

# GREATER HARRISBURG REALTORS® INSTITUTE



**Your Education,  
Your Association,  
Your Way!**



## **CONTINUING EDUCATION SCHEDULE AND CLASS CATALOG**

**CE Deadline and License Renewal – May 31, 2024**

# COURSE CATEGORIES

CB = Core Broker Course  
CE = Continuing Education  
CM = Commercial Course

E = Ethics Course  
EB = Elective Broker Course  
NL = New Licensee Required Course

AP = Appraiser Course  
MB = Mandatory Broker Course  
M = Mandatory Course

**GHAR CE Classes are available in person, virtually and online (in partnership with the CE Shop).**

## ETHICS COURSE

 = Virtual

### The Code of Ethics: Our Promise of Professionalism



3 1/2  
hours\*

This course will cover the required 2 ½-hr NAR Ethics requirement for the January 1, 2022–December 31, 2024 Ethics Cycle. This course will incorporate sections of the NAR Code of Ethics, as well as current RELRA regulations regarding practices, procedures and professionalism of licensees, and will review how ethical principles tie into RELRA requirements and PA Real Estate Commission Rules and Regulations in protecting consumers. Approved for 3 ½ hrs. CE credit for the 2022–2024 cycle. Cost is \$45.

- **December 19 from 8:30 a.m. – 12:00 p.m.**
- **January 30 from 8:30 a.m. – 12:00 p.m.**



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

- **December 4 from 1:00 p.m. – 4:30 p.m.**

**Instructor: Sue Kichman, AHWD, C2EX**

- **March 21 from 8:30 a.m. – 12:00 p.m.**

**Instructor: Trina Malloy**

### REALTORS Breaking Bad "2.0" (Commercial Ethics)



3 1/2  
hours\*

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

This course will cover the required 2 ½-hr NAR Ethics requirement for the January 1, 2022–December 31, 2024 Ethics Cycle. Approved for 3 ½ hours of CE for the 2022–2024 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. Cost \$45

- **December 12 from 1:00 p.m. – 4:30 p.m.**

## NEW LICENSEE REQUIRED COURSES

### General Module

One of 2 required modules for new licensees' first renewal cycle, for those licensed between December 1, 2021 and November 30, 2023. 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. Approved for 7 Hours PA Real Estate CE credit for the 2022–2024 cycle. Cost \$75.



7  
hours\*

- **November 29 from 8:30 a.m. – 4:30 p.m.**

**Instructor: Chris Detweiler**

- **March 20 from 8:30 a.m. – 4:30 p.m.**

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

- **May 9 from 8:30 a.m. – 4:30 p.m.**

**Instructor: Trina Malloy**

## Residential Module



7  
hours\*

One of 2 required modules for new licensees' first renewal cycle, for those licensed between December 1, 2021 and November 30, 2023. 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. Approved for 7 Hours PA Real Estate CE credit for the 2022-2024 cycle. Cost \$75

- **February 1 from 8:30 a.m. - 4:30 p.m.** Instructor: Gary Muccio, AHWD, C2EX
- **April 18 from 8:30 a.m. - 4:30 p.m.** Instructor: Trina Malloy

## MANDATORY CE COURSE


(Required except new licensees)

## Practice Safe, Legal, Real Estate by Following RELRA



3 1/2  
hours\*

This course will cover the mandatory 3-hour CE requirement as per the PA State Real Estate Commission for the 2022-2024 CE cycle covering the responsibilities of the broker and the responsibilities of their licensees. This course will review the process of a complaint against a licensee, reasons for complaints, most frequent violations, responding to an order to show cause, hearings, consent orders, review of actual Real Estate Commission cases, risk reduction, notable disciplinary actions and duties of licensees. Approved for 3 1/2 hrs. CE credit for the 2022-2024 cycle. Cost is \$45.

- **December 4 from 8:30 a.m. - 12:00 p.m.** Instructor: Jim Spagnolo, ABR, CSP
- **December 13 from 1:00 p.m. - 4:30 p.m.** Instructor: Chris Detweiler
- **January 10 from 1:00 p.m. - 4:30 p.m.** Instructor: Trina Malloy
- **January 18 from 1:00 p.m. - 4:30 p.m.**  **VIRTUAL** Instructor: Danielle Winn MRE, ABR®, MRP, SRS, AHWD, CRB, PSA, C2EX

## CONTINUING EDUCATION COURSES

### 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 2022-2024 CE cycle. Cost is \$75.

- **December 6 from 8:30 a.m. - 4:30 p.m.**
- **March 7 from 8:30 a.m. - 4:30 p.m.**

### Did you know?

You can purchase a GHRI Season Pass and save \$20-\$50 on your 14 hours of CE for the 2022-2024 cycle. See the last two pages for more information on how you can save this cycle!



