

# GREATER HARRISBURG REALTORS® INSTITUTE

Fall 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

## 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:

- **September 23 from 1:00 p.m. - 4:30 p.m.** Instructor: Chris Detweiler
- **September 28 from 8:30 a.m. - 12:00 p.m.** Instructor: Gary Muccio, C2EX
- **October 8 from 8:30 a.m. - 12:00 p.m.** Instructor: Jim Spagnolo, ABR®, CSP
- **October 22 from 8:30 a.m. - 12:00 p.m.** Instructor: Monica Iskandar
- **November 9 from 8:30 a.m. - 12:00 p.m.** Instructor: Jim Spagnolo, ABR®, CSP
- **November 18 from 8:30 a.m. - 12:00 p.m.** Instructor: Leslie St. John
- **December 8 from 8:30 a.m. - 12:00 p.m.** Instructor: Monica Iskandar
- **December 21 from 8:30 a.m. - 12:00 p.m.** Instructor: Leslie St. John

### 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:

- **November 4 from 1:00 p.m. - 4:30 p.m.**

#### **A GHAR MEMBER BENEFIT:**

**Courses taken at GHRI are recorded in your Education History in your ghar.realtor Member Portal.**

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.

# MANDATORY CE COURSE

(Required except new licensees)

## Fair Housing and the Real Estate Agent



3 1/2 hours\*

This course will cover redlining, steering, implicit biases, how to make your company more diverse, the Federal Fair Housing Act, PA fair housing laws, and the protected classes. This course is approved for 3 1/2 hours CE for the 2020-2022 CE cycle. Also approved for the PA SREC Mandatory 3 1/2 hour Fair Housing requirement for the 2020-2022 CE cycle.

### Dates offered:

- **September 28 from 1:00 p.m. - 4:30 p.m.** Instructor: Danielle Wadsworth, MRE, ABR®, MRP, SRS®, AHWD, CRB, PSA, C2EX
- **October 4 from 8:30 a.m. - 12:00 p.m.** Instructor: Sue Kichman, C2EX
- **October 22 from 1:00 p.m. - 4:30 p.m.** Instructor: Danielle Wadsworth, MRE, ABR®, MRP, SRS®, AHWD, CRB, PSA, C2EX
- **November 4 from 8:30 a.m. - 12:00 p.m.** Instructor: Jim Spagnolo, ABR®, CSP
- **November 17 from 8:30 a.m. - 12:00 p.m.** Instructor: Gary Muccio, C2EX
- **December 8 from 1:00 p.m. - 4:30 p.m.** Instructor: Jim Spagnolo, ABR®, CSP
- **December 14 from 8:30 a.m. - 12:00 p.m.** Instructor: Sue Kichman, C2EX

## NEW LICENSEE REQUIRED COURSES

(Required for those licensed after November 30, 2019 but before December 1, 2021)

### Residential Module



7 hours\*

Instructor: Gary Muccio, C2EX

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:

- **October 5 from 8:30 a.m. - 4:30 p.m.**

### Commercial Module



7 hours\*

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

One of two required classes for new licensees' first two year renewal cycle. 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:

- **October 26 from 8:30 a.m. - 4:30 p.m.**

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## General Module



7  
hours\*

**Instructor: Danielle Wadsworth, MRE, ABR®, MRP, SRS®, AHWD, CRB, PSA, C2EX**

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:

- **December 2 from 8:30 a.m. - 4:30 p.m.**

## CONTINUING EDUCATION COURSES

### Bright MLS Workshop and Q & A



3 1/2  
hours\*

**Instructor: Casey Dougherty**

This course will provide students with a better understanding of how to use the MLS Tools to better serve their customers. This course will cover: searching, understanding statuses, Maps and Reports, Auto E-mailing, the Client Portal, basics, branding and more. This course is approved for 3 1/2 hours CE for the 2020-2022 CE Cycle. Cost is \$45.

### Dates offered:

- **September 29 from 1:00 p.m. - 4:30 p.m.**
- **November 16 from 8:30 a.m. - 12:00 p.m.**

### The Home Inspection Process



7  
hours\*

**Instructor: Mike Biechler**

This course will cover inspection options of sales contracts, PA Home Inspection Law, Inspection contracts, Exterior and Interior home space, plumbing, Electric, Heating and Cooling, and understanding a Home Inspection Report. This course is approved for 7 hours of CE for the 2020-2022 CE cycle. Cost is \$75.

### Dates offered:

- **October 12 from 8:30 a.m. - 4:30 p.m.**

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## Dodging Dirty Deeds: Catching Issues Early



3 1/2  
hours\*

**Instructor: Danielle Wadsworth, MRE, ABR®, MRP, SRS®, AHWD, CRB, PSA, C2EX**

This is a 3 ½ hour course designed for real estate agents, which will raise awareness and competence when representing both buyers and sellers. Course will review issues with deeds and titles in advance of real estate transactions to minimize loss of time and money for clients and consumers. Approved for 3 ½ hours CE for the 2020-2022 CE cycle. Cost \$45.

### Dates offered:

- **October 19 from 1:00 p.m. - 4:30 p.m.**
- **November 30 from 1:00 p.m. - 4:30 p.m.**

## Tools & Tactics: Employment to Addenda



3 1/2  
hours\*

**Instructor: Brett Woodburn, Esquire**

This course will cover employment contracts, listing agreements, buyer agency contracts, transaction licensee contracts, unrepresented consumers, the Standard Agreement of Sale Addenda, plus much more. Approved for 3 ½ hours CE for the 2020-2022 CE cycle. Cost is \$45.

