

# THE REAL ESTATE SCHOOL

*Of the Lancaster County Association of Realtors®*

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**717-569-5031**

## *2020 Course Catalog*



1930 Harrington Drive, Lancaster PA 17601  
Phone: 717-569-5031 ~ [www.LCARonline.com](http://www.LCARonline.com)

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Superior education has always been a hallmark of The Real Estate School of the Lancaster County Association of Realtors® (LCAR). Since its inception in 1984, the school has provided basic courses for individuals seeking a real estate license, advanced educational programs for those pursuing a broker's license and continuing education coursework to help Realtors® stay abreast of what's new in the real estate industry.

## How to obtain a Salesperson's License

The Pennsylvania State Real Estate Commission requires individuals who wish to obtain a Pennsylvania State Real Estate Salesperson License, be at least 18 years of age, have a high school diploma or equivalent, and successfully complete 75 hours of education in two courses - Real Estate Fundamentals and Real Estate Practice. The applicant must then earn a passing grade on the State Licensing Exam, which is administered by P.S.I. Testing Service. After passing the State Exam, to become licensed, the individual must apply online at [www.Pals.PA.Gov](http://www.Pals.PA.Gov). The application fee is \$97. A Criminal History Report will be automatically submitted to the PA State Police upon licensure application—the fee will be included at checkout. Applicants must upload a Fundamentals Transcript and Practice Transcript (completed within the past 5 years), and their Score Sheet from the National and State portions of the State Licensing Examination (completed within the past 3 years).

### ***Real Estate Fundamentals ~ 30 Hours of Instruction***

This course provides students with an understanding of the language, principles and laws which govern the real estate business

### ***Real Estate Practice ~ 45 Hours of Instruction***

This course is designed to acquaint students with the basic techniques, procedures, regulations and ethics involved in a real estate transaction.

### **Tuition & Textbook**

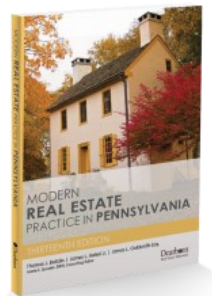
RE Fundamentals Tuition is \$210. Real Estate Practice tuition is \$225. Tuition is payable at the first class session, and will not be refunded after the first class.

The textbook used in both courses is *Modern Real Estate Practice in Pennsylvania*, 13th Edition. Textbooks are \$40 plus tax, and may be purchased at the first class session. They may also be purchased prior to the start of the course at the offices of the Lancaster County Association of Realtors®, 1930 Harrington Drive, Lancaster.

### **Grading**

Grading is based on the final exam. Students with a score of 70 or higher will receive credit for the course. Students receiving a grade lower than 70 will have one opportunity to re-test.

The Real Estate School of LCAR reserves the right to cancel any course due to insufficient enrollment or unavoidable circumstances.



