



Greater  
Harrisburg  
**REALTORS®**  
Institute



# CONTINUING EDUCATION CATALOG

CE Deadline and License Renewal – May 31, 2024

# What is Continuing Education?

All Pennsylvania real estate licensees (salesperson, associate broker, broker) must renew their license every two years. The current renewal period began June 1, 2022, and ends May 31, 2024. The Pennsylvania Real Estate Commission requires all real estate licensees (including brokers and associate brokers) to complete 14 hours of education each renewal period.

- If you were licensed before 12/1/21 you must complete 14 total hours of Continuing Education to include: 3 hours of the required 14 hours of continuing education must be taken in a topic that covers the responsibilities of the broker and the responsibilities of their licensees in regard to property management, advertising, and general supervision which would include, but not be limited to, commissions and fees.
- If you were licensed on or after 12/1/21. The Pennsylvania Real Estate Commission has developed 14 required hours of mandatory continuing education for all licensees in their first renewal cycle. The mandatory classes we offer are titled "General Module", "Residential Module", and "Commercial Module."
- If you are newly licensed or reactivated after 12/1/23, you will NOT have to take continuing education for this renewal cycle.

## CATAGORIES

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

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


 = *Virtual*

# ETHICS COURSE

## The Code of Ethics: Our Promise of Professionalism



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.

- **May 21** 1:00 p.m. - 4:30 p.m.
- **April 26** 1:00 p.m. - 4:30 p.m.  VIRTUAL

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

- **February 28** 1:00 p.m. - 4:30 p.m.
- **May 1** 8:30 a.m. - 12:00 p.m.

**Instructor:** Gary Muccio, AHWD, C2EX

- **March 5** 8:30 a.m. - 12:00 p.m.  VIRTUAL

**Instructor:** John Tice, GREEN

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

**Instructor:** Trina Malloy

- **April 10** 1:00 p.m. - 4:30 p.m.

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

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



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.

- **February 20** 1:00 p.m. - 4:30 p.m.
- **April 24** 8:30 a.m. - 12:00 p.m.



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

## MANDATORY CE COURSE (Required except new licensees)



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



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 ½ hrs. CE credit for the 2022-2024 cycle. Cost is \$45.

- **March 21** 1:00 p.m. - 4:30 p.m.
- **April 16** 8:30 a.m. - 12:00 p.m.  VIRTUAL
- **May 7** 1:00 p.m. - 4:30 p.m.  VIRTUAL

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

- **February 27** 8:30 a.m. - 12:00 p.m.  VIRTUAL
- **March 8** 8:30 a.m. - 12:00 p.m.  VIRTUAL
- **April 10** 8:30 a.m. - 12:00 p.m.

**Instructor:** John Tice, GREEN

- **May 21** 8:30 a.m. - 12:00 p.m.

**Instructor:** Jim Spagnolo, ABR, CSP

# NEW LICENSEE REQUIRED

## 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.

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

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

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

**Instructor: Trina Malloy**

## Residential Module



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.

- **April 18** 8:30 a.m. - 4:30 p.m.

**Instructor: Trina Malloy**

## Commercial Module



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

- **March 12** 8:30 a.m. - 4:30 p.m.

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

# CONTINUING EDUCATION

## Right Form, Right Way, Reduce Risk



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.

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

**Instructor: Gary Muccio, AHWD, C2EX**

## Agency in Pennsylvania



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** 8:30 a.m. - 12:00 p.m.

**Instructor: Brett Woodburn, Esquire**

# CONTINUING EDUCATION

## Key Elements of Commercial Investment Transactions and Legislative Update



This 7-hour Commercial course will assist students in understanding how to evaluate major components of commercial and investment transactions. Topics covered will include: Valuation Trends, Economic Obsolescence, Usable Land Area, Income and Expense Data, Zoning Pitfalls and Solutions, Commercial Condominiums, Environmental Assessments, ADA Requirements and much more. Approved for 7 hours of CE for the 2022-2024 Cycle. Cost \$75.

• April 11 8:30 a.m. - 4:30 p.m.

Instructor: Art Campbell

## How AI and ChatGPT are Transforming Real Estate



This class will explore how Artificial Intelligence (AI) can be used in the real estate business and legal and ethical implications. At the end of this course, students will be able to recognize the basic concepts of Artificial Intelligence, define the architecture and capabilities of AI, list the many uses and applications of AI and tools including ChatGPT, recognize the challenges and legal concerns inherent with Artificial Intelligence. Approved for 3 ½ hours of CE for the 2022-2024 CE cycle. Cost \$45.

• April 22 8:30 a.m. - 12:00 p.m.



Instructor: Craig Grant

## Distressed Properties, Foreclosures, Estates, Divorces, Short-Sales and Pre-Estate Sales



During this 3 ½ hour course students identify the different types of Distressed Sales, learn what a REO means and how to work with REO agents, learn who can initiate a foreclosure proceeding and the challenges in working with a foreclosed property, learn what a Short-Sale is and the process, be able to explain the purpose of a probate, best practices in working with seniors, and challenges and questions on working with divorced sellers properties, plus much more. Approved for 3.2 hours CE for the 2022-2024 CE cycle.

• April 29 8:30 a.m. - 12:00 p.m.



Instructor: Josh Cadillac, MCNE, CRS, CRB, ABR, GRI, RENE, SRES, MRP, GREEN, RSPS, CSSA, CCFA, e-PRO, SFR, BPO-R, C-RETS, AHWD, CPMS, CIPS, PSA, SRS

## Landlord and Tenant Law A to Z



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 ½ hours of CE for the 2022-2024 CE cycle. Cost is \$45.

• May 3 8:30 a.m. - 12:00 p.m.

Instructor: Steven M. Williams, Esquire

## Bright MLS Workshop and Q & A



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 ½ hours CE for the 2022-2024 CE Cycle. Cost is \$45.

• May 13 1:00 p.m. - 4:30 p.m.

Instructor: Steve Hoover, Bright MLS

## The Home Inspection Process



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

• May 16 8:30 a.m. - 4:30 p.m.

Instructor: Mike Biechler



***\*\*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

### Valuation of Residential Property



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.

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

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

## ELECTIVE BROKER

### Accredited Buyer's Representative (ABR)



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      8:30 a.m. - 4:30 p.m.**

**Instructor: Rick Zalek**

# 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.**

## VIRTUAL CLASS

### 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.

### AFTER 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/>

# GHRI SEASON PASS

## 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.

**EMAIL DEE@GHAR.REALTOR TO PURCHASE YOURS!**

## ONLINE CE OPTIONS

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:



#### 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.**



**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!



Scan the QR Code or visit [www.ghar.realtor/education/online-courses/](http://www.ghar.realtor/education/online-courses/)



**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!