

2015-2016 Continuing Education Curriculum

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.

Specific sections of the Wisconsin state-approved forms have been provided for reference and may be adjusted due to the focus of the discussion of a specific Wisconsin state-approved form. For example, inspections and testing provisions in the WB-11 Residential Offer to Purchase lines 395–409 may be substituted with WB-15 Commercial Offer to Purchase lines 437-449)

Core Courses

Course 1 Wisconsin State-Approved Listing Contracts

- requirements for a valid listing contract – Wis. Stat. § 240.10
- client or customer - Wis. Stat. § § 425.01(3m) and (3s)
- subagency – Wis. Stat. §§ 452.01(7r) and 452.133(4)
- agency relationships - Wis. Stat. § 452.134
 - Multiple representation with designated agency
 - Multiple representation without designated agency
 - Reject multiple representation (single agency)
- agency disclosure – Wis. Stat § 452.135
- limited service listing – Wis. Stat. § 452.133(6), Wis. Admin. Code § REEB 16.04
- delivery of documents and notices in the Wisconsin state-approved listing contract
- email delivery, electronic consent
- cooperation and access to property– (e.g., residential WB-1, lines 26-33), Wis. Admin. Code § REEB 24.13(2)(a)
- offers of cooperation and compensation, (e.g., residential WB- 1 Lines 59-60)
- exclusions in the Wisconsin state-approved listing contract (e.g., residential WB-1, lines 34– 39)
- Fixtures as defined by the Wisconsin state-approved listing contract v. personal property (e.g., residential WB-1, lines 6-14 and 199-210)
- protected buyers/extension of listing in the Wisconsin state-approved listing contract (e.g., residential WB-1, lines 61-61 and 220-229)
- advertising – 17 USC §§ 201– 205, 1001– 1010, (Copyright Act) Wis. Stat. § 100.18, Wis. Admin. Code § REEB 24.04, 12 CFR Part 226 (Regulation Z)

Course 2 Wisconsin State-Approved Offers to Purchase

- financing contingency in the Wisconsin state-approved offer to purchase – Wis. Stat. § 224, Wis. Admin. Code § REEB 24.085
 - Admin. Code § REEB 24.085
- title and methods of transfer; title insurance in the Wisconsin state-approved offer to purchase
 - (e.g., residential WB– 11, lines 325– 368)
- property condition representations, use of blank lines in offer – residential WB-11 lines 165-172) Wis. Stat. §§ 709.001– 709.08
 - 172) Wis. Stat. §§ 709.001– 709.08
- “as-is” transactions, including licensee and seller disclosure obligations
- property damage between acceptance and closing – (e.g., residential WB– 11, lines 206– 215)
- Fixtures as defined by the Wisconsin state-approved offer to purchase v. personal property –
 - Wis. Stat. § 77.27

- presentation of offer - Wis. Admin. Code §§ REEB 24.13 (1)-(3)
- licensees drafting offers for multiple buyers on the same property
- WB-46 Multiple Counter-Proposal, including modifications when just one buyer will receive
- withdrawal of offer
- appraisal contingency in the Wisconsin state-approved offer to purchase (e.g., residential WB-11, lines 264-271)
- WB-44 Counter-Offer

Course 3 Wisconsin New Developments

- Wisconsin forms revisions
- Wisconsin laws/code/Attorney General opinions
- Wisconsin cases
- proposed changes to Wisconsin rules, statutes, forms

Course 4 Ethics and Fair Housing in Wisconsin*

* This course would also include National Association of Realtors ethics requirements

- maintain and improve standards of practice – Wis. Stat. § 452.09, Wis. Admin. Code § REEB 25.065
- competency, fairness, and integrity – Wis. Admin. Code § REEB 24.03; Realtor Code of Ethics Article 11
- protecting clients' interests – Wis. Stat. § 452.133
- honesty with all parties – Wis. Admin. Code § REEB 24.085; Realtor Code of Ethics Article 1
- cooperating with other agents to advance client's interest– Wis. Admin. Code § REEB 24.13(4), REEB 24.13(5)
- timely communication – Wis. Admin. Code § REEB 24.13(4), REEB 24.13(5)
- equal services to all clients and customers - Wis. Admin. Code § REEB 24.03
- fair housing - Wis. Stat. § 106.50
- Realtor Code of Ethics Preamble and Golden Rule
- complaint Process at the Department of Safety and Professional Services
- Code of Ethics Article 17 - Realtors disputes to arbitration
- Realtor professional standards enforcement process

