

J.Y. MONK REAL ESTATE TRAINING CENTER



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Greenville, N.C. 27858

Telephone 1-800-849-0932

THE LEADER IN NORTH CAROLINA REAL ESTATE EDUCATION SINCE 1975

Thank you for your interest in becoming a JY Monk instructor! We enjoy the opportunity to meet motivated and enthusiastic people with an interest in exploring the teaching possibilities at JY Monk. The fact is, as North Carolina's largest real estate school, we are *always* looking for talented presenters. We make it our business to hire industry professionals.

If you are already an Approved NC Real Estate Instructor and you would like to learn more about opportunities to teach with the largest real estate school in North Carolina, then just email your resume and cover letter to Frank.Fields@Brightwood.edu.

If you would like to become an Approved North Carolina Real Estate Instructor, then *JY Monk is the school for you!* We help you apply to the NC Real Estate Commission for temporary instructor approval. We provide a training allowance while you work to gain full approval from the Commission. We offer mentoring and training on how to teach the JY Monk materials. And we offer you paid live classroom teaching opportunities while you train.

The following five steps outline the screening and development process that may qualify and prepare you to become a JY Monk professional instructor. Please review each step and provide the necessary information as requested.

Step 1:

Review the following to determine if you qualify to become an instructor at JY Monk. The State of North Carolina requires that the following criteria be fulfilled by applicants for pre-/post-licensing and continuing education instructors:

Qualifications for Pre-/Post-Licensing Instructors:

- A current North Carolina real estate broker license that is not on provisional status;
- A current continuing education record;
- Three years active full-time experience in general real estate brokerage, including substantial experience in real estate sales and at least one year of general brokerage experience in North Carolina, within the previous seven years; **AND**
- 60 semester hours of college-level education at an institution accredited by the Southern Association of Colleges and Schools or any other college accrediting body recognized by the U.S. Department of Education.

For purposes of this Rule, *substantial experience* is experience which is material, valuable, and worthwhile and not nominal, occasional, or intermittent. The Commission shall consider teaching experience at the secondary or postsecondary level in lieu of a portion of the brokerage experience requirement.

Qualifications for Elective Course Continuing Education Instructors:

The State of North Carolina requires that an instructor of an elective course must be qualified under **ONE** of the following standards:

- Possession of a baccalaureate or higher degree in a field directly related to the subject matter of the course;
- Three years full-time work experience within the previous ten years that is directly related to the subject matter of the course;
- Three years full-time experience within the previous ten years teaching the subject matter of the course; or
- Education or experience or both found by the Commission to be equivalent to one or more of the above standards. If the subject matter of the course deals directly with real estate brokerage practices, then the instructor must also possess a current real estate license.

Step 2:

If you meet the state qualifications and would like to pursue becoming a JY Monk instructor, prepare a brief resume and include the following:

- Indicate how you qualify with the state requirements
- Describe your experience in the real estate profession (and any other related profession)
- Identify prior speaking experience (if any)
- If you have any new course ideas, provide a summary of your idea(s)

Email your resume to: Frank.Fields@Brightwood.edu

Step 3:

Upon receipt of your resume, a telephone appointment will be scheduled with you to further discuss the instructor experience and expectations at JY Monk, and prepare you for the next steps in the process.

Step 4:

Upon successful completion of our telephone meeting, you will have the opportunity to participate on the fast track to instructing. You will be sent:

- Instructions for your next steps;
- Email with PowerPoint presentation material for a unit of study;
- An Instructor Candidate DVD; this DVD introduces you to one of JY Monk's affiliated corporations (Kaplan), describes JY Monk's expectations for our instructors, and provides you with a training session on how to be an effective instructor (mailing address required).

Step 5:

Using the knowledge gained through the DVD, you'll develop a 30-minute presentation for the PowerPoint unit provided. You will present this material in a live online video "Teach Back" format to the Lead Instructor and Director. To schedule this presentation, contact Sarah Lawing, Lead Instructor, at SLawing4ncre@yahoo.com or call 910.309.1144.

Very few even start our instructor process, but those that finish it become an integral part of our excellent professional instructor team at JY Monk. Follow these easy steps and you could be next. Now is the time to get started...the demand for real estate courses is increasing!

Get started today with Step 1 and Step 2 and email your resume to Frank.Fields@Brightwood.edu. We look forward to hearing from you!