## Agreement of Sale

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



Course will cover applicability of general contract principles such as: Pennsylvania Statute of Frauds, Capacity, Standards of Interpretations, Consideration, Offer, Revocation. Elements of Agreement of Sale will also be reviewed including: Parties, Description of property, price and terms, zoning, fixtures, covenants of titles, apportionments, notices and assessments, quality of title, possession and tender, maintenance and risk of loss, recording of Agreement of Sale, Time of essence, agency of real estate agent/broker, signatures, mortgage contingency clauses, and much more. Approved for 3 1/2 hours PA State Real Estate Continuing Education credit for the 2022-2024 CE cycle. Cost is \$45.

- **December 15 from 8:30 a.m. - 12:00 p.m.**



## Handling the Multiple Offer Scenario without Abandoning Our Duties

**Instructor: Eric Rehling, ABR, ALHS, AHWD, GREEN**



This 3 1/2 hour course will help agents gain a better understanding of how to properly handle multiple offers ethically and legally. This course will focus on all aspects of the multiple offer situation. Students will leave knowing what their fiduciary duties are to their clients and will be able to help them build a plan for success. Key paragraphs in the Agreement of Sale will be reviewed to focus on multiple offer situations. Course is approved for 3 1/2 hours of Ce for the 2022-2024 cycle. Cost is \$45.

- **December 21 from 1:00 p.m. - 4:30 p.m.**



## Understanding Municipal Zoning and Land Uses

**Instructor: Kirk Stoner and Jerry Duke**



This course led by Cumberland and Dauphin County Planning Directors, will cover zoning origins and history, zoning in Pennsylvania including authority from municipalities planning code, visual tour of zoning in Cumberland and Dauphin Counties, zoning from real estate licensees' perspectives, contemporary zoning ideas including mixed use and overlay districts, plus much more. Approved for 3 1/2 hours of Ce for the 2022-2024 cycle. Cost is \$45.

- **January 23 from 1:00 p.m. - 4:30 p.m.**

## Fundamentals of Commercial Real Estate

**Instructor: Art Campbell**



Course will cover how to get started in Commercial Real Estate, Types of Commercial Real Estate, Types of Properties, Investors and Types of Buyers, Land, Commercial Contracts, Math and Valuation, Finance, Brokerage Fundamentals, Leasing, Development, Property Management, and Commercial Case Study reviews. Great course for a Residential licensee wanting to learn more about the Commercial Real Estate industry, or for the newer Commercial Licensee. Approved for 7 hours PA State Real Estate Continuing Education credit for the 2022-2024 CE cycle. Cost is \$75, plus \$15 for text book.

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

## Auction Essentials for Real Estate Professionals

**Instructor: Tim Keller, GRI, CAI**



This 3 1/2 hour course will equip real estate professionals with essential information regarding real estate auctions. Participants will be able to identify auction-worthy properties, be prepared to provide valuable insight to clients and customers regarding the auction process, and generate additional revenue through participating in real estate auctions. Approved for 3 1/2 hours continuing education by the PA SREC for the 2022-2024 cycle. Cost: \$45.

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

## Agency in Pennsylvania

**Instructor: Brett Woodburn, Esquire**

This 3 ½ hour course defines agency, and discusses creating agency relationships between Buyer Agent, Seller Agent, Dual Agent, Designated Agent and Non-agent/transactional licensees. Course will review agency responsibilities, limitations of duty, Issues of agency, and documents and tools of the trade such as: the Agreement of Sale, Addenda, Inspections, disclosure forms, negotiations, and much more. Course is approved for 3 ½ hours of CE for the 2022–2024 cycle. Cost is \$45.

