

GREATER HARRISBURG REALTORS® INSTITUTE

Spring 2020

Your School,
Your Education Partner!

CONTINUING EDUCATION SCHEDULE AND CLASS CATALOG



Ask about our Season Pass!

CE Deadline and License Renewal - August 29, 2020
NAR Code of Ethics Deadline - December 31, 2021

COURSE CATEGORIES

CB = Core Broker Course

CE = Continuing Education

CM = Commercial Course

E = Ethics Course

EB = Elective Broker Course

M = Mandatory Course

MB = Mandatory Broker Course

NL = New Licensee Required Course

AP = Appraiser Course

ETHICS COURSES

Digital World: Ethics and Law



3 1/2
hours*

Course will cover NAR's Code of Ethics requirement for the January 1, 2019 – December 31, 2021 Ethics cycle. Topics covered will include current RELRA regulations regarding advertising, social media posts, and other methods used by licensees. General guidelines concerning advertising, and Internet sources such as Facebook, Twitter, LinkedIn, Instagram and Pinterest will also be reviewed. Approved for NAR's 2019-2021 Ethics requirement. Please download course materials. Cost \$45.

Dates offered:

- **June 10 from 8:30 a.m. – 12:00 p.m.** Instructor: John Tice, GREEN **(New Date)**
- **June 30 from 1:00 p.m. – 4:30 p.m.** Instructor: Danielle Wadsworth, ABR, AHWD, C2EX, MRP, SRS **(New Date)**
- **July 16 from 8:30 a.m. – 12:00 p.m.** Instructor: John Tice, GREEN **(New Date)**

REALTORS® Breaking Bad



3 1/2
hours*

Instructor: Jim Helsel, SIOR, CPM, CCIM, GRI, CRB, CRE, C2EX

Course will cover NAR's Code of Ethics requirement for the January 1, 2019 – December 31, 2021 Ethics cycle, PA RELRA laws, Arbitrations, the Ethics enforcement process, Professional Standards Hearings for Ethics and Arbitrations, and Commercial Case Study reviews. Approved for NAR's 2019-2021 Ethics requirement. Please download course materials. Cost \$45

Dates offered:

- **June 8 from 8:30 a.m. – 12:00 p.m. (New Date) *Being held virtually***

MANDATORY COURSE

Advertising and Property Management



3 1/2
hours*

(Required except new licensees)

The course will provide the required 2 hours of Real Estate Advertising guidelines, both from RELRA and other regulators and the 1.5 Hours of RELRA regarding Property Management. Please download course materials. Cost is \$45.

Dates offered:

- **May 29 from 8:30 a.m. – 12:00 p.m.** Instructor: Gary Muccio, C2EX ***Being held virtually***
- **June 3 from 1:00 p.m. – 4:30 p.m.** Instructor: Sue Kichman **(New Date) *Being held virtually***
- **June 5 from 8:30 a.m. – 12:00 p.m.** Instructor: Jim Spagnolo, ABR, CSP **(New Date) *Being held virtually***
- **June 18 from 8:30 a.m. – 12:00 p.m.** Instructor: John Tice, GREEN **(New Date)**

To register for classes call (717) 364-3205 or go to Members Only section on www.ghar.info.

Registration begins a 1/2 hour prior to class and closes at class start time. You must be seated at that time in order to receive credit. See School Policies section of the catalog. *Approved PA Real Estate CE Credit hours for 2018-2021 cycle.

NEW LICENSEE REQUIRED COURSES

Residential Module



7
hours*

Instructor: Jim Spagnolo, ABR, CSP

The seven hour residential module is designed to enable the salesperson licensee to provide the highest level of professional services to consumers in residential transactions. Protect yourself and your clients with proper documentation. Real Estate Professionals will learn: Agreement of Sale, types of construction, land development, home inspections and warranties, mortgage information, foreclosure and short sales, fair housing, and uniform construction code and zoning. Course materials provided. Cost \$75.

Dates offered:

- June 29 from 8:30 a.m. - 4:30 p.m.

Commercial Module



7
hours*

Instructor: Jim Helsel, SIOR, CPM, CCIM, GRI, CRB, CRE, C2EX

This seven hour module is designed to enable the salesperson licensee to provide the highest level of professional services to consumers in commercial transactions. Real Estate Professionals will learn: Agreement of Sale, Letter of Intent, Environmental Issues, Leases and Clauses, Property Management, 1031 Exchanges, Tenant Fit Out, Floor Measurements and Load Factors, and Zoning Issues. Course materials provided. Cost \$75.

