REAL ESTATE SCHOOL
OF YORK & ADAMS COUNTIES, INC.
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RAYAC Course Catalog Fall 2025—Winter 2026

License Renewal - What You Need to Know

All real estate licensees must renew their licenses by May 31, 2026. Before you can do this, you must complete 14 hours of continuing education.
All REALTOR members must complete 2.5 hours of Code of Ethics training and 2 hours of Fair Housing training by 12/31/27 in order to keep their REALTOR status.

Agents renewing for the first time: MUST take two 2 module courses, General Module and either Residential or Commercial Module, depending on what you practice.

Returning Agents: The PA Real Estate Commission has mandated that 5 of your 14 hours must be in the topics Agency and Fair Housing. RAYAC is offering several courses to fulfill these requirements.

NOTE: Our Fair Housing courses will satisfy both the Real Estate Commission requirement as well as the NAR Fair Housing requirement.

REALTOR members: Your Ethics and Fair Housing courses are due by 12/31/27, but you can take them now and apply them to your 14 hours of CE for license renewal in May of 2026.

ALL Ethics & Fair Housing classes that are approved by the PA Real Estate Commission for CE credit will be accepted by RAYAC to fulfill the NAR Ethics and Fair Housing mandates.

Please check with us if you have any questions about what qualifies for NAR credit.

ATTENTION - Hanover/Gettysburg & Commercial Agents - Coming in the Spring of 2026!

Hanover & Gettysburg agents: We will hold 14 hours of CE classes in Hanover on March 10 and April 13, including all Commission- and NAR-mandated courses.

Commercial agents: We will hold 7 hours of Commercial CE classes on April 16, as well as a course on 1031 Exchanges on April 29. You will be required to take the Commission– and NAR-mandated courses too, so you'll only need an additional 7 hours to renew your licenses.

Required Continuing Education Classes

COMMISSION-MANDATED COURSES for Returning Agents—Part 1

Returning Agents: The PA State Real Estate Commission has mandated that 3 of your 14 hours of CE must be in the topic of Agency and 2 must be in the topic of Fair Housing.

AGENCY COURSES: Approved for 3.5 hours of Real Estate CE, $40

Agency in Today's World — Instructor: Melanie McLane

Class Dates:

September 9 from 8:30 am—12:00 noon in the RAYAC Classroom
January 21 from 8:30 am—12:00 noon via Zoom Webinar
March 10 from 8:30 am—12:00 noon at South Hills Golf Club in Hanover

Navigating Agency in a Changing World — Instructor: Danielle Winn

Class Dates:

October 20 from 8:30 am—12:00 noon in the RAYAC Classroom
April 22 from 1:00 pm—4:30 pm in the RAYAC Classroom

What Kind of Agent are You Anyway? — Instructor: Peter Ruth

Class Dates:

September 30 from 8:30 am—12:00 noon in the RAYAC Classroom
February 25 from 8:30 am—12:00 noon via Zoom Webinar
May 13 from 1:00 pm—4:30 pm in the RAYAC Classroom

Navigating Industry Changes—Agency — Instructor: Barbie Miller

Class Date: December 3 from 8:30 am—12:00 noon in the RAYAC Classroom

Online Option: **"Agency Relationships"**

https://yorkadams.licenseschool.com/pennsylvania/real-estate/continuing-education/courses.html

Required Continuing Education Classes

COMMISSION-MANDATED COURSES for Returning Agents—Part 2

Returning Agents: The PA State Real Estate Commission has mandated that 3 of your 14 hours of CE must be in the topic of Agency and 2 must be in the topic of Fair Housing.

FAIR HOUSING COURSES: Approved for 3.5 hours of Real Estate CE, $40

Follow the Rules: Fair Housing & Anti-Trust — Instructor: Melanie McLane

Class Dates:

September 9 from 1:00 pm—4:30 pm in the RAYAC Classroom
January 21 from 1:00 pm—4:30 pm via Zoom Webinar
March 10 from 1:00 pm—4:30 pm at South Hills Golf Club in Hanover

Fair Housing—Reflecting on the Past — Instructor: Danielle Winn

Class Dates:

October 20 from 1:00 pm—4:30 pm in the RAYAC Classroom
April 22 from 8:30 am—12:00 noon in the RAYAC Classroom

Fair Housing Laws that Impact Real Estate — Instructor: Peter Ruth

Class Dates:

