Greater Harrisburg REALTORS® Institute
Pre-Licensing Courses

To be eligible for the Pennsylvania State Real Estate Commission's Salesperson's exam, an individual must be 18 years old, possess a High school Diploma/GED, attend 75 hours of class, and pass the two required courses, "*Real Estate Fundamentals"* and "*Real Estate Practice"*. The Commission requires a minimum of 80% class attendance and 70% class exam score to pass each course. The two courses may be taken in any order; however, we recommend students take "*Real Estate Fundamentals"* first. These comprehensive and intensive courses that may require individual reading and study time throughout the course prepare students to take the state and national real estate exam.

WINTER SCHEDULE 2026

Real Estate Fundamentals (30 Hours)

Mondays, Tuesdays and Thursdays

December 7, 8, 10, 14, 15 & 17, 2026

Real Estate Practice (45 Hours)

Mondays, Tuesdays and Thursdays

January 11, 12, 14, 18, 19, 21, 25, 26 & 28, 2026

Class Schedule:

- Weeknight classes are held Mondays, Tuesdays, and Thursdays from 5:30 – 10:30 pm. **Weeknight Instructors are Trina Malloy and Bill Malloy.**
- Weekend classes are held Fridays 5:30 - 9:30 pm, Saturdays 9:30 am - 3:30 pm and Sundays 10:30 am -3:30 pm. **Weekend Instructor is Danielle Winn.**
- We ask that on the first night of each course, attendees arrive between 5:00-5:20 pm to register.

Tuition:

- Real Estate Fundamentals - $240 and Real Estate Practice - $340.
- Register & pay for both courses together for a package price of $540 (receive $40 discount)
- **Textbook:** *Modern Real Estate Practice in Pennsylvania, 15th edition* is required. The book cost is $42.40 (tax included) for GHRI pre-licensing students. The same textbook is used for both courses and 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 $58.30 (tax included).

Registration: Complete the Pre-Licensing Registration form in its entirety. Form found online at www.ghar.realtor.
Course Materials: Please bring a pen or pencil, notebook, basic function calculator and highlighter to class.

Registration Deposits: A $50 **non-refundable** deposit **per course** is required to confirm your registration, or $100 for both. Deposits or full tuition may be paid with cash, check, or credit card. Visa, MasterCard, Discover or American Express are accepted. **Deposits should be paid a week prior to the first date of class, to confirm your spot**. Be sure to clearly print your card number, expiration date and sign your name if you are using a credit card. To pay with cash, please stop by our office – do not send cash through the mail!

Mail registrations to: G**reater Harrisburg REALTORS® Institute,**
424 N. Enola Drive, Suite 1, Enola, PA 17025 or Email to: dee@ghar.realtor or kim@ghar.realtor.

Exam Preparation Resources: Greater Harrisburg REALTORS® Institute offers two ways to help you prepare for the Real Estate exams; Exam Prep Books, and Online Exam Preparation Courses with GHRI online.

Books: *Pennsylvania Real Estate Exam Prep Workbook* - Cost: $23.32 (tax included) for GHRI Students/GHAR Members $26.50 (tax included) for non-GHRI Students/non-Members.
Real Estate Exam Prep (National/General portion of exam)- Cost: $34.98 (includes tax) for GHRI Students/GHAR Members; $37.10 (includes tax) for non-GHRI Students/non-Members.
GHRI students/members: Buy both books together for the discounted price of $47.70 (includes tax).

Online: GHRI Online offers online prep courses which must be accessed through our website. Please review the online policies prior to registering. Students may register at the following link: https://ghri.leaponline.com/online-education/pennsylvania/real-estate/salesperson-/exam-prep/courses.html

Cancellation and Refund Policies:

- Deposit payments for the Pre-licensing classes are **non-refundable**, but they are transferable to another date and/or pre-licensing classroom course offered by the Greater Harrisburg REALTORS® Institute 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 GHRI classroom 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.
- Please note that classroom and online class payments and deposits are separate, and not interchangable.

Course Examination Policies:

- A course exam is given during the last class of Fundamentals and the last class of Practice. A student must score 70% to pass each 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. Must be administered after the class takes the exam.
  If a passing grade has not been received after taking the examination a second time (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 reduced fees: Fundamentals $100.00 and Practice $150.00. **When retaking a course 80% attendance is required 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.
- Cell phones are not permitted to be used on exam night. Please bring a basic functioning calculator.

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.