

GREATER HARRISBURG REALTORS® INSTITUTE

Winter-Spring
2022

**Your School,
Your Education Partner!**



**CONTINUING EDUCATION
SCHEDULE AND CLASS CATALOG**

CE Deadline and License Renewal - May 31, 2022

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*

Instructor: John Tice, GREEN

Course will cover NAR's Code of Ethics requirement for the January 1, 2022 - December 31, 2024 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 2022-2024 Ethics requirement. Please download course materials. Cost \$45.

Dates offered:

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

REALTORS® Breaking Bad (Commercial Ethics)



3 1/2
hours*

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

Approved for 3 1/2 hours of CE for the 2020-2022 PA SREC Continuing Education cycle. Course will cover NAR's Code of Ethics requirement for the January 1, 2022 - December 31, 2024 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 2022-2024 Ethics requirement. Please download course materials. Cost \$45

Dates offered:

- February 15 from 1:00 p.m. - 4:30 p.m.
- April 13 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. 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:

- **February 25 from 8:30 a.m. - 12:00 p.m.** Instructor: Gary Muccio, AHWD, C2EX
- **March 24 from 1:00 p.m. - 4:30 p.m.** Instructor: Sue Kichman, C2EX
- **April 28 from 1:00 p.m. - 4:30 p.m.** Instructor: Chris Detweiler
- **May 13 from 8:30 a.m. - 12:00 p.m.** Instructor: Gary Muccio, AHWD, C2EX
- **May 25 from 1:00 p.m. - 4:30 p.m.** Instructor: Danielle Wadsworth, MRE, ABR®, MRP, SRS, AHWD, CRB, PSA, C2EX

NEW LICENSEE REQUIRED COURSES

Residential Module



7 hours*

Instructor: Gary Muccio, AHWD, 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:

- **March 25 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 for those licensed after November 30, 2019 but before December 1, 2021. 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:

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

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7
hours*

General Module



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:

- **March 31 from 8:30 a.m. – 4:30 p.m.** Instructor: Chris Detweiler
- **May 10 from 8:30 a.m. – 4:30 p.m.** Instructor: Danielle Wadsworth, MRE, ABR®, MRP, SRS, AHWD, CRB, PSA, C2EX

CONTINUING EDUCATION COURSES



Development of 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 ½ 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:

- **January 28 from 8:30 a.m. – 12:00 p.m. Virtual via Zoom**



PHFA Training for Real Estate Licensees



3 1/2
hours*

Instructor: Coleen Baumert

This 3 ½ hour course will provide an overview of Pennsylvania Housing Finance Agency’s history, its programs for the buyer, Single Family First Mortgage Products, eligibility requirements for products, loan closing information, and mortgage products for homeowners. Approved for 3.1.2 hours CE for the 2020-2022 CE cycle. Please download course materials. Cost is \$45.

Dates offered:

- **February 3 from 8:30 a.m. – 12:00 p.m. Virtual via Zoom**

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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:**

- **February 17 from 8:30 a.m. - 12:00 p.m. Virtual via Zoom**

Understanding Commercial Real Estate Investments and 1031 Tax Free Exchanges



7
hours*

Instructor: Jan Castner

Course will cover: Types of Commercial Properties, Property Valuation Technique, Annual Property Operating Statements, and 1031 Tax Free Exchange information including what they are, due diligence, how to use the law and financing. Course is approved for 7 hours of CE for the 2020-2022 CE cycle. Cost is \$75.

**Dates
offered:**

- **March 16 from 8:30 a.m. - 4:30 p.m.**

At Home With Diversity® Certification Course (AHWD)



7
hours*

Instructor: Angela Eliopoulos, CLHMS, GREEN, GRI, ABR, CIPS, RSPS, TRC, AHWD

Course will help real estate licensees to develop an increased awareness of cultural and personal biases that they may inhibit you from embracing diversity and creating a successful multicultural real estate business. Students will learn inclusive, multi-cultural marketing and advertising strategies to broaden their client base; how to formulate an inclusive business plan to them create an enduring business that is able to adapt and evolve in an ever-changing marketplace. Course will cover the importance of embracing diversity on both a professional and personal level to grow a thriving and inclusive real estate business, will summarize the cultural concepts and social categories that will help you to better understand, relate to, and engage with clients in our diverse real estate market, and will describe the immigrant community in the United States and their increasing buying power in the real estate market. Course is approved for 7 hours of Continuing Education for the 2020-2022 Real Estate CE cycle. Course is also approved for the 3 1/2 hours of mandatory CE requirement on Redlining, Steering, Bias and Diversity for the 2020-2022 cycle. Course is approved as an elective for the SRS and ABR designations. Cost is \$149.