September 30 from 1:00 pm—4:30 pm in the RAYAC Classroom
February 25 from 1:00 pm—4:30 pm via Zoom Webinar
March 31 from 8:30 am—12:00 noon at the Wyndham Garden
May 13 from 8:30 am—12:00 noon in the RAYAC Classroom

Fair Housing Violations—Not Me! — Instructor: Barbie Miller

Class Date: December 3 from 1:00 pm—4:30 pm in the RAYAC Classroom

Online Option: "Upholding Fair Housing Laws"

https://yorkadams.licenseschool.com/pennsylvania/real-estate/continuing-education/courses.html

Required Continuing Education Classes

REQUIRED FOR NEW AGENTS (renewing your license for the 1st time)

New Agents: All agents renewing their licenses for the first time are required by the PA Real Estate Commission to complete 2 seven-hour courses. The first course, required for **ALL** agents, is the General Module. The second required class is **EITHER** the Residential Module, **OR** the Commercial Module, depending on which type of real estate you practice. Agents who must complete these modules are exempt from taking the Commission's mandated courses.

If a license is/was issued between December 1, 2023 and November 30, 2025, you must complete these modules in order to meet the Commission renewal requirement.

If a license is issued between December 1, 2025 and February 28, 2026, you must renew your license by May 31, 2026, but are exempt from the educational requirement.

General Module: Topics include: duties of licensees, closing costs for buyers and sellers, the Agreement of Sale and its addenda, title reports, zoning, agency relationships, and environmental concerns.

Fall Class Date: September 24 from 8:30 am—4:00 pm in the RAYAC Classroom (Barbie Miller)

Winter Class Date: January 13 from 8:30 am—4:00 via Zoom webinar (Melanie McLane)

Spring Class Date: April 7 from 8:30 am—4:00 pm in the RAYAC Classroom (Paula Musselman)

Residential Module : Topics include: the Uniform Construction Code and zoning, environmental issues, land development and types of construction, home inspections and warranties, mortgage information, foreclosures and short sales, fair housing, and the agreement of sale.

Fall Class Date: October 29 from 8:30 am—4:00 pm in the RAYAC Classroom (Paula Musselman)

Winter Class Date: February 4 from 8:30 am—4:00 pm via Zoom webinar (Melanie McLane)

Spring Class Date: March 12 from 8:30 am—4:00 pm in the RAYAC Classroom (Barbie Miller)

Commercial Module: Topics include: the letter of intent, the commercial agreement of sale, leases and clauses, environmental issues, property management, 1031 exchanges, tenant fit out, floor measurement and load factors, and zoning issues.

Spring Class Date: March 4 from 8:30 am—4:00 pm in the RAYAC Classroom (Jim Helsel)

Online Option: https://yorkadams.leaponline.com/online-education/pennsylvania/real-estate/sales-license/post-licensing/courses.html

Attention: Hanover/Gettysburg Agents!

We are pleased to bring you 14 hours of continuing education in Hanover, including all courses mandated by the Real Estate Commission (due by 5/31/26), as well as those mandated by NAR (due by 12/31/27).

Location: South Hills Golf Club, 925 Westminster Avenue, Hanover PA 17331

Class Dates: March 10, 2026 and April 13, 2026

Cost: $40/class, each class approved for 3.5 Real Estate CE

Instructor: Melanie McLane

March 10 from 8:30 am—12:00 noon: Agency in Today's World

This course will review agency law in PA, and the standard forms needed to comply with RELRA. We will discuss the requirement to always have two forms per consumer. You'll learn scenarios and talking points for discussing agency and fees. We'll review the duties owed by licensees in PA to *all consumers,* and the fiduciary duties owed to clients. We'll also discuss pitfalls of undisclosed dual agency.

March 10 from 1:00 pm—4:30 pm: Fair Housing & Anti-Trust

We will cover Fair Housing, including implicit and unconscious bias. Case studies will be included, and we will review Sherman Anti-Trust, other regulations, and touch on the ethical requirements regarding anti-trust.

April 13 from 8:30 am—12:00 pm: Getting to Yes: Negotiating on Behalf of Your Clients

This session teaches you how to successfully negotiate on behalf of your client, without violating fiduciary duties. The goal of every negotiation is win/win, so agents need to consult with their clients to determine the client's goal and structure a negotiating strategy that will help the client achieve that goal.

April 13 from 1:00 pm—4:30 pm: COE: Multiple Offers, Keeping it Legal, Ethical & Sane

This course will discuss the legal and ethical issues of multiple offers, as well as the agent's fiduciary duties to clients. The NAR Code of Ethics, and state law will also be compared and contrasted.