

# GREATER HARRISBURG REALTORS® INSTITUTE

Fall 2020 -  
Winter 2021

Your School,  
Your Education Partner!



## CONTINUING EDUCATION SCHEDULE AND CLASS CATALOG

NAR Code of Ethics Deadline - December 31, 2021

# COURSE CATEGORIES

CB = Core Broker Course

EB = Elective Broker Course

AP = Appraiser Course

CE = Continuing Education

M = Mandatory Course

CM = Commercial Course

MB = Mandatory Broker Course

E = Ethics Course

NL = New Licensee Required Course

## CONTINUING EDUCATION COURSES

### Development of a BPO in Pennsylvania



3 1/2  
hours\*

**Instructor: Melanie McLane, ABR, CRS, CRB, E-Pro, GRI, GREEN, RAA, RSPS, PSA, SRES, SRS, CDEI**

Course will cover requirements as outlined by the PA SREC for this course. Will cover definitions which pertain to BPOs, other valuation products such as appraisals, CMAs, and AVMs (Automated valuation models) as well as permitted uses of BPOs for Pennsylvania licensees. Course will cover the qualifications required to perform a BPO for both the agent performing it, and the managing/supervising broker, including payment of fees. The course will also address the "how-to" of a BPO including information to be gathered, and methodology and the risk. Approved for 3 1/2 hours of CE for the 2020-2022 CE cycle. Includes 3 Hour initial Education Requirement needed to Perform a BPO. Please download course materials. Cost is \$45.

#### Dates offered:

- **November 20 from 8:30 a.m. - 12:00 p.m. \*Being held virtually\***

## MANDATORY BROKER COURSES

### Real Estate Law



30  
hours\*

**Instructor: James L. Goldsmith, Esquire**

This is a required course for broker licensure candidates. Topics covered will include: introduction to real property, contract law, the real estate transaction, leases, law and the real estate licensee, counsel of attorney and much more. Approved for 2 broker credits. Cost is \$400, text book is Modern Real Estate Practice 14th Edition for \$31.80. Includes lunch every day.

#### Dates offered:

- **October 26 & 28 and November 2 & 4 from 8:30 a.m. - 4:30 p.m.**

## Real Estate Brokerage and Office Management



30  
hours\*

**Instructor: Sue Kichman**

This is a required course for broker licensure candidates. Topics will include: Communication, Leadership and Management Skills; Policies and Procedures; Marketing the Office, Company and Properties; Staffing and Recruitment; Training and Coaching your REALTORS®. Approved for 2 Broker credits and 30 hours of PA Real Estate Continuing Education for the 2020-2022 cycle. Cost is \$400, plus \$30 for text book. Cost includes lunch every day.

**Dates offered:**

- **February 1, 3, 8, 10 from 8:30 a.m. - 4:30 p.m.**

## ELECTIVE BROKER COURSES

### Seller Representative Specialist (SRS)

15  
hours\*

**Instructor: Pat Moyer ABR, CRS, GRI, GREEN, SRES, SFR, SRS, ePRO**

Learn tools and tips that will equip you to list in today's marketplace. Learn how to: increase listings and grow your business, demonstrate and communicate your value package, understand and apply the Code of Ethics & Standards of Practice, understand and comply with state license laws, understand and apply methods, tools and techniques to provide support and services that sellers want and need. Designation is approved for an ABR Elective credit., 1 Broker credit and 15 Hours PA Real Estate CE for the 2020-2022 cycle. Cost is \$299. Includes lunch both days.

**Dates offered:**

- **December 7 & 8 from 8:30 a.m. - 4:30 p.m.**

## APPRAISER COURSES

### USPAP 2020-2021

7  
hours\*

**Instructor: Bob Heiserman**

The 7-Hour National Uniform Standards of Professional Appraisal Practice Update Course, **Fulfills 7 hour USPAP instruction requirement.** Approved for 7 hours Appraisal Re-certification for 2019-2021, and 7 hours PA Real Estate, CE for the 2020-2022 CE cycle. Cost \$185 (Includes class tuition \$75, required Appraisal Foundation workbook \$35, and USPAP book, \$75.)

**Dates offered:**

- **January 13 from 8:30 a.m. - 4:30 p.m.**

## ONLINE PARTNERS

If you prefer taking your classes online, visit [www.ghar.realtor](http://www.ghar.realtor) 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 10/21/2020

**Courses taken at GHRI are recorded in your education history in the [ghar.realtor Members Only](#) section.**

To register for classes call (717) 364-3205 or go to Members Only section on [www.ghar.realtor](http://www.ghar.realtor).

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 2020-2022 cycle.