- **March 26 from 8:30 a.m. – 12:00 p.m.**



3 1/2  
hours\*

**\*\*Broker/Designation classes must be paid in full at the time of registration. A \$100.00 cancellation fee will be retained by the School if the student cancels or withdrawals from class.\*\***

## CORE BROKER COURSES

### Valuation of Residential Property

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



30  
hours\*

Course will introduce basics of real estate appraisal to candidates for the broker's license in PA. Topic areas covered will include: Introduction to Valuation, Market Identification and Market Forces, Principals of Real Property Valuation, Neighborhood Analysis, Site Analysis, Building Analysis, Direct Sales Comparison Approach and much more. Approved for 2 broker credits and 30 hours of PA Real Estate Continuing Education for the 2022–2024 CE cycle. Cost is \$400. Optional text book: \$75. To register call (717) 364–3205.

- **February 20, 22, 27, 29 from 8:30 a.m. – 4:30 p.m.**

## MANDATORY BROKER COURSES

### Real Estate Brokerage and Office Management

**Instructor: Sue Kichman, AHWD, 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 2022–2024 cycle. Cost is \$400, plus \$30 for text book.

- **January 16, 18, 23, 25 from 8:30 a.m. – 4:30 p.m.**



30  
hours\*

## ELECTIVE BROKER COURSES

### Real Estate Negotiation Expert (RENE)

**Instructor: Christine Rader, ABR, AHWD, CRETS, PSA, SRES, SFR, MRP, SRS**



15  
hours\*

This 15-Hour, two-day NAR certification program gives Realtors® the tips and tools they need to be skillful advocates for their clients. Improve your negotiating skills. Learn about behind-the-scenes issues and how to deal with them; Learn how to handle a wide range of personalities and situations, and learn to sort out the competing objectives of the parties involved in a transaction. Approved for 15 hours of CE and 1 Broker elective credit for the 2022–2024 CE cycle. Cost is \$299.

- **November 28 & 29 from 8:30 a.m. – 4:30 p.m.**



***\*\*Broker/Designation classes must be paid in full at the time of registration. A \$100.00 cancellation fee will be retained by the School if the student cancels or withdrawals from class.\*\****

## Senior Real Estate Specialist (SRES)

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



15  
hours\*

The SRES Designation Course helps real estate professionals gain an understanding of how best to help buyers and seller - and their families- handle transitions in lifestyle. This class will help you understand types of housing available for the 50+ market, identify key life stages, viewpoints, and transitions in relation to housing choices. Recognize how a home can be adapted for safety, comfort, and aging in place. Learn about how reverse mortgages, pensions, 401(k) accounts, and IRAs impact real estate decisions. Identify mortgage finance and loan schemes and scams that victimize borrowers over the age of 50. Ensure your transactions comply with federal laws, including the Housing for Older Persons Act (HOPA). Stay focused on the transaction and avoid inappropriate involvement in family matters. Gain knowledge of how Medicare, Medicaid, and Social Security affect your client, and learn how to market to seniors and much more. This is the core course required for the SRES Designation, and counts as an elective course for the ABR designation. This NAR designation course is approved for 1 broker elective credit and 15 hours of PA Real Estate CE for the 2022-2024 cycle. Cost is \$299, including materials.

- **December 11 & 12 from 8:30 a.m. - 4:30 p.m.**  **VIRTUAL**

## GREEN® Designation

**Instructor: Eric Rehling, ABR, ALHS, AHWD, GREEN**



15  
hours\*

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 2022-2024 cycle. Cost is \$299, including materials.

- **January 9 & 11 from 8:30 a.m. - 4:30 p.m.**  **VIRTUAL**

## Accredited Buyer's Representative (ABR)

**Instructor: Rick Zalek**



30  
hours\*

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 2022-2024 cycle. Cost is \$299, including materials.

- **March 13 & 14 from 8:30 a.m. - 4:30 p.m.**



## 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!



Greater  
Harrisburg  
REALTORS®  
Institute

# GHRI SEASON PASS

## One Low Price- Unlimited Opportunities!

### WHAT'S A SEASON PASS?

The GHRI Season Pass provides FREE registration ONLY for standard classroom or Zoom classes conducted solely by GHRI until May 31, 2024. 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.\*

### COST:

**\$130 for unlimited  
standard CE Classroom  
or Zoom classes!**

*(Designation, online and broker classes are not included)*

### TERMS:

Must purchase season pass by March 31, 2024.  
Can be used for all standard continuing education classes registered for and completed between August 1, 2023 - May 31, 2024. Full payment must be received at the time of registration.

