



## Greater Harrisburg REALTORS® Institute Pre-Licensing Courses

In order for an individual to sit for the Pennsylvania State Real Estate Commission's real estate salesperson's exam, the individual must be 18 years old, and complete and pass two required courses, "Real Estate Fundamentals" and "Real Estate Practice". Fundamentals is 30 hours in length and Practice is 45 hours. Eighty percent attendance and a passing grade of 70% are required for each course. The two courses may be taken in any order; however, we recommend that individuals take "Real Estate Fundamentals" first. Upon successful completion of the state exam, you must request your criminal record check by the state police and complete an application for licensure.

Both "Real Estate Fundamentals" and "Real Estate Practice" are comprehensive intensive courses that prepare individuals to take the state real estate exam. In addition, both courses require individual reading and study time throughout the course.

### FALL SCHEDULE 2022

#### Real Estate Fundamentals (30 Hours)

##### **Mondays, Tuesdays and Thursdays**

September 12, 13, 15, 19, 20, 22, 2022

October 24, 25, 27, 31, Nov. 1, 3, 2022

##### **Fridays, Saturdays and Sundays**

October 14, 15, 16, 21, 22, 23, 2022

#### Real Estate Practice (45 Hours)

##### **Mondays, Tuesdays and Thursdays**

October 4, 5 (Wednesday), 6, 10, 11, 13, 17, 18, 20, 2022

November 7, 8, 10, 14, 15, 16 (Wednesday), 17, 21, 22, 2022

##### **Fridays, Saturdays and Sundays**

November 4, 5, 6, 11, 12, 13, 18, 19, 20, 2022

#### **Class Schedule:**

- The Fall weeknight classes are held Mondays, Tuesdays, some Wednesdays as noted, and Thursdays from 5:30 – 10:30 pm. The Fall Weeknight Instructor is Rick Zalek.
- Weekend classes are being held on Fridays from 5:30 - 9:30 pm, Saturdays from 9:30 am - 3:30 pm and on Sundays from 12:30 p.m.-5:30 p.m. The Fall Weekend Fundamentals Instructor is Danielle Wadsworth. The Fall Weekend Practice Instructor is Trina Malloy.
- We ask that on the first night of each course, attendees arrive between 5:00-5:20 pm to register.

#### **Tuition:**

- Real Estate Fundamentals - \$220 and Real Estate Practice - \$320.
- Register & pay for both courses together on or before for the first night of the first class for a package price of \$500 (receive \$40 discount)

Add in and Pre-register for the Exam Prep classes for a discounted rate of \$100 for both PA and National Exam Prep Classes. Combined total of \$600 for Fundamentals/Practice/PA Exam Prep/National Exam Prep. Tuition must be paid in full prior to the start of a class.

**Registration:** To register for pre-licensing courses, please complete the Student Application – Course Registration form in its entirety. It can be found online at [www.ghar.realtor](http://www.ghar.realtor) or we can mail or email a form to you.

**Class Size:** Students should register early, as class size is limited.

**Instructors:** Our Fall Weeknight instructor is Rick Zalek. Our Fall Weekend instructors are Danielle Wadsworth and Trina Malloy. Our Exam Prep Instructor is Ted Stefan.

**Deposits:** A \$50 deposit per course is required to confirm your registration. Deposits or full tuition may be paid with cash, a check, or by using your Visa, MasterCard, Discover or American Express. Be sure to clearly print your card number, expiration date and sign your name if you are using a credit card. If you would like to pay cash, please stop by our office – do not send cash through the mail! Registrations can be mailed, or emailed to: **Greater Harrisburg REALTORS® Institute**, 424 N. Enola Drive, Suite 1, Enola, PA 17025. Email: [kim@ghar.realtor](mailto:kim@ghar.realtor) or [dee@ghar.realtor](mailto:dee@ghar.realtor).

