



---

**COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS**  
**Room 121A, 1400 East Washington Avenue, Madison**  
**Contact: Brittany Lewin (608) 266-2112**  
**March 24, 2016**

*The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.*

**AGENDA**  
**10:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

**A. Adoption of Agenda (1)**

**B. Approval of Minutes of August 20, 2014 (2)**

**C. Administrative Matters**

1. Staff Updates
2. Council Member
  - a) Robert Blakely
  - b) Casey Clickner
  - c) Marie Hetzer
  - d) Kathryne Kuhl
  - e) Robert Larson
  - f) Kathy Zimmermann

**D. Education and Examination Matters – Discussion and Consideration**

1. 2017-2018 Proposed Suggestions for the Continuing Education (CE) Curriculum **(3-5)**

**E. Public Comments**

**ADJOURNMENT**

The Next Scheduled Meeting is June 16, 2016.

**COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS  
MEETING MINUTES  
August 20, 2014**

**PRESENT:** Robert Blakely, Casey Clickner, Marie Hetzer, Kathryne Kuhl, Robert Larson,

**EXCUSED:** Kathy Zimmermann

**STAFF:** Brittany Lewin, Executive Director; Karen Rude-Evans, Bureau Assistant;  
Sharon Henes, Rules Coordinator

**CALL TO ORDER**

Marie Hetzer, Council Chair, called the meeting to order at 10:04 a.m. A quorum of five (5) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Kathryne Kuhl moved, seconded by Casey Clickner, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES – MAY 21, 2014**

**MOTION:** Casey Clickner moved, seconded by Kathryne Kuhl, to approve the Minutes of May 21, 2014 as published. Motion carried unanimously.

**LEGISLATIVE/ADMINISTRATIVE RULE MATTERS**

**Proposals and Recommendations for Amending Chs. REEB 12 and 25**

**MOTION:** Kathryn Kuhl moved, seconded by Casey Clickner, to recommend to the Real Estate Examining Board that the CE exemption be removed for new licensees and appoint Marie Hetzer as a liaison to the Board. Motion carried unanimously.

**2015-2016 Curriculum**

**MOTION:** Kathryne Kuhl moved, seconded by Robert Larson, to recommend the Real Estate Examining Board adopt the proposed 2015-2016 continuing education curriculum with revisions discussed in today's meeting and appoint Marie Hetzer to report revisions and recommendations to the Real Estate Examining Board. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Robert Larson moved, seconded by Kathryne Kuhl, to adjourn the meeting at 12:10 p.m. Motion carried unanimously.



**To:** DSPS Curriculum and Examinations Council Members

**From:** Jennifer Lindsley, Director of Training & Staff Attorney  
Cori Lamont, Director of Corporate & Regulatory Affairs

**Date:** March 14, 2016

**RE:** 2017-2018 Proposed Suggestions for the Curriculum and Examinations Council

---

Historically the WRA has been asked to provide suggestions to the DSPS Curriculum and Examinations Council as to content for the following biennium's continuing education content for real estate licensees. In anticipation of the Curriculum and Examinations Council meeting, the WRA provides the following information for the Council's discussion and consideration on March 24, 2016.

As a reminder, real estate licensees must complete 18 hours of continuing education during each biennium through six approved 3-hour courses. Courses 1, 2, 3 and 4 are mandatory for all licensees; in addition licensees must take two of the elective courses from a list of approved courses.

The proposal provides the Council suggestions for courses 1, 2, 3 and 4. In addition the materials provide suggestions for elective courses.

Specific sections of the Wisconsin state-approved forms will be provided for reference once the council provides further guidance and may be adjusted due to the focus of the discussion of a specific Wisconsin state-approved form.

## **CORE COURSES**

### **CE 1 - Wisconsin Listing Contracts**

- Agency
  - Disclosure to Client
  - Multiple representation
- Commission
- Protected Buyers
- Amendment
- Licensee as seller – disclosure of interest
- Delivery
  - Forms of delivery including email
  - Electronic consent
- Marketing and advertising
  - Disclosure of firms name
  - Social media/technology
  - Closing gifts vs fee splitting

## **CE 2 – Wisconsin Offers to Purchase**

- As-is
- Pre/post closing occupancy
- Closing documents for seller and for buyer
- Secondary offers
- Closing of the buyer's property contingency
- Disclosure of Relationship with Buyer when drafting Offers to Purchase
- Insurability
- Multiple counter proposals
- "Fake buyers"/scams
- Safety

## **CE 3 - Wisconsin New Developments**

- Law
- Code
- Cases
- Forms

## **CE 4 - Buyer Agency in Wisconsin**

- Multiple representation
- Success fee
  - How paid
  - In the OTP
  - % of purchase price or \_\_\_\_\_ whichever is greater
  - Procuring cause issues
- Disclosure of buyer agency
- Unlisted property
- Multiple buyers
- Confidential buyers
- Licensee as buyer - disclosure of interest
- Amendment

## **ELECTIVES**

### **New Construction**

- WB-13 Vacant land offer to purchase
- Land use planning and zoning
- WB-3 Vacant Land Listing
- Occupancy permits
- Inspections
- Building codes
- Basic construction info (roof, siding, wells, skeptics, surveys etc.)

## **Landlords, tenants, and property management (or more generally - investment property)**

- Selling rental property
- Leasing rental property
- WB-36 for tenant
- Buying rental property
- Trust accounts
- Leases
- Valuing investment property

## **Financing**

- Financing contingency in state-approved offer to purchase
- Cash offers
- Loan programs
- Seller financing
- Lease with option
- Exchanges

## **Common Contract Mistakes**

- Illusory language
- Additional provisions vs addenda
- Financing contingency (check box and nothing else)
- No hours in the bump clause
- Inspection - filling in days but not checking the box
- Sending back part of the offer
- Notice vs amendment
- REEB Disciplinary Actions pertaining to contract mistakes

## **Ethics and Best Practices**

- Communicating with consumers and other agents
  - Confidentiality
  - Accurate information about market conditions affecting a person's transaction
  - Disclosure of MAF
  - Disclosure of MF
  - Reasonable Skill and Care
  - Drafting and Submission of Written Proposals
- Procuring cause
- Contacting or being contacted by represented parties
- Buyers under buyer agency

## **Other approved forms**

- Amendment
- Notice
- Counter offer
- Counter proposal
- Bills of sale
- Addenda?