

2021-2022 Continuing Education Curriculum

Under the 2021-2022 continuing education:

- Licensees are required to complete 18 hours of continuing education.
- Licensees are required to complete six approved courses.
- Each approved course will be comprised of several topics.
 - Each topic will include 50 minutes of instruction.
 - A licensee must complete three, 50-minute topics within one course to complete the course.
- For Courses 1-4, a licensee must complete one mandatory topic and choose two topics from the approved list.
- For Courses 5-6, a licensee must complete three topics selected from the approved list of eight topics.
- Example: To complete Course 1 Wisconsin Listing Contracts, a licensee must complete the mandatory course topic as indicated below and then select two from the remaining approved topics:
 - **Topic 1 (50 minutes) MANDATORY**
 - Topic 2 (50 minutes)
 - Topic 3 (50 minutes)
 - Topic 4 (50 minutes)
 - Topic 5 (50 minutes)
- In summary the six courses include:
 - Course 1 Wisconsin Listing Contracts
 - Course 2 Wisconsin Offers to Purchase
 - Course 3 Wisconsin New Development
 - Course 4 Wisconsin Risk Reduction through Professionalism (Satisfies NAR Ethics Requirements)
 - Course 5 Wisconsin Real Estate Law and Practice
 - Course 6 Wisconsin Real Estate Transactions
- A certificate of completion cannot be issued by an approved provider for a course until all three hours are completed and the examination is passed.
- All three hours for any one course must be completed through the same approved provider.
- Approved providers must incorporate forms into courses with the current mandatory use date and all content references to statutes and rules must be current.

1. COURSE 1 - WISCONSIN LISTING CONTRACTS

- a. **Protected Buyers, Exclusions, and Extension of the Listing (50 minutes) (Mandatory)**
 - i. Exclusions (relevant WB Listing Contract, e.g., lines 159-166 of the WB-1, Wis. Stat. § 106.50)
 - ii. Protected buyers (relevant WB Listing Contract, e.g., lines 205-219 of the WB-1)
 - iii. Extension of the Listing (relevant WB Listing Contract, e.g., lines 220-224 of the WB-1)
- b. **Modifying the Listing Contract (50 minutes)**
 - i. Exclusive right to sell, exclusive agency, one-party, and open listings (Wis. Stat. § 452.40, Wis. Admin. Code § REEB 16.02, Wis. Admin. Code § REEB 16.06)
 - ii. Termination of listing (relevant WB Listing Contract, e.g., lines 263-271 of the WB-1)
 - iii. Amending the listing contract (WB-42 Amendment to Listing Contract)
- c. **Commission, Cooperation, and Offers of Compensation (50 minutes)**
 - i. Commission (Wis. Stat. § 240.10, relevant WB Listing Contract, e.g., lines of 27-51 of the WB-1)
 - ii. Offers of compensation (relevant WB Listing Contract, e.g., lines of 52-53 of the WB-1)
 - iii. Cooperation (Wis. Admin. Code § REEB 24.13, relevant WB Listing Contract, e.g., lines 151-158 of the WB-1)
- d. **Marketing (50 minutes)**
 - i. Advertising by licensees (Wis. Stat. § 452.136, Wis. Stat. § 106.50)
 - ii. Marketing (relevant WB Listing Contract, e.g., lines 18-26 of the WB-1)
 - iii. Seller cooperation with marketing efforts (relevant WB Listing Contract, e.g., lines 246-252 of the WB-1)
 - iv. Open house and showing responsibilities (Wis. Stat. § 106.50, relevant WB Listing Contract, e.g., lines 253-262 of the WB-1)
 - v. Term of the contract (relevant WB Listing Contract, e.g., lines 311-313 of the WB-1)
- e. **Agency (50 minutes)**
 - i. Duties to all parties (relevant WB Listing Contract, e.g., lines 68-80 of the WB-1)
 - ii. Duties to clients (relevant WB Listing Contract, e.g., lines 81-94 of the WB-1)
 - iii. Multiple representation (relevant WB Listing Contract, e.g., lines 95-124 of the WB-1)
 - iv. Subagency (relevant WB Listing Contract, e.g., lines 125-129 of the WB-1)
 - v. Confidentiality (relevant WB Listing Contract, e.g., lines 135-150 of the WB-1)