Dates offered:

- June 17 from 8:30 a.m. - 4:30 p.m. (New Date)

General Module



7
hours*

Instructor: Danielle Wadsworth, ABR, AHWD, C2EX, MRP, SRS

The purpose of this course is to provide standard salespersons with a high level of knowledge and understanding regarding key areas of real estate practice. Protect yourself and your client with proper documentation. Real Estate Professionals will learn: duties of licensees, closing costs for buyers and sellers, the Agreement of Sale and addenda, title reports, agency relationships, zoning, environmental concerns. Course materials provided. Cost \$75.

Dates offered:

- July 15 from 8:30 a.m. - 4:30 p.m. (New Date)

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www.facebook.com/harrisburgrealtors

CONTINUING EDUCATION COURSES

Pricing and Successfully Negotiating Residential Real Estate



3 1/2
hours*

Instructor: Steve Thompson

This course will cover Pricing Strategies for Agents and Sellers, Effects of Condition and Obsolescence, Negotiating on Behalf of the Buyer and Seller, Agreement of Sale tips, and much more. Please download course materials. Cost is \$45.

**Dates
offered:**

- **June 23 from 1:00 p.m. - 4:30 p.m. (New Date)**
- **July 14 from 1:00 p.m. - 4:30 p.m. (New Date) SOLD OUT**

Historic American Houses



7
hours*

Instructor: Bob Heiserman, Jr.

This discusses what the National Register of Historic Places is, Financial Incentives for Historic Preservation and Review of Historic Residential Styles such as the Colonial Period, Federal Period, Victorian Period, and 20th Century home styles. Students will obtain a working knowledge of the National Registrar and financial incentives for historic properties. Students will also receive a thorough presentation of historic architectural styles that are common to south central Pennsylvania, along with handouts that will help identify their listings and sales for a more professional marketing presentation. Please download course materials. Cost is \$75.

**Dates
offered:**

- **July 1 from 8:30 a.m. - 4:30 p.m. (New Date)**

Financing and Closing the Real Estate Transaction



3 1/2
hours*

Instructor: Melanie McLane, ABR, CRS, CRB, EPRO, GRI, GREEN, RAA, RSPS, PSA, SRES, SRS, CDEI

This course will discuss financing the real estate transaction and closing it. Course will cover the three C's of credit, how to assist a buyer in deciding upon a mortgage, how amortization works, and basic financial skills needed by a real estate licensee. It is recommended to bring a financial calculator or to download a APP that does this prior to class, Lender requirements for different loan programs will also be discussed. Please download course materials. Cost is \$45.

**Dates
offered:**

- **July 8 from 8:30 a.m. - 12:00 p.m. (New Date)**

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3 1/2
hours*

Customer Service: Legally and Ethically



Instructor: Melanie McLane, ABR, CRS, CRB, EPRO, GRI, GREEN, RAA, RSPS, PSA, SRES, SRS, CDEI

This course will discuss the top qualities and services looked for in an agent by both buyers and sellers. We will match the steps taken in transactions on both the listing and selling side, including competitive situations, successfully negotiating on behalf of your client, and solving problems between contract and closing. Please download course materials. Cost is \$45.

**Dates
offered:**

- July 8 from 1:00 p.m. - 4:30 p.m. **(New Date)**

Landlord and Tenant Law A-Z



3 1/2
hours*

Instructor: Steven Williams, Esq.

This 3 1/2 hour commercial course will discuss such topics as: applicability of the landlord and tenant laws, pre-leasing/qualifying a tenant, important lease terms, issues during tenancy, lease assignments and subletting, landlord's rights to premises, terminating the tenancy, default and remedies, security deposit issues, abandonment issues, how to handle a tenant bankruptcy and more. Please download course materials. Cost is \$45.

**Dates
offered:**

- August 21 from 8:30 a.m. - 12:00 p.m. **SOLD OUT**

Agreements of Sale



3 1/2
hours*

Instructor: James L. Goldsmith, Esquire

Course will cover applicability of general contract principles such as: Pennsylvania Statute of Frauds, Capacity, Standards of Interpretations, Consideration, Offer, Revocation. Elements of Agreement of Sale will also be reviewed including: Parties, Description of property, price and terms, zoning, fixtures, covenants of titles, apportionments, notices and assessments, quality of title, possession and tender, maintenance and risk of loss, recording of Agreement of Sale, Time of essence, agency of real estate agent/broker, signatures, mortgage contingency clauses, and much more. Approved for 3 1/2 hours PA State Real Estate Continuing Education credit for the 2018-2020 cycle. Cost is \$45.