# Pre-Sales Course Schedule

## Class Times

Tuesday & Thursday 6:00 to 9:00 pm  
Saturdays 8:30 am to 12:30 pm

### Real Estate Fundamentals

Jan 7, 9, 11, 14, 16, 18, 21, 23, 25

### Real Estate Practice

Jan 28, 30, Feb. 1, 4, 6, 8, 11, 13, 15, 18, 20, 22, 25, 27

### Real Estate Fundamentals

Mar 3, 5, 7, 10, 12, 14, 17, 19, 21

### Real Estate Practice

Mar 24, 26, 28, 31, Apr 2, 4, 7, 9, 11, 14, 16, 18, 21, 23

### Real Estate Fundamentals

Apr 28, 30, May 2, 5, 7, 9, 12, 14, 16

### Real Estate Practice

May 19, 21, 26, 28, 30, Jun. 2, 4, 6, 9, 11, 13, 16, 18

### Real Estate Fundamentals

Jun 23, 25, 27, 30, Jul. 2, 7, 9, 11

### Real Estate Practice

Jul. 14, 16, 18, 21, 23, 25, 28, 30, Aug. 1, 4, 6, 8, 11, 13

### Real Estate Fundamentals

Aug 18, 20, 22, 25, 27, 29, Sept. 1, 3

### Real Estate Practice

Sept 8, 10, 12, 15, 17, 19, 22, 24, 26, 29, Oct. 1, 3, 6, 8

### Real Estate Fundamentals

Oct 13, 15, 17, 20, 22, 24, 27, 29, 31

### Real Estate Practice

Nov 3, 5, 7, 10, 12, 14, 17, 19, 21, 24, Dec. 1, 3, 5

## Online Classes

[The CE Shop](#)

[RE Campus](#)

We understand it is sometimes difficult to find a class that works with your busy schedule. As an alternative to the traditional classroom education, The Real Estate School also offers the Pre-License courses as online education.

Visit our online providers to register for Real Estate Fundamentals and Real Estate Practice as online education, and complete the courses at your own pace. The course textbook may be purchased at our office.

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## How to obtain a Broker's License

To obtain a Pennsylvania State Real Estate Broker's License, an applicant must be at least 21 years of age, and have completed 240 hours (16 credits) of classroom education, including the required courses of Brokerage & Office Management and Real Estate Law. The applicant must also have three years of experience in real estate sales and accumulate 200 points in real estate activity.

All Broker applicants must obtain at least (2) Credits in Brokerage & Office Management and (2) Credits in Real Estate Law. (6) of the remaining 12 credits must be in 3 or more of the Commission-developed courses, which include Valuation of Residential Property, Valuation of Income Producing Property, Non-Residential Property Management, Residential Property Management, Real Estate Finance, Real Estate Investment, Residential Construction and Real Estate Sales. The additional (6) remaining credits may be in elective real estate courses. A maximum of four(4) credits is allowed for each course and/or topic.

### Tuition & Textbook

Tuition is \$100 per credit, payable at the first class session. Tuition will not be refunded after the first class.

The textbooks used in the Broker Series courses vary. Textbooks will be available at the first class session of each course.

### Course Times

Classes are held Monday and Thursday from 9:00 a.m. to 2:00 p.m., unless otherwise noted.

The Real Estate School of LCAR reserves the right to cancel any course due to insufficient enrollment or unavoidable circumstances.

### Grading

Grading is based on the final exam. Students with a score of 75 or higher will receive credit for the course. Students receiving a grade lower than 75 will have one opportunity to re-test.

## Broker Series Course Schedule

### Real Estate Sales

~ 2 credits

Feb. 24, 27, Mar. 2, 5, 9, 12

9:00 am to 2:00 pm

Topics to be covered include License Law and Rules & Regulations, Professional Ethics, Fair Housing Laws, Anti-Trust Laws, Single/Dual Agency, Roles of the Broker, Salesperson and Client, Documents and Forms, Financing, Setting Goals, Types of Contracts, Competitive Market Analysis, Advertising and Marketing, Qualifying Buyers, Negotiating Offers, and Closing Procedures.

### American Houses

~ 1 Credit

April 20 & 22

8:30 am to 4:30 pm

Topics to be covered include Historic Preservation, Architectural Basics, such as Style, Form and Structure, Financial Incentives, including Federal Tax Credit and information on various Styles, such as Folk Houses, Colonial, Early American, Victorian and Twentieth Century Styles.

### Valuation of Residential Property

~ 2 Credit

July 13, 16, 20, 23, 28, 30

9:00 am to 2:00 pm

Topics to be covered include Introduction to Valuating, Market Identification and Market Forces, Principles of Real Property Valuation, Area and Neighborhood Analysis, Site Analysis, Building Analysis and Direct Sales Comparison Approach.

### Brokerage & Office Management

~ 2 Credits

July 20, 23, 27, 30, Aug. 3, 6

9:00 am to 2:00 pm

Topics to be covered include characteristics of a successful manager, establishing a strategic plan and budget, stages of firm development, marketing and statistical controls, recruiting sales associates, interviewing techniques, training sales associates, marketing, time management, co-op relationships, oral and written communications and mergers and acquisitions.

