



**Kaplan Real Estate Education**  
**DRE Sponsor No. – S0650**  
**Home Office- 1515 W. Cypress Creek Rd,**  
**Ste. RFR, Fort Lauderdale, FL 33309**  
**Phone Number: 888-213-5124**

### General Information Page

(This is provided to you in accordance with standards set by the Department of Real Estate – DRE)

#### Cost and Course Description

The total cost of the course(s) is the price advertised in the current brochure, on the current version of the website, or quoted to you by the Kaplan Real Estate Education Registrar or Enrollment Center; fees for additional services are explained below. The prices range between \$169 and \$289 per course with packages of courses available. Also, specific course descriptions are provided in our current brochure and are available at our website. Specific textbook information is available upon request.

Once you have studied the online course content and have completed the unit exams for the required 18 days, you will gain access to the end-of-course exam.

#### Examination Requirements

You will be required to pass a final examination, which will be administered online. You will have a maximum of 2 attempts. If you do not pass, you will be required to re-enroll in the course. Pass rates for all College Level courses are 60%. For DRE approved courses, the exam will be “open book”. All tests are timed.

Name	Category	Hours	Presentation	# of Questions	Time Limit
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#### College Level/Statutory

Escrows	Statutory	45	HS	100 M/C	2.5 hrs
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Textbook: Real Estate Escrow and Title, 2020, Author – George W. Lawrence, 492 pages - This book provides an in-depth explanation of the escrow, title, and related real estate services and the specific duties of the professionals who perform these services. It is directed toward those who work in any of the variety of occupations of the real estate industry, including escrow, title insurance, real estate brokerage, appraisal, and lending, and especially those new to their respective professions and careers. The subjects covered provide the reader with a comprehensive overview of the responsibilities of the escrow and title insurance professional and offers an introduction to the activities, qualifications, and practices of the real estate and loan professionals and the services they deliver.

Real Estate Practice	Statutory	45	HS	100 M/C	2.5 hrs
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Textbook: California Real Estate Practice, 2022, Author – William H. Pivar, Lowell Anderson and Daniel S. Otto with Kartik Subramaniam, Contributing Editor. 596 pages - A real estate license does not come with an operating manual, so this textbook focuses on what it really takes to succeed in the business and will expand your knowledge of the industry in an engaging and effective forum. Topics include: The Business of Real Estate, The Art of Pricing and Listing, and How to Find and Counsel the Buyer. Complete with checklists, contracts, CAR® and other sample forms, and quizzes and exams that closely follow the state exam.



Real Estate Office

Administration	Statutory	45	HS	100 M/C	2.5 hrs
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Textbook: Real Estate Brokerage: A Management Guide, 2021, Author - Erica Ramus, 435 pages- The most comprehensive real estate brokerage course available offers an applications-oriented approach to help you become a more effective manager, leader, and communicator. This practical guide highlights new trends in professional development, including formal mentoring and cross-training programs, and developments in civil procedures, including RESPA, antitrust, and employment law issues. Key Benefits: Up-to-date information on how the COVID-19 pandemic has effected the real estate market - Contents range from management skills to decision making to the practical and legal realities of staffing - Real-life scenarios help you test your knowledge

Real Estate Principles	Statutory	45	HS	100 M/C	3 hrs
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Textbook: California Real Estate Principles, 2020, Author – Charles O. Stapleton III and Martha R. Williams, JD, 576 pages - Become successful in your field by understanding key topics such as time management, the listing and selling process, property valuation, closing the sale, escrow procedure, taxes, financing, and more. Topics include: Land Descriptions and Subdivisions, Acquisition and Transfer of Real Property, Liens and Encumbrances, Leases, Contracts, Unlawful Discrimination, Agency and Business Principles, and Ethics.

Real Estate Appraisal	Statutory	45	HS	100 M/C	2.5 hrs
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Textbook: Fundamentals of Real Estate Appraisal, 2021, Author – William L. Ventolo, Jr. and Martha R. Williams, JD, 496 pages - This textbook covers the basics of the appraisal profession, the mathematical and statistical analysis skills the role requires, and how the appraisal process relates to financing and the real estate transaction as a whole.

