

# J.Y. Monk School Bulletin

July 1, 2019

## Kaplan Real Estate Education

Administrative Office: 1700-C East Arlington Blvd., Greenville, NC 27858  
**800-849-0932**  
www.kapre.com

### ***School Bulletin***

Publication Date: July 1, 2019

Name of School: Kaplan Real Estate Education dba JY Monk Real Estate School

Statement of Ownership:

DF Institute, LLC owns and operates Kaplan Real Estate Education located in various North Carolina cities. Administrative offices are located at 1700C East Arlington Blvd., Greenville, NC.

Purpose of School:

Kaplan Real Estate Education conducts the broker prelicensing course required to qualify for the license examination to become licensed as a real estate provisional broker in North Carolina and the postlicensing courses needed for a provisional broker to remove the provisional status of such license.

School Licensure/Approval:

Kaplan Real Estate Education, d/b/a J.Y. Monk School, is licensed by the North Carolina Real Estate Commission. Any complaints concerning the school should be directed in writing to: North Carolina Real Estate Commission, ATTN: Education & Licensing Division, P.O. Box 17100, Raleigh, NC 27619.

School Director: Lisa Goyette

Faculty:

**Scott Allenspach**  
**Philip Armel**  
**Gary Barker**  
**Deborah Bass**  
**Erica Clark**  
**Suzanne Cranford**  
**Michele Dew**  
**Rebekah Edens**  
**Knashonda Eiland**  
**Laurie Ann Gardner**  
**Amber Gongidi**  
**Amy Klingensmith**  
**Carol Lambert**  
**Dwight Lawing**  
**Sarah Lawing**  
**Jennifer McAllister**  
**Donna Parker**  
**Venita Peyton**  
**Roger Shah**  
**Shondra Whatley**  
**Nathan Zaleski**

Page 1

## CLASSROOM LOCATIONS

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**CHARLOTTE** — Holiday Inn Charlotte University, 8520 University Executive Park Drive, Charlotte, NC 28262

**FAYETTEVILLE** — Cliffdale Plaza Shopping Center 6900 Cliffdale Road, Suite 102, Fayetteville, NC 28314

**GREENVILLE** — 1700-C East Arlington Blvd., Greenville, NC 27858

**HICKORY** — Piedmont Center, 1375 Lenoir-Rhyne Blvd. SE, Room 115, Hickory, NC 28602

**RALEIGH** — Residence Inn - Raleigh Crabtree Valley, 2200 Summit Park Lane, Raleigh, NC 27612

Holiday Inn - Raleigh North, 2805 Highwoods Blvd, Raleigh, NC 27604

**WILMINGTON** — New Hanover Government Center 230 Government Center Drive, Suite 42, Wilmington, NC 28403

## ENTRANCE REQUIREMENTS

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Enrollment in Kaplan Real Estate Education is open to the public. NO STUDENT SHALL BE DENIED ADMISSION ON THE BASIS OF AGE, SEX, RACE, COLOR, NATIONAL ORIGIN, FAMILIAL STATUS, RELIGIOUS PREFERENCE OR HANDICAPPING CONDITION.

Per *Commission Rule 58H .0205*: the School must provide each Prelicensing and Postlicensing course student with a copy of this School Bulletin prior to payment of any non-refundable tuition or fee. The Bulletin, which is required and approved by the North Carolina Real Estate Commission, outlines School policies plus the rights and obligations of the School and the student. A signed certification that a student received a copy of the Bulletin must be retained by the School. The Bulletin will be provided electronically at registration.

## BROKER PRELICENSING COURSE

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The minimum age requirement for obtaining a real estate license in North Carolina is 18.

### **Purpose of the Course:**

The primary objectives of the *Broker Prelicensing Course* are (1) to provide students with the basic knowledge and skills necessary to act as licensed real estate brokers in North Carolina in a manner that protects and serves the public interest and (2) to prepare students for the North Carolina real estate license examination. At this school the prelicensing course consists of a **total of 75 classroom hours** of instruction, including the end-of- course examination.

After passing the prelicensing course, a student must submit a license application to the North Carolina Real Estate Commission to be eligible to take the license examination. License application instructions are provided in the free publication *Real Estate Licensing in North Carolina*, which is available on the Commission's website at [www.ncrec.gov](http://www.ncrec.gov).

