

# GREATER HARRISBURG REALTORS® INSTITUTE

Winter -  
Spring 2021

Your School,  
Your Education Partner!



## CONTINUING EDUCATION SCHEDULE AND CLASS CATALOG

CE Deadline and License Renewal - May 31, 2022  
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

## MANDATORY BROKER COURSES

### 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:**

- February 25 & 26 from 8:30 a.m. - 4:30 p.m.

## ABR® - Accredited Buyer's Representative



15  
hours\*

**Instructor: Rick Zalek**

Course topics include: 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. Cost is \$299. Approved for 1 Broker Elective credit and 15 hours of CE for the 2020-2022 CE cycle. Lunch included both days.

**Dates  
offered:**

- **March 24 & 25 from 8:30 a.m. - 4:30 p.m.**

## CORE BROKER COURSES

### Residential Construction



30  
hours\*

**Instructor: Mike Biechler**

Course will cover the PA SREC approved course outline including: history and trends in housing, construction laws, subdividing and developments, architecture and design, estimating costs and bidding contracts, site preparation, building components and mechanical systems, the construction process, amenities, financing and more. Course is approved for 30 Hours of CE for the 2020-2022 CE cycle and also for 2 Broker credits. Cost is \$400. Includes lunch every day.

**Dates  
offered:**

- **March 2, 4, 9, 11 from 8:30 a.m. - 4:30 p.m.**

## APPRAISER COURSES

### Historic American Houses



7  
hours\*

**Instructor: Bob Heiserman**

Students will receive a presentation of historical architectural styles that will help identify the style of property they are appraising, and be able to comment on the impact of an historical property on the value. Cost is \$75. Approved for 7 hours of CE for the 2020-2022 CE cycle. Approved for both Real Estate CE and Appraisal Re-certification.

**Dates  
offered:**

- **February 4 from 8:30 a.m. - 4:30 p.m.**

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.



7  
hours\*



## 10 Stupid Things Appraisers Do To Mess Up Their Lives

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

Topics include: federal laws, regulations, underwriting guidelines, fair housing, general business practices, and ethics. Course is approved for 7 Hours of Appraiser CE and includes 2 Hours of Required PA Law. Approved for Appraisal Re-Certification. Cost is \$75.

**Dates  
offered:**

- **February 16 from 8:30 a.m. - 4:30 p.m. *Will be held virtually via Zoom***

## 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:**

- **February 24 from 8:30 a.m. - 4:30 p.m.**

## Appraising in an Overheated Market



3 1/2  
hours\*

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

This course will assist both appraisers and agents in the challenge of a very overheated market, with low inventory, and multiple offers above listing price. The market has created friction between appraisers, who must follow USPAP guidelines, and agents with multiple offers above list price. 3 1/2 Hours. Approved for both Real Estate CE and Appraisal Re-certification. Cost is \$45.

**Dates  
offered:**

- **April 7 from 8:30 a.m. - 12:00 p.m.**

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.

## Boo! Stigmatized Properties



3 1/2  
hours\*

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

This course is designed to assist appraisers and agents in the challenge of pricing and valuation of properties which are stigmatized for a variety of reasons such as criminal activity, murder/suicide, and hauntings, among other reasons..3 1/2 Hours. Approved for both Real Estate CE and Appraisal Re-certification. Cost is \$45.

### Dates offered:

- **April 7 from 1:00 p.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 1/13/2021

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

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