



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 25** 1:00 p.m. - 4:30 p.m.



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

• **May 1** 8:30 a.m. - 12:00 p.m.

Instructor: Gary Muccio, 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.

• **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.

• **May 7** 1:00 p.m. - 4:30 p.m.



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

• **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.

• **May 9** 8:30 a.m. - 4:30 p.m.

Instructor: Trina Malloy

CONTINUING EDUCATION

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 4 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. VIRTUAL

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

SOLD OUT

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

Show Me The Money



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

- May 8 1:00 p.m. - 4:30 p.m.

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

The Power of 1031 Tax-Deferred Exchanges



This course will give an overview of what a 1031 tax-deferred exchange is and when to use it. Upon course completion, students will be able to recognize when their client's situation warrants its use, understand Pennsylvania's new laws recognizing Section 1031, its impact on sellers, and common misconceptions regarding 1031 exchanges. Course will also cover requirements needed for a successful exchange. Approved for 3 ½ hours CE for the 2022-2024 Cycle. Cost is \$45.

- May 10 8:30 a.m. - 12:00 p.m. VIRTUAL

Instructor: Margo McDonnell, CRE, CES

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

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/



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!