**Course Description:**

Major topics addressed in the *Broker Prelicensing Course* include basic real property law, property taxation, land use controls, environmental hazards, brokerage relationships and practices, real estate contracts, real estate financing, closing a real estate sale transaction, real estate valuation, fair housing, landlord and tenant, property management, federal income taxation of real estate, basic house construction, basic real estate investment, property insurance basics, and the North Carolina Real Estate License Law and North Carolina Real Estate Commission Rules, Property Insurance Basics, and Trust Account Guidelines. *Real estate mathematics is an important component of this course and calculations will be required.*

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## BROKER POSTLICENSING COURSES

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**Purpose of the Postlicensing Program:**

The primary objective of the *Postlicensing Education Program* is to provide instruction at a level beyond that provided in the *Broker Prelicensing Course* on topics deemed to be of special importance to licensees.

Per Commission Rule 58A.1902: Provisional Brokers must complete, within three years following initial licensure "a postlicensing education program consisting of 90 hours of classroom instruction in subjects determined by the Commission" [G.S.93A-4(a)1]. The program consists of three 30-hour courses, at least one of which must be completed in each of the first three years following initial licensure in order to retain eligibility to actively engage in real estate brokerage.

The 90-hour *Postlicensing Education Program* consists of three 30-hour courses prescribed by the Commission which may be taken in any sequence. However, the Commission recommends the following course number sequence (301, 302, & 303), as course materials were developed with that sequence in mind. When a provisional broker has timely completed all three courses, the provisional status of the broker's license will be automatically terminated by the Commission.

**Course Descriptions:****Post 301 Brokerage Relationships and Responsibilities**

Topics addressed in this course include a review of agency relationships in real estate residential and commercial sales and commercial property management transactions and a real estate broker's legal duties to clients and customers, a step-by-step review and discussion of the functions and responsibilities of a real estate broker when working with sellers and buyers, a review of issues associated with transactions in progress when a broker leaves a firm, and a review of license status and education issues.

**Post 302 — Contracts and Closing**

Topics addressed in this course include selected basic contract law concepts, real estate sales contract preparation, sales contract procedures, buyer's due diligence, closing procedures, Real Estate Settlement Procedures Act, closing disclosures preparation, contracts for deed, options, and real estate license status and education issues.

**Post 303 — NC Law, Rules, and Legal Concepts**

Topics addressed in this course include general North Carolina licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management in North Carolina, and miscellaneous North Carolina laws and legal concepts.







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## STUDENT CONDUCT

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**All students are expected to conduct themselves in a professional manner. Dismissal without recourse will be imposed for behavior that, in the sole judgment of instructor or staff, reflects negatively on Kaplan Real Estate Education.**

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## ADDITIONAL SCHOOL POLICIES

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### INCLEMENT WEATHER

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In the event of inclement weather or a local or national emergency, Kaplan Real Estate Education will update the inclement weather link on our website ([www.kapre.com](http://www.kapre.com)). Students will also be contacted by email and phone if the course(s) cannot be held as scheduled. Makeup days/times will be scheduled as needed.

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### COURSE SCHEDULES

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Course schedules are published separately from this bulletin. Schedules are available at the school and upon request by phone, fax, email, or U.S. mail. They are also posted on the school's website [www.kapre.com](http://www.kapre.com).

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### TECHNOLOGY AND CELL PHONE POLICY

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Kaplan Real Estate Education is NOT responsible for lost or stolen electronic devices.

Kaplan Real Estate Education does NOT provide wireless internet access.

Students cannot bring computers or communication devices into any classroom at Kaplan Real Estate Education. *Online versions of textbooks cannot be used in our classes.* Students are allowed to bring cell phones in the classroom as long as they are kept on silent at all times. Students who need to use a cell phone must do so at one of the course breaks outside of the classroom. **Students who refuse to follow our technology and cell phone policy may be dismissed from the class by our school manager and will not receive a refund.**

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### VISITORS/GUESTS

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Courses at Kaplan Real Estate Education are open to enrolled students ONLY. Guests/visitors are NOT permitted in the classroom.

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### CERTIFICATION

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As school director, I certify that the information and school policies contained herein are accurate and enforceable by and upon Kaplan Real Estate Education.



