements may subject me to disciplinary action by the Board. I acknowledge my understanding that to self-report a disciplinary action or criminal matter as set forth above, I may log in to the Pennsylvania Licensing System (PALS) at www.pals.tfp.pa.gov and select "Mandatory Reporting by Licensee" under the heading "Your Licenses."

I CONFIRM THAT I HAVE READ AND AGREE TO THE TERMS ABOVE.

Signature

John Vella

Date



How to renew in PALS

VERIFICATION:

NOTICE: Disclosing your Social Security Number on this application is mandatory in order for the State Boards/Commissions to comply with the requirements of the Federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4304.1(a). At the request of the Department of Human Services, the licensing boards and commissions must provide to the Department of Human Services information prescribed by the Department of Human Services about the licensee, including the social security number. Additionally, if applicable, Social Security Numbers are required in order for the Board/Commission to comply with the reporting requirements of the U.S. Department of Health and Human Services, National Practitioner Data Bank.

I verify that this application is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information under 18 Pa. C.S. Section 4911. I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license, certificate, permit or registration.

I CONFIRM THAT I HAVE READ AND AGREE TO THE TERMS ABOVE.

Signature

Date

DELEGATE EMAIL:

DELEGATE EMAIL: Optional – While not required, if you wish to have a delegate who will also receive email communications from the Board relating to this application, please read and complete this section.

By entering information below regarding contact information for third-parties, I hereby request and authorize the (Board/Commission) to electronically disclose information concerning the status of my pending application to the nominated individual(s). Pending status information may include electronic notices related to information which must be submitted to the (Board/Commission) in order for the application to be deemed complete, as well as notices of discrepancies and/or inquiries about previously submitted information. I acknowledge that by requesting and authorizing the person(s) nominated below to receive a copy of communications sent to me regarding my application, I am knowingly and voluntarily requesting and authorizing the nominated individual(s) to

I CONFIRM THAT I HAVE READ AND AGREE TO THE TERMS ABOVE. I hereby request and authorize the (Board/Commission) to electronically disclose information concerning the status of my pending application to the nominated individual(s).

Name

Email

Confirm email



How to renew in PALS

Check Out : You may continue adding additional items to your cart. [Click here](#) to go to the dashboard.

Total: \$96.00

Click box to the left of each item you wish to pay for at this time and proceed to payment.

	S.No	Item	Quantity	License Number	Fee	Price	
<input checked="" type="checkbox"/>	1	RENEWAL APPLICATION	1	RS226146L	96	\$96.00	

Your available Credit: \$ 0

All fees are non-refundable. Please check to continue with your transaction.

Empty Cart

Proceed to Payment

Once your transaction is complete you will receive a confirmation message and reference number. This may take a few moments. Please do not close your browser or navigate away from this page until the confirmation is received OR YOUR TRANSACTION MAY NOT BE COMPLETED.



How to renew in PALS



Payment Alert!

It may take 30 minutes for your transaction to process. Please check your account after 30 minutes to verify the transaction was successful.

Cancel

Ok, Proceed further

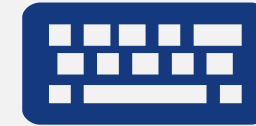


How to Contact Us



Phone Number

1-833-DOS-BPOA
(1-833-367-2762)



Support Ticket

You may also submit a ticket at www.pals.pa.gov.