Real Estate Economics	Statutory	45	HS	100 M/C	2.5 hrs
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Textbook: California Real Estate Economics, 2020, Author – Ignacio Gonzalez, JD, 503 pages - Designed for both salesperson and broker candidates, this text is built on strong economic and finance principles. It explores how real estate fits into the economy and showcases our economic vitality. The “In California” section and state appendices will give direct insight into local issues. This core text covers everything on building a successful practice with student features such as checklists, contracts, CAR® and other sample forms, and quizzes and exams that closely follow the state exam.

Real Estate Finance	Statutory	45	HS	100 M/C	2.5 hrs
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Textbook: California Real Estate Finance, 2020, Author – Minnie Lush, BA, GRI, ABR and David Sirota, PhD, 512 pages - As demonstrated by the recent sub-prime mortgage crisis, few topics in the real estate world are more important than finance. Understanding the monetary system, the nuances of home mortgages, and instruments of financial leverage at all stages of the market are essential for all real estate professionals. This book is designed to offer comprehensive instruction in real estate finance, while also satisfying California state licensing requirements. This book fulfills a preclicensing elective for salespersons and is a required course for all broker applicants.

Property Management	Statutory	45	HS	100 M/C	2.5 hrs
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Textbook: Property Management, 2022, Author – Robert C. Kyle, Marie S. Spodek, CDEI, 494 pages - This practical discussion explores daily issues facing practitioners, such as maintenance, accounting, administrative, and legal activities, and it has up-to-date content on federal regulations, such as civil rights, fair housing, ADA issues, and environmental



concerns. Its flexible format adjusts to various hour requirements and includes case studies and sample forms to enhance student application and instructor resources to help with class preparation.

Legal Aspects of

Real Estate 11<sup>th</sup> Ed      Statutory      45      HS      100 M/C      2.5 hr

Textbook: *California Real Estate Law, 2022*, Author William H. Pivar and Robert J. Bruss, 640 pages – *California Real Estate Law* is an introduction to the vast body of law that governs real estate transactions in California. It will not, however, qualify you to give legal advice, which would be the unauthorized practice of law. Rather, it will help you recognize situations in which legal counsel should be sought and help you understand rights and obligations under the law. Only by understanding these rights and obligations can you professionally serve and protect the interests of your clients, as well as the public.

Real Estate Practice (OL)      Statutory      45      INT      100 M/C      2.5 hrs

Online Course - *Real Estate Practice* - A real estate license does not come with an operating manual, so this online course focuses on what it really takes to succeed in the business and will expand your knowledge of the industry in an engaging and effective forum. Topics include: The Business of Real Estate, The Art of Pricing and Listing, and How to Find and Counsel the Buyer. Complete with checklists, contracts, CAR® and other sample forms, and quizzes and exams that closely follow the state exam.

Legal Aspects of Real Estate (OL) Statutory      45      INT      100 M/C      2.5 hrs

Online Course – *Legal Aspects of Real Estate*; Textbook: *California Legal Aspects of Real Estate, 2022*, Authors William H. Pivar and Robert J. Bruss, 622 pages - *California Real Estate Law* is an introduction to the laws that govern real estate transactions in the state of California. Used as either a salesperson elective course or a required broker course, this course includes more than 200 case studies to help you apply concepts to real life. Make the law come alive and explore some of the common myths and misconceptions that affect your day-to-day activities. Find out how you can avoid legal entanglements with this course.

Real Estate Principles (OL)      Statutory      45      INT      100 M/C      2.5 hrs

Online Course – *Real Estate Principles*; Textbook: *California Real Estate Principles, 2022*, Authors - Charles O. Stapleton, III and Martha R. Williams, JD, 530 pages - Become successful in your field by understanding key topics such as time management, the listing and selling process, property valuation, closing the sale, escrow procedure, taxes, financing, and more. Topics include: Land Descriptions and Subdivisions, Acquisition and Transfer of Real Property, Liens and Encumbrances, Leases, Contracts, Unlawful Discrimination, Agency and Business Principles, and Ethics.

Property Management (OL)      Statutory      45      INT      100 M/C      2.5 hrs

Online Course – *Property Management*; Textbook: *Property Management, 2022 Kaplan, Inc.*, Author – Robert C. Kyle with Marie Spodek, CDEI, Contributing Editor, 494 pages - This practical discussion explores daily issues facing practitioners, such as maintenance, accounting, administrative, and legal activities, and it has up-to-date content on federal regulations, such as civil rights, fair housing, ADA issues, and environmental concerns. Its flexible format adjusts to various hour requirements and includes case studies and sample forms to enhance student application and instructor resources to help with class preparation.