### Dates offered:

- **November 3 from 1:00 p.m. - 4:30 p.m.**

## Right Form, Right Way, Reduce Risk



7  
hours\*

**Instructor: Gary Muccio, C2EX**

This 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 for the 2020-2022 CE cycle. Cost is \$75.

### Dates offered:

- **November 10 from 8:30 a.m. - 4:30 p.m.**

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## Buyer Agency in the Commercial Transaction



3 1/2  
hours\*

**Instructor: Brett Woodburn, Esquire**

This course will cover: Defining the Legal Duty of a Buyer Agent, limitations on duty, Specific Applications such as the Agency Relationship, Documenting the Relationship, Dual Agency, Assessing Client's Needs vs. Desires, Dealing with the Agreement of Sale, Due Diligence, Title and Zoning, Quantum of land Boundaries and much more. Course is approved for 3 1/2 hours CE for the 2020-2022 cycle. Cost is \$45

### Dates offered:

- **November 16 from 1:00 p.m. - 4:30 p.m.**

## Landlord and Tenant Law A to Z



3 1/2  
hours\*

**Instructor: Steven M. Williams, Esquire**

This commercial course will discuss such topics as: applicability of the landlord and tenant laws, preleasing/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. Course is approved for 3 1/2 hours of CE for the 2020-2022 Ce cycle. Cost is \$45.

### Dates offered:

- **December 1 from 8:30 a.m. - 12:00 p.m.**

## Red Flags in House Construction



7  
hours\*

**Instructor: Mike Biechler**

This course will cover what a "red Flag" is, exterior landscapes, exterior problems, plumbing, electric, home structure environmental hazards and more. This course is approved for 7 hours of CE for the 2020-2022 CE cycle. Cost is \$75.

### Dates offered:

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

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## CORE BROKER COURSES

### Real Estate Investment



30  
hours\*

**Instructor: Mike Perry**

This course covers Real Estate Fundamentals, Forms of Ownership, Taxation, Financing, Mathematical Concepts and Cash Flow Analysis and Projections. Approved for 2 broker credits and 30 hours of CE for the 2020-2022 CE cycle. Course materials provided. Cost is \$400. Includes lunch every day.

**Dates  
offered:**

- **November 2, 4, 9, 11 and 16 from 9:00 a.m. - 3:30 p.m.**

## MANDATORY BROKER COURSES

### Real Estate Law



30  
hours\*

**Instructor: Victoria P. Edwards, 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, plus \$50 for the text book. Includes lunch every day.

**Dates  
offered:**

- **October 18, 20, 25, and 27 from 8:30 a.m. - 4:30 p.m.**

## ELECTIVE BROKER COURSES

### Senior Real Estate Specialist (SRES)



15  
hours\*

**Instructor: Pat Moyer, ABR, CRS, e-PRO, GREEN, GRI, SFR, SRES, SRS**

The SRES Designation Course helps real estate professionals develop the business-building skills and resources for specialization in the 50+ real estate market by expanding knowledge of how life stages impact real estate choices, connecting to a network of resources, and fostering empathy with clients and customers. This is the core course for the SRES Designation, and an elective course for the ABR designation. This REBI designation course is approved for 1 broker elective credit and 15 hours of PA Real Estate CE for the 2020-2022 cycle. Cost is \$299, including materials. Includes lunch every day.

**Dates  
offered:**

- **December 9 & 10 from 8:30 a.m. - 4:30 p.m.**

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# ONLINE PARTNERS

**By supporting our online partners, you're supporting your association!**

Access GHRI's online continuing education partners at [www.ghar.realtor](http://www.ghar.realtor), including links to register and online continuing education policies.



## 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.

**The Association is deemed to be a safe place for all brokerages and members, all overt marketing and recruitment on the grounds of the association, in the association building, in association classrooms and at all association events is prohibited.**



**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!

### **A GHAR MEMBER BENEFIT:**

Updated 9/21/2021

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# GHRI SEASON PASS

One Low Price — Unlimited Opportunities!

## 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 2020-2022 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 May 31, 2022. 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.

**EARN** your continuing education credits for this license renewal cycle.

**LEARN** as much as you want.

**SAVE** money when you purchase a GHRI Season Pass!



### **COST:**

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

### **TERMS:**

Must purchase season pass by March 31, 2022. Can be used for all standard continuing education classes registered for and completed between June 21, 2021 - May 31, 2022.

Full payment must be received at the time of registration.

### **PURCHASE:**

Complete form on reverse side and e-mail to [dee@ghar.realtor](mailto:dee@ghar.realtor).

**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.realtor](http://www.ghar.realtor).

See reverse side for additional Terms and Conditions.



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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ Office: \_\_\_\_\_

Payment: Visa/MC/AMEX/Discover: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Check Number: \_\_\_\_\_

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 May 31, 2022. 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 June 21, 2021 through May 31, 2022. This pass cannot be used for classes held either prior to June 21, 2021 or after the May 31, 2022 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 before March 31, 2022.
- 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 NAR required REALTOR® Code of Ethics courses, and Fair Housing and the Real Estate Agent (covers PA SREC mandatory 3 1/2 hours on Fair Housing).
- 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.