



Greater Harrisburg REALTORS® Institute Pre-Licensing Courses

In order for an individual to sit for the Pennsylvania State Real Estate Commission's real estate salesperson's exam, the individual must be 18 years old, and complete and pass two required courses, "*Real Estate Fundamentals*" and "*Real Estate Practice*". Each course is 30 hours in length. Eighty percent attendance and a passing grade of 70% are required for each course. The two courses may be taken in any order; however we recommend that individuals take "*Real Estate Fundamentals*" first. Upon successful completion of the state exam, you must request your criminal record check by the state police and complete an application for licensure.

Both "*Real Estate Fundamentals*" and "*Real Estate Practice*" are comprehensive intensive courses that prepare individuals to take the state real estate exam. In addition, both courses require individual reading and study time throughout the course.

March - June 2017 Course Schedule:

Real Estate Fundamentals

Monday, Tuesday & Thursday
March 20, 21, 23, 27, 28, 30

Friday, Saturday & Sunday
March 24, 25, 26, 31, April 1, 2

Tuesdays & Thursdays
May 2, 4, 9, 16, 18 & 23 (No class on May 11)

Real Estate Practice

Monday, Tuesday & Thursday
April 10, 11, 13, 17, 18, 20

Friday, Saturday & Sunday
April 21, 22, 23, 28, 29, 30

Tuesdays & Thursdays
June 6, 8, 13, 15, 20, & 22

Class Schedule:

- The weeknight classes are held from 5:30 – 10:30 pm.
- The weekend classes are held Fridays 5:30 – 9:30 pm, Saturdays 9:30 am – 3:30 pm and Sundays 12:30 -5:30 pm.
- We ask that on the first night of each course, attendees arrive between 5:00-5:15 pm to register.

Tuition:

- Real Estate Practice - \$220 and Real Estate Fundamentals - \$220
- Register & pay for both courses together on or before for the first night of the first class for a package price of \$400 (\$40 discount)
- Tuition must be paid in full prior to the start of a class.

Registration: To register for pre-licensing courses, please complete the Student Application – Course Registration form in its entirety. It can be found online at www.ghar.info or we can mail or email a form to you.

Class Size: Students should register early, as class size is limited.

Instructors: Our weeknight instructors are Rick Zalek, Jim Spagnolo and Ted Stefan. Our weekend instructors are Jim Spagnolo and Kay Hock.

Deposits: A \$50 deposit per course is required to confirm your registration. Deposits or full tuition may be paid with cash, a check, or by using your Visa, MasterCard or American Express. Be sure to clearly print your card number, expiration date and sign your name if you are using a credit card. If you would like to pay cash, please stop by our office – do not send cash through the mail! Registrations can be mailed, faxed, or emailed to:

Greater Harrisburg REALTORS® Institute, 424 N. Enola Drive, Enola, PA 17025.

Telephone: (717) 364-3200 Fax: (717) 364-3206 Email: kim@ghar.info or mireya@ghar.info.

Course Materials: Please bring a pen or pencil, notebook, basic function calculator and highlighter to class.

Textbook: In addition to the tuition, you must purchase the textbook - Modern Real Estate Practice in Pennsylvania, 12th edition.

- The cost of the textbook is \$30 plus tax, for GHRI pre-licensing students. The same textbook is used for both courses.
- The textbook is distributed on the night of the first class. It may be purchased in advance at the Institute during regular office hours, Monday – Friday, 8:30 am to 5:00 pm, but it is not recommended.
- The textbook may also be purchased by non-students at a rate of \$40 plus tax.

Exam Preparation Resources: The Greater Harrisburg REALTORS[®] Institute offers two ways to help you prepare for the Real Estate exams; Exam Prep Books and Online Preparation Courses.

Books: Real Estate Exam Preparation-Pennsylvania - \$22.00 plus tax (\$23.32)

Questions & Answers to Help You Pass the Real Estate Exam - \$33.00 plus tax (\$34.98)

If you buy both books together, we offer them at a discounted price of \$45.00 plus tax (\$47.70)

These exam prep books are NOT required; however, many students find them useful in preparing for the state exam.

Online: MathMasters - \$50 PA Exam Prep - \$50

Online prep courses must be accessed through our website www.ghar.info. Please review the online policies prior to registering for the courses.

Cancellation and Refund Policies:

- Deposit payments are **not** refundable, but they are transferable to another date and/or course offered by the Greater Harrisburg REALTORS[®] Institute within a six-month period.
- If the School finds it necessary to cancel the entire course, the full dollar amount of any payment will be refunded.
- If the School cancels a portion of the course, the unused portion of the tuition may be credited towards a future course or refunded.
- No portion of the tuition will be refunded after the first day of class.
- Reservations must be canceled at least 72 hours in advance of the class for a full refund or transfer.
- Payments to the Greater Harrisburg Association of REALTORS[®] are not deductible as charitable contributions for Federal Income Tax purposes; however, such payments may be deductible as ordinary and necessary business expenses.

Course Examination Policies:

The exam for each course is given during the last class. A student must score 70% to pass the test. A passing grade for each course is required. If the student does not pass the test the first time, the Institute has adopted the following policies:

- Students may arrange to retake the course examination one time, at no additional charge by contacting the Institute to schedule a time during the Institute's normal business hours. Special permission to test outside of normal business hours may be granted by the School Director.
- If a passing grade has not been received after taking the examination a total of two times (once at the end of the course and one retake), the student may pay \$25 to retake the test one additional time. If the student still does not pass the exam after the third time testing, we offer the option of retaking the course for a reduced fee of \$75.
- Retaking the course still requires 80% attendance from the student.
- After retaking the course, the student will have the opportunity to retake the examination one additional time if not passed on the night of the course exam (total of two retakes). After that, the student must pay full price to attend a future course.
- All examination retakes must be completed within one year of completion of the course. After retaking the exam, students may review their questions and answers for no longer than 30 minutes.
- Examination retake policies apply to all GHRI pre-licensing students including scholarship students. Scholarships include a one-time \$25 examination retake fee. All other additional fees must be paid by the scholarship recipient.

In order to better accommodate your needs, please be sure to notify us in advance, if you have any disability which will require special auxiliary aids and/or services at this class.