### Real Estate Law

~ 2 Credits

Oct. 18, 22, 26, 29

9:00 am to 4:30 pm

Topics to be covered include Intro to Real Property: Definition of Real Estate, Rights of Ownership, Transfer of Interests, Contract Law: Components of a Valid Contract, Statute of Frauds, Enforceability, Default Remedies, The Real Estate Transaction: Agreement of Sale, Contingencies and Addenda, Closing: Deeds, Financing, Surveys, Title Issues, RESPA, Disbursement of Funds, Settlement Costs, Title Clearance, Tax Considerations, Leases: Contract Provisions, Landlord/Tenant Act, Law and the Real Estate Licensee: License Laws, Fair Housing Laws, Anti-Trust Laws, Liability and Law of Agency.



Keystone Chapter

## Appraisal Education

In conjunction with the Keystone Chapter of the Appraisal Institute, several Appraisal courses are scheduled to be offered at The Real Estate School of LCAR. Whether you are interested in Appraisal courses as continuing education credit for your Appraisal certification, or just expanding your knowledge base of the appraisal industry, you'll have numerous course options to choose from.

For a complete list of upcoming Appraisal courses offered through the Keystone Chapter of the Appraisal Institute, or to register for a session, please visit their website:

[www.AIKeystone.com](http://www.AIKeystone.com)

## Online Education



The Real Estate School of LCAR is proud to offer Online Education.

For students interested in an online learning environment, we offer Initial Licensing classes, as well as a variety of Continuing Education sessions - both for new licensees, and the seasoned professional. The providers below offer both initial licensing and continuing education opportunities.

[The CE Shop](#)

[RE Campus](#)

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**LCARonline.com**

# Continuing Education

## Continuing Education Requirements:

Pennsylvania real estate licensees (Salesperson, Associate Broker, Broker) must renew their license every two years. The current cycle began June 1, 2018 and ends May 31, 2020. All licenses must complete 14 hours of continuing education.

**Individuals licensed before Dec. 1, 2017** must complete the Required course, which consists of Advertising & Property Management. The remaining hours may be completed in any continuing education topic of interest, including First Renewal (General & Residential) modules.

**Individuals licensed after Dec. 1, 2017** must complete a 7 hour General module, and a 7 hour Residential module to satisfy their 14 hour requirement for their first licensure renewal. These licensees are exempt from the required hours in Advertising & Property Management.

**New or Reactivated Licensees after Dec. 1, 2019** are exempt from completion of the continuing education requirement. However, the licensee must complete the license renewal process prior to May 31, 2020.

For a current schedule of the Continuing Education classroom sessions, please email [Tmatroni@LCARonline.com](mailto:Tmatroni@LCARonline.com) or contact The Real Estate School of LCAR: 717-569-5031.

Online Education Also Available  
LCARonline.com

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# The Real Estate School of LCAR

## Online Education

### Pre-License & Continuing Education Classes

Visit Our Providers

[The CE Shop](#)

[RE Campus](#)

**To Register for Classroom Education:** contact The Real Estate School of LCAR at 569-5031, or email [Tmatroni@LCARonline.com](mailto:Tmatroni@LCARonline.com), with the following information:

- Full Name
- Mailing Address
- Phone Number
- Email Address
- Course Name & Start Date

Tuition and textbook fee is payable at the first class session. Acceptable forms of payment include cash, check, Visa or MasterCard.

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*Thank you for your interest in **The Real Estate School of LCAR**.  
If you have questions, please do not hesitate to contact us via email at  
[Tmatroni@LCARonline.com](mailto:Tmatroni@LCARonline.com), or by phone at 569-5031.*

***“When considering choices for your educational dollar,  
choose the School where value has meaning.”***

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