**Dates
offered:**

- June 11 from 8:30 a.m. - 12:00 p.m. **(New Date)** *Being held virtually*
- July 9 from 1:00 p.m. - 4:30 p.m. **(New Date)**

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Right Form, Right Way, Reduce Risk

Instructor: Gary Muccio, C2EX

This 7 hour course will integrate the use of standard forms into practice to provide guidance both for “how to” do business and “how to” avoid risk. Licensees participating in this course will learn more about fiduciary duties, misrepresentation and fraud, fair housing, agency relationships using standard forms, how to fill out the Agreement of Sale to protect yourself, escrow, risk reduction, and much more. Approved for 7 hours PA State Real Estate Continuing Education credit for the 2018-2020 cycle. Please download course materials. Cost is \$75.

**7
hours***

Dates offered:

- **June 24 from 8:30 a.m. - 4:30 p.m. (New Date)**

Commercial Forms and Foibles: Uses, Abuses, & Mistakes



**3 1/2
hours***

Instructor: Brett Woodburn, Esq.

This course covers Standard Forms for the Commercial Practitioner. Course will review a Commercial Lease, Agreement of Sale, Standard and Non-Standard Addenda, Modifications, Legal and Ethical Ramifications, NAR Code of Ethics, and much more. Approved for 3 1/2 hours PA State Real Estate Continuing Education credit for the 2018-2020 cycle. Please download course materials. Cost is \$45.

Dates offered:

- **June 4 from 8:30 a.m. - 12:00 p.m. (New Date) *Being held virtually***

Opportunities and Advantages of Home Warranty Contract Disclosure



**3 1/2
hours***

Instructor: Cheryl Rost

This course is designed to give real estate licensees a better general understanding of how home warranty contracts work, and will identify the advantages of full disclosure on home warranty contracts. Limitations and exclusions of home warranty contracts will be covered along with service contract terminology, and the importance of home warranty contract disclosure to the seller, buyer and the real estate licensee. Approved for 3 1/2 Hours PA Real Estate CE credit for the 2018-2020 cycle. Please download course materials. Cost is \$45.

Dates offered:

- **June 9 from 1:00 p.m. - 4:30 p.m. (New Date)**

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Registration begins a 1/2 hour prior to class and closes at class start time. You must be seated at that time in order to receive credit. See School Policies section of the catalog. *Approved PA Real Estate CE Credit hours for 2018-2021 cycle.

Fundamentals of Commercial Real Estate



7
hours*

Instructor: Art Campbell

Course will cover how to get started in Commercial Real Estate, Types of Commercial Real Estate, Types of Properties, Investors and Types of Buyers, Land, Commercial Contracts, Math and Valuation, Finance, Brokerage Fundamentals, Leasing, Development, Property Management, and Commercial Case Study reviews. Great course for a Residential licensee wanting to learn more about the Commercial Real Estate industry, or for the newer Commercial Licensee. Approved for 7 hours PA State Real Estate Continuing Education credit for the 2018-2020 cycle. Please download course materials. Cost is \$75.

**Dates
offered:**

- **June 22 from 8:30 a.m. - 4:30 p.m.**

ELECTIVE BROKER COURSES

Accredited Buyer's Representative (ABR®)



15
hours*

Instructor: L. Rick Zalek

The goal of the 2-day ABR Designation Core Course is to establish a foundation of training, skills, and resources to help real estate professionals succeed as a buyer's representative. Students will learn how to build a buyer-representative business, value the services they perform on behalf of buyer-clients, increase confidence to work toward a signed buyer representation agreement, gain methods, tools, and techniques to provide the support and services that buyers want. Approved for 1 broker elective credit and 15 hours of PA Real Estate CE for the 2018-2020 cycle. Cost is \$299, including materials. Includes lunch every day.

**Dates
offered:**

- **June 15 & 16 from 8:30 a.m. - 4:30 p.m.**

Certified Negotiation Expert (CNE® 1)



15
hours*

Instructor: Mike Everett, CNE, MCNE

Course topics include: Getting better results for your clients, communicating your value to clients, knowing how to handle tough negotiators and difficult situations, winning multiple offer situations, dealing effectively with changing markets and more. Approved for 1 broker elective credit and 15 hours of PA Real Estate CE for the 2018-2020 cycle. Early Bird cost is \$299, after May 7th cost is \$349, including materials. For more information and to register, use this link: <https://enola051420.eventbrite.com>

**Dates
offered:**

- **August 12 & 13 from 8:30 a.m. - 5:00 p.m.**

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ONLINE PARTNERS

If you prefer taking your classes online, visit www.ghar.info to see all of our online continuing education partners with links to register and online continuing education policies.