**Course Materials:** Please bring a pen or pencil, notebook, basic function calculator and highlighter to class.

**Textbook:** In addition to the tuition, you must purchase the textbook - Modern Real Estate Practice in Pennsylvania, 14<sup>th</sup> edition. The cost of the book is \$30 plus tax, for GHRI pre-licensing students. The same textbook is used for both courses.

- The textbook is distributed on the night of the first class. It may be purchased in advance at the Institute during regular office hours, Monday – Friday, 8:30 a.m. to 5:00 p.m.
- The textbook may also be purchased by non-students at a rate of \$40 plus tax.

**Exam Preparation Resources:** The Greater Harrisburg REALTORS® Institute offers three ways to help you prepare for the Real Estate exams; Exam Prep Books, Classroom Exam Prep Classes, and Online Preparation Courses.

**Books:** Real Estate Exam Preparation-Pennsylvania - Cost: \$22 plus tax (\$23.32) for GHRI Students/GHAR Members  
\$25 plus tax (\$26.50) for non-GHRI Students/non-Members

Questions & Answers to Help You Pass the Real Estate Exam - Cost: \$33 plus tax (\$34.98) for GHRI Students/GHAR Members; \$35 plus tax (\$37.10) for non-GHRI Students/non-Members

Available to GHRI students/members: Buy both books together and get the discounted price of \$45 plus tax (\$47.70).

**Exam Prep Classes:** Pa Exam Prep - PA State Licensing Law & Rules and Regulations, Fridays, 5:00 p.m. -10:00 p.m.; \$45 for GHRI Students and GHAR members; \$55 for non-GHRI students/members. National Exam Prep - General Knowledge - Saturdays and Sundays, 9:00 a.m.- 3:00 p.m.; \$95 for GHRI students and GHAR members; \$105 for non-students/members. The text used for both classes is Modern Real Estate Practice in Pennsylvania, 13<sup>th</sup> edition. **Current schedule is September 23, 24, & 25, 2022. Later dates will be announced. Pre-register and pay for both Exam Prep courses with your Pre-licensing courses and receive a discounted rate of \$100 for both classes!**

**Online:** The CE Shop and McKissock offer online prep courses which must be accessed through our website at: [www.ghar.realtor](http://www.ghar.realtor). Please review the online policies prior to registering.

#### **Cancellation and Refund Policies:**

- Deposit payments for the Pre-licensing classes are **not** refundable, but they are transferable to another date and/or course offered by the Greater Harrisburg REALTORS® Institute within a six-month period.
- **The discounted Exam Prep Package rate is non-refundable but can be transferred to another class date or course offered by GHRI within a six-month period.**
- If the School finds it necessary to cancel the entire course, the full dollar amount of any payment will be 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 the first day of class.
- Reservations must be canceled at least 72 hours in advance of the class for a full refund or transfer.
- 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.

#### **Course Examination Policies:**

The exam for each course is given during the last class. A student must score 70% to pass the test. A passing grade for each course is required. If the student does not pass the test the first time, the Institute has adopted the following policies:

- Students may arrange to retake the course examination one time, at no additional charge by contacting the Institute to schedule a time during the Institute's normal business hours.
- If a passing grade has not been received after taking the examination a total of two times (once at the end of the course and one retake), the student may pay \$25 to retake the test one additional time. If the student still does not pass the exam after the third time testing, we offer the option of retaking the course for a reduced fee of \$75.
- Retaking the course still requires 80% attendance from the student.
- After retaking the course, the student will have the opportunity to retake the examination one additional time if not passed on the night of the course exam (total of two retakes). After that, the student must pay full price to attend a future course.
- All examination retakes must be completed within one year of completion of the course. After retaking the exam, students may review their questions and answers for no longer than 30 minutes.
- Examination retake policies apply to all GHRI pre-licensing students including scholarship students. Scholarships include a one-time \$25 examination retake fee. All other additional fees must be paid by the scholarship recipient.  
*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 class.*