2. COURSE 2 - WISCONSIN OFFERS TO PURCHASE

- a. **Financing Commitment and Appraisal Contingencies (50 minutes) (Mandatory)**
 - i. Financing commitment contingency (relevant WB Offer, e.g., lines 261- 288 of the WB-11)
 - ii. Seller financing (relevant WB Offer, e.g., lines 289-297 of the WB-11)
 - iii. Offer not contingent on financing (relevant WB Offer, e.g., lines 298-309)
 - iv. Appraisal contingency (relevant WB Offer, e.g., lines 310-329 of the WB-11)
- b. **Inspection and Testing (50 minutes)**
 - i. Inspections and tests (relevant WB Offer, e.g., lines 179-193 of the WB-11)
 - ii. Inspection and testing contingencies (relevant WB Offer, e.g., lines 194-247 of the WB-11)
 - iii. Notices and amendments (WB-41 Notice Relating to Offer to Purchase, WB-40 Amendment to Offer to Purchase)
 - iv. The buyer's inspection report (Wis. Stat. § 709.035, Wis. Stat. Ch. 440 subch. XI).
- c. **Multiple Offers (50 minutes)**
 - i. WB-44 Multiple Counter-Proposal (Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice)
 - ii. WB-46 Multiple Counter-Proposal (Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice)
 - iii. Acceleration clauses (Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice)
 - iv. Confidentiality of offers (Wis. Admin. Code § REEB 24.12)
- d. **Closing of Buyer's Property and Secondary Offer Contingencies (50 minutes)**
 - i. Closing of buyer's property contingency (relevant WB Offer, e.g., lines 330-336 of the WB-11)
 - ii. Bump clause (relevant WB Offer, e.g., lines 337-349 of the WB-11)
 - iii. Secondary offer (relevant WB Offer, e.g., lines 350-356 of the WB-11)
 - iv. Multiple offers (WB-44 Counter-Offer, WB-46 Multiple Counter-Proposal)
- e. **Drafting Right: Avoid Mistakes that Can Threaten Your Transaction (50 minutes)**
 - i. Authority to draft the offer (Wis. Stat. § 452.40, Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice)
 - ii. Agency (Wis. Stat. § 452.40, Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice, relevant WB Offer, e.g., lines 1-2 of the WB-11)
 - iii. Included and not included in the purchase (Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice, relevant WB Offer, e.g., lines 11-38 of the WB-11)
 - iv. Dates and deadlines (Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice, relevant WB Offer, e.g., lines 439-448 of the WB-11)

3. COURSE 3 - WISCONSIN NEW DEVELOPMENTS

- a. **Technology Tools for Your Wisconsin Transactions (50 minutes) (Mandatory)**
 - i. Electronic earnest money (Wis. Admin. Code Ch. REEB 18)
 - ii. Remote online notarization (Wis. Stat. Ch. 137)
 - iii. Virtual tours (relevant WB Listing Contract, e.g., lines 253-262 of the WB-1)
 - iv. Surveillance (Wis. Stat § 995.60)
- b. Wisconsin Approved Forms- New and Revised (50 minutes)
- c. Wisconsin Real Estate Case Law (50 minutes)
- d. Wisconsin Real Estate Statutes and Administrative Code – New and Revised (50 minutes)
- e. Federal Legal Real Estate Issues Update (50 minutes)

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4. COURSE 4 - WISCONSIN RISK REDUCTION THROUGH PROFESSIONALISM*

- a. **Fair Housing (50 minutes) (Mandatory)**
 - i. Health concerns (Wis. Stat. § 106.50, NAR Code of Ethics Preamble, NAR Code of Ethics Article 10)
 - ii. Steering (Wis. Stat. § 106.50, NAR Code of Ethics Preamble, NAR Code of Ethics Article 10)
 - iii. Prohibited actions under state and federal law (Wis. Stat. § 106.50, 42 USC Ch. 45: Fair Housing, NAR Code of Ethics Preamble, NAR Professional Standards Enforcement Process, NAR Code of Ethics Article 10)
- b. **Management and Supervision (50 minutes)**
 - i. Responsibilities of firms and licensees (Wis. Stat. § 452.132, NAR Code of Ethics Article 1)
 - ii. Sexual harassment (Wis. Stat. §§ 111.31 - 111.395, Wis. Admin. Code Ch. DWD 218)
 - iii. Association with firm; independent practice (Wis. Stat. § 452.30)
 - iv. Unlicensed personal assistants (Wis. Stat. § 452.34, NAR Code of Ethics Preamble)
 - v. Independent contractor relationship (Wis. Stat. § 452.38)
- c. **Disclosures by Licensees (50 minutes)**
 - i. Disclosures, investigations and inspections by brokers and salespersons (Wis. Stat. § 452.23, Wis. Admin. Code § REEB 24.07, NAR Code of Ethics Article 2)
 - ii. Disclosure duty, immunity for providing notice about the sex offender registry (Wis. Stat. § 452.24)
 - iii. Disclosure of side agreements (Wis. Admin. Code § REEB 24.07, NAR Code of Ethics Article 9)
 - iv. Disclosure of agency (Wis. Admin. Code § REEB 24.07, NAR Code of Ethics Preamble)
- d. **Competent Practice (50 minutes)**
 - i. Engaging assistance (Wis. Admin. Code § REEB 24.03, NAR Code of Ethics Article 11)
 - ii. Represented parties (Wis. Admin. Code § REEB 24.13, NAR Code of Ethics Article 16)
 - iii. Requests for information (Wis. Admin. Code § REEB 24.13, NAR Code of Ethics Article 3)
 - iv. Incentives and contests (Wis. Stat. § 452.19, NAR