Electives

Elective A - Disclosures in a Wisconsin Transaction

- licensee disclosure – Wis. Stat. §§ 452.23, 452.24, 106.50
 - disclosure of material adverse facts
 - inspection of property by licensees
 - asking seller about condition of property and getting response in writing
 - licensee is not obligated to disclose
- seller disclosure – Wis. Stat. §§ 709.01– .08
- lake lots, piers, boat houses – Wis. Stat. §§ 30.121, 59.692, §, Wis. Admin. Code § NR 115,
- shoreland zoning – Wis. Stat. § 59.692, Wis. Admin. Code § NR 115
- use-value assessment – Wis. Stat. § 70.32
- environmental matters
- gas (radon and carbon monoxide)
- lead-based paint
- methamphetamines
- underground storage tanks (USTs)
- asbestos
- water (nitrate, radium, arsenic)
- easements – Wis. Stat. § 709
- renovations and permits – Wis. Stat. §§ 709.01–.08,
- nonconforming use – Wis. Stat. § 59
- misrepresentation – Wis. Stat. § 100.18

Elective B - Risk Reduction for Wisconsin Salespeople and Brokers

- liability for salespeople and brokers – Wis. Stat. § 452.12(3), 452.139(2)(a)
- broker's obligation to provide supervision – Wis. Stat. §§ 452.01(7), 452.01(4d), 452.01(4p), 452.12(3) Wis. Admin. Code § REEB 17
- drafting and presentation of written proposals – Wis. Admin. Code § REEB 24.13
- buyer-customer or buyer-client
- Wisconsin E-commerce and Federal E-Sign - Wis. Stat. §§ 137.11– 26, 15 US code chapter 96
- following the office policy manual – Wis. Admin. Code § REEB 17.08
- post-closing disputes – Wis. Admin. Code § REEB 16.05, Wis. Admin. Code § 24.06
- RESPA and affiliated businesses – 12 USC 2601– 2617
- unauthorized practice of law – Wis. Admin. Code § REEB 24.06, SCR 23
- permitted and prohibited activities of unlicensed assistants,– Wis. Admin. Code § REEB 17.12(2)
- record retention - Wis. Admin. Code § REEB 15
- disclosure of compensation and interests – Wis. Admin. Code § 24.05
- incentives vs. fee -splitting – Wis. Stat. § 45.19

Elective C - Inspections and Testing in Wisconsin Transactions

- inspection and testing section per the state-approved Wisconsin Offer to Purchase (e.g., residential WB– 11, lines 395– 409)
- what is an inspection per the Wisconsin Offer to Purchase (e.g., residential WB– 11, lines 395–409)
- who can inspect per the state-approved Wisconsin Offer to Purchase (e.g., residential WB– 11, lines 395– 433); Wis. Stat. §§ 440.97– 979
- what is required, optional and prohibited in an home inspection - Wis. Stat. §440.975
- what is a test per the state-approved Wisconsin Offer to Purchase (e.g., residential WB– 11 lines 395– 433)
- who can test per the state-approved Wisconsin Offer to Purchase (e.g., residential WB– 11, lines 395– 409)
- inspection and testing results per the state-approved Wisconsin Offer to Purchase (e.g., residential WB– 11, lines 395–433)
- what is a Defect as per the state-approved Wisconsin Offer to Purchase compared (e.g., residential WB-11 , 182-184) and how that relates to the information included in a home inspector’s report
- using the Wisconsin state-approved amendment (WB-40)– Wis. Admin. Code § REEB 16
- using the Wisconsin state- approved notice (WB-41) – Wis. Admin. Code § REEB 16
- right to cure per the state-approved Wisconsin Offer to Purchase (e.g., residential WB– 11, lines 395–433)
- using the state-approved Wisconsin Cancellation Agreement & Mutual Release (WB-45)
- seller amending the condition report – Wis. Stat. §§ 709.035 and 709.05
- disclosure material adverse facts by licensees – Wis. Stat. § 452.133
- definition of defect, WB-11 Lines 182-184

Elective D - Wisconsin Condominiums

- creating condominiums – Wis. Stat. § 703.07
- condition report and other disclosures
- disclosure documents – Wis. Stat. § 703.33
- receipt of condominium documents - Wis. Stat. § 703.33
- Wisconsin listing document – WB-4
- Wisconsin purchase documents – WB-14
- financing
- rental
- rights of first refusal – Wis. Admin. Code § REEB 24.12
- identifying what is for sale: unit, common elements, limited common elements
- reserves
- competency in condominium transactions – Wis. Admin. Code § REEB 24.03
- small condominiums – Wis. Stat. § 703.365
- condominium Associations v s. Home Owner’s Associations
- planned use developments
- related insurance issues