RealEstateCE.com

GHRI SCHOOL POLICIES

NOTE: At the time a GHAR member registers for a class, he assumes payment responsibility for that class. GHAR members may pay tuition (class fees) at the door. **Non-members must pay at time of registration.** Tuition must be paid in full prior to the start of a class. Tuition payments are refundable if 48 hour cancellation notice is given. If a student leaves after a class begins, no portion of tuition is refunded. Exceptions due to hardship/emergency may be granted by the School Director. Students must have registered, paid for class, and be seated at the advertised class start time in order to be admitted to the class. Late arrivals will not be seated, and will not be entitled to a refund. If the School finds it necessary to cancel the entire course, the full dollar amount of any payment will be promptly 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 class day begins. GHRI does not permit auditing

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 event. 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.



Look out for Course Evaluation Surveys!
We value your input!



An email will be sent to you from GHRI after each class with a link to complete an electronic class survey. Each survey should only take about 60 seconds to complete. Thank you!

Updated 05/28/2020

Courses taken at GHRI are recorded in your education history in the [ghar.info](http://www.ghar.info) Members Only section.

To register for classes call (717) 364-3205 or go to Members Only section on www.ghar.info. Registration begins a 1/2 hour prior to class and closes at class start time. You must be seated at that time in order to receive credit. See School Policies section of the catalog. *Approved PA Real Estate CE Credit hours for 2018-2021 cycle.

GHRI SEASON PASS

Your "Ticket" to Continuing Education

Become a GHRI Education Season Pass Holder TODAY!

Purchase a GHRI Season Pass today, and save \$20-\$50 on your 14 hours of CE for the 2018-2020 cycle. If you take more than 14 hours, you'll save even more!

The GHRI Season Pass provides FREE registration ONLY for standard classroom classes conducted solely by GHRI until August 29, 2020. Courses offered in partnership with other entities are excluded, including all online courses, designation courses and broker courses.

Please note that only individuals who possess an active real estate license, and hold membership with GHAR are eligible to purchase the Season Pass.

For more information on GHRI's Season Pass or courses please contact GHRI at (717) 364-3205.



COST:

\$130 for unlimited standard CE classes (Designation, online and broker classes are not included.)

TERMS:

All standard continuing education classes registered for and completed between September 1, 2019 - August 29, 2020. Must purchase season pass by May 29, 2020. Full payment must be received at the time of registration.

PURCHASE:

Complete form on reverse side and either scan and e-mail to dee@ghar.info, or fax to (717) 364-3206.

Courses taken at GHRI are recorded in your education history.

Your education history can be found by logging into the Members Only section of www.ghar.info.

See reverse side for additional Terms and Conditions.



GHRI Season Pass Holder
424 N. Enola Dr. Suite 1
Enola, PA 17025

Name: _____ E-mail: _____ Phone: _____

Office: _____ Home Address: _____

For office use: Payment: Check _____ Visa/MC/AMEX/Discover: _____

Exp. Date: _____

Please list your course selection here:

<u>Course</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Are there Restrictions?

The GHRI Season Pass provides FREE registration ONLY for standard classroom classes conducted solely by GHRI until August 29, 2020. Courses offered in partnership with other entities are excluded, including all Online courses, Designation courses and Broker courses.

Please note that only individuals who possess an active real estate license, and hold membership with GHAR are eligible to purchase the Season Pass.

Terms and Conditions:

- The Season Pass is active September 1, 2019 through August 29, 2020. This pass cannot be used for classes held either prior to September 1, 2019 or after the August 29, 2020 expiration date. This offer is not retroactive.
- The pass is non-refundable and non-transferable.
- Purchase of pass is required prior to date of first class.
- Only the individual who purchases the Season Pass can use it for participating courses.
- Individuals must indicate they are Season Pass Holders when registering over the phone or in person at the Association and CANNOT use the pass when registering online.
- Pre-registration for Season Pass holders is required.
- Includes the required Pennsylvania Real Estate Commission courses for new licensees: General Module, Residential Module, Commercial Module, as well as the required REALTOR® Code of Ethics courses, and Advertising and Property Management (PA SREC Required 3 1/2 hour course).
- GHRI retains the right to suspend Season Pass holder benefits if benefits are being abused by individuals, including repeatedly registering for classes and not attending.

For more information on GHRI's Season Pass or courses please contact GHRI at (717) 364-3205.