Property Management (OL) Statutory 45 INT 100 M/C 2.5 hrs

Online Course – *Property Management*; Textbook: *Property Management, 2026 Kaplan North America, LLC., Author – Robert C. Kyle, 490 pages* - This course provides a solid foundation of the current profession, offering a thorough discussion of the following topics: an overview of Property Management including roles of a property manager and opportunities in real property; a review of federal regulations, such as civil rights, fair housing, ADA issues; environmental concerns, management operations, and tenant relations. A practical discussion explores daily issues facing property management professionals such as maintenance, accounting, administrative, and legal activities. Each unit includes a summary of important points, with questions and examples that reflect current market conditions. Comprehensive unit exams, incorporated website links, and videos all reinforce key concepts.

Fundamentals of Real Estate Appraisal (OL) Statutory 45 INT 100 M/C 2.5 hrs

Online Course – *Fundamentals of Real Estate Appraisal* - This course provides a strong foundation for understanding the modern real estate appraisal market. It includes discussion on the modern appraisal office, gross living area, the division of outdoor spaces, the concept of curb appeal, interior house design, landscaping plans, Historical Landmark designation, retrospective value, and financial calculators. The course includes learning objectives and unit review questions. Additionally, it covers the basic principles and procedures requirements of the Appraisal Qualifications Board.

### Identification Required

Students are required to enter one of the following photo ID item numbers before they can access an exam. Once the student enters their photo ID number, the LMS will check it against the photo ID number the student entered when they enrolled in the course or when they first launched the course. There is no limit to the number of times a student can try to enter the correct information. Students will need to enter their photo ID number for every exam attempt.

- (a) A current California driver license.
- (b) A current identification card described in Section 13000 of the California Vehicle Code.
- (c) Any identification of the participant issued by a governmental agency within the immediately preceding five years which bears a photograph, signature and identification number of the participant.

\*If this information is not provided, the student may not gain access to the end of course exam.

### Certificate of Completion

When you pass your exam, Certificates can be printed by clicking on the Certificate Icon on your Dashboard. Your Certificate will indicate the number of credit hours earned, and the course approval number. If you should misplace or lose your Certificate, Kaplan Real Estate Education maintains College Level records and will issue a duplicate Certificate upon request.

### Course Completion Time Limits

The initial enrollment period for Kaplan's courses is 6 months. You may purchase a course access extension, however, DRE requires that you complete your course within 1 year of your enrollment date. For DRE approved College Level courses, the minimum completion time allowed by the DRE is 2 ½ weeks (18 days) per course. For example, the DRE will not permit you to complete 2 courses in less than 5 weeks (36 days).



Be aware that if you are inactive in an online course for 10 minutes, your course access will time out and you will need to log back into our Learning Management System.

### **Refund Policy**

***Risk-Free Money Back Guarantee\****: Please check your materials immediately upon receipt to ensure they include everything that was ordered. If you're not completely satisfied, you can return the materials unmarked to us within 30 days from the date they were received. Upon verification, you will receive a 100% refund less shipping and handling.

\*Refunds are not provided if we've issued you a certificate of completion.

### **Grading System**

In order to pass a course, you must achieve a minimum score on the course final exam. For all DRE approved college level courses the passing score is 60%.

### **DRE Course and Instructor Evaluation**

A course and instructor evaluation is available on the Department of Real Estate (DRE) website at [www.dre.ca.gov](http://www.dre.ca.gov). Access this form by typing in "RE 318A" in the search box located in the upper right corner of the home page.

### **DRE Disclaimer Statement**

These courses are approved for pre-license education credit. However, this approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructor, authors, or lecturers.

This material is for educational purposes only. In no way should any statements or summaries be used as a substitute for legal or tax advice.

It is your responsibility to know and understand DRE rules and regulations concerning licensing and educational requirements. We will be pleased to help answer your questions, but DRE is the final authority - contact them at 877-373-4542 or visit DRE's website at [www.dre.ca.gov](http://www.dre.ca.gov).

### **Course Provider Complaint Statement**

A course provider complaint form is available on the Department of Real Estate (DRE) website at [www.dre.ca.gov](http://www.dre.ca.gov). Access this form by typing in "RE 340" in the search box located in the upper right corner of the home page. An informational form regarding course provider complaints, "RE 340A" is also available.