**SAVE \$20 - \$50 ON  
YOUR 14 HOURS OF CE!**

**TAKE MORE THAN 14 HOURS  
AND SAVE EVEN MORE!**

GOOD FOR THE 2022-2024 CYCLE.

### PURCHASE A PASS:

COMPLETE THE FORM ON THE BACK AND E-MAIL TO [DEE@GHAR.REALTOR](mailto:DEE@GHAR.REALTOR)







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

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

Office: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

Exp Date: \_\_\_\_\_ CVC: \_\_\_\_\_ Zip for CC: \_\_\_\_\_ or Check #: \_\_\_\_\_

Please list your course selection here:

Course

Date

_____	_____
_____	_____
_____	_____
_____	_____

---

### Are there Restrictions?

The GHRI Season Pass provides FREE registration ONLY for standard classroom or virtual Zoom classes conducted solely by GHRI until May 31, 2024. 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 August 1, 2023 through May 31, 2024. This pass cannot be used for classes either held prior to August 1, 2023 or held after the May 31, 2024 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, and before March 31, 2024.
- 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; the PA SREC Mandatory 3 1/2-hour class, Practice Safe, Legal Real Estate by Following RELRA; as well as the NAR required REALTOR® Code of Ethics Courses: The Code of Ethics: Our Promise of Professionalism; and REALTORS® Breaking Bad “2.0”.
- 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 by emailing [Dee@ghar.realtor](mailto:Dee@ghar.realtor) or calling (717) 364-3205.

# GUIDELINES FOR GHRI VIRTUAL CLASSES

## Before Class

- Registration is required and available on our online education calendar.
- GHRI will send class materials to students via e-mail prior to the class with a link to download them through Dropbox. Please review the documents before class.
- We recommend that all attendees download the Zoom app prior to class and have access to a webcam. Students are required to stay on camera throughout the duration of the class.
- Make sure you have proper WIFI capability. To improve your WIFI in your home, turn off or disconnect other devices using the internet like phones and TVs. You may also buy a WIFI extender (1). Test the speed of your internet to make sure you are getting what you are paying your internet provider for and call your provider if not.(2)
- Attendance will be taken at the beginning of class. Students should be prepared to show a Photo I.D. or Driver's license.

## During Class

- All GHRI classes will begin promptly at the published start time.
- If any technical difficulties arise during the class or if the instructor is late to begin the class, students should stay on the call until the issues are worked out. If a student loses connection they can get back on through the link again.
- We ask that students keep their microphone muted unless your instructor or meeting host says otherwise.
- Students must join the class with video to ensure presence and attention.
- When entering the Zoom class, we ask that students please type their name, and "here" in the Chat Box.
- Students must display their full name as it appears on their Real Estate License. (If you right click the right side of your screen, you should be able to rename yourself.)
- A GHAR staff person will attend each virtual class to monitor attendance and the chat feature.
- For attendance and PA SREC auditing purposes, classes will be video recorded.
- Students can and should ask questions in real time through the chat feature.
- For exams (if applicable), after the instructor leaves, staff will stay on zoom while the exam is administered via camera to monitor. Students will e-mail the exam to staff when completed.
- All Real Estate School policies apply to virtual classes.

(1) A Range Extender, WIFI Booster or WIFI Extender is a device that repeats the wireless signal from your router to expand its coverage. It functions as a bridge, capturing the WIFI from your router and rebroadcasting it to areas where the WIFI is weak or nonexistent, improving the performance of your home Wifi.

(2) use this or any other speed test. <https://speedtest.xfinity.com/>

## Thank you for your cooperation!

For any questions, contact Kim Tauriello at [kim@ghar.realtor](mailto:kim@ghar.realtor).





## Online Continuing Education Courses at Your Fingertips!

We are dedicated to helping you succeed in your new career. That's why we're offering access to our 100% online Continuing Education courses that are designed to work with your busy schedule. With our education, you finish your courses on your own time so you can focus on growing your real estate business.

### What You Get With Our Courses:



#### 100% online platform

for studying at home  
or on the go with your  
laptop or tablet.



Real estate  
education with a  
**96% course  
satisfaction rate.<sup>1</sup>**



**Customer support**  
**7 days a week** via  
phone, chat, and email.



Online course packages  
covering **everything**  
**you need** to complete  
your continuing education.

**Enroll today at**

<https://ghar.realtor/education/online-courses/>