**Dates
offered:**

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

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Cybersecurity: How Technology Can Ruin Your Life



3 1/2
hours*

Instructor: Craig Grant, E-Pro, CRS, GRI

This course is designed to elevate awareness, assist students in establishing policies and procedures, and raise the level of care offered to the consumers when we promise to protect a client's best interest. Students will learn the best methods and standards of practice to protect their clients' sensitive information, and help prevent susceptibility to cybercrimes in the real estate industry. Course is approved for 3 1/2 hours of CE for the 2020-2022 CE cycle. Cost is \$45.

Dates offered:

- April 4 from 8:30 a.m. - 12:00 p.m.

Working With and Marketing to Today's Hyper-connected Consumer



3 1/2
hours*

Instructor: Craig Grant, E-Pro, CRS, GRI

With widespread use of the Internet, social media and mobile devices, consumers have access to everything at any time, are more adept at doing their own research, have little patience, and less loyalty than customers in the past - they are hyper-connected consumers. This class will explore what is causing these changes, and how to provide you with techniques on how to set yourself up for success and meet their expectations going forward. Course is approved for 3 1/2 hours of CE for the 2020-2022 CE cycle. Cost is \$45.

Dates offered:

- April 4 from 1:00 p.m. - 4:30 p.m.

Right Form, Right Way, Reduce Risk



7
hours*

Instructor: Gary Muccio, AHWD, 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:

- April 8 from 8:30 a.m. - 4:30 p.m.

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Show Me The Money



3 1/2
hours*

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

Course is designed to raise knowledge and competence when preparing and presenting statements of estimated costs for both buyers and sellers. Class will review legal requirements for preparation and presentation to clients and consumers. Class will also cover discussion of common fees, costs associated with sale and purchase of real estate, including FHA, VA financing, USDA, cash transactions and much more. Approved for 3 1/2 hours CE for the 2020-2022 CE cycle. Cost \$45.

Dates offered:

- April 19 from 1:00 p.m. - 4:30 p.m.
- May 18 from 1:00 p.m. - 4:30 p.m.

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 1/2 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 1/2 hours CE for the 2020-2022 CE cycle. Cost \$45.

Dates offered:

- April 26 from 1:00 p.m. - 4:30 p.m.
- May 20 from 1:00 p.m. - 4:30 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:

- January 18, 25, 27 and 28 from 8:30 a.m. - 4:30 p.m.

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30
hours*

Real Estate Brokerage and Office Management

Instructor: Sue Kichman, C2EX

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 9, 11, 16 and 18 from 8:30 a.m. - 4:30 p.m.

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ELECTIVE BROKER COURSES

GREEN® Designation



15
hours*

Instructor: R. Scot Chambers

NAR's GREEN Designation course. Day 1 will cover: The Resource Efficient Home - Retrofits, Remodels, Renovations and New Home Construction. Day 2 will cover: Representing Buyers and Sellers of Resource Efficient Homes. GREEN Designation is approved for an ABR Elective credit. 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:**

- March 8 & 9 from 8:30 a.m. - 4:30 p.m.

Sponsored by:
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AFFINITY

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 2020-2022 cycle. Cost is \$299, including materials. Includes lunch every day.

**Dates
offered:**

- April 20 & 21 from 8:30 a.m. - 4:30 p.m.

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APPRAISER COURSES

2022-2023 National USPAP Update



7
hours*

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

Approved for 7 hours Appraisal Re-certification for the 2022-2023 Appraiser Re-certification cycle and 7 hours of CE for the Real Estate 2020-2022 Real Estate CE cycle. Fulfills 7 hour USPAP instruction requirement. This course focuses on changes to Uniform Standards of Professional Appraisal Practice (USPAP) for 2022-2023 and on appraisal issues that affect daily appraisal practice. 2020-2021 USPAP book will be used for classes up until December 31, 2022. To purchase this book, \$75. Additional books needed: 7 Hour 2022-2023 - Workbook, \$40; a 2022-2023 Reference Manual, \$30.

Dates offered:

- **February 8 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, including 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.

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 1/25/2022

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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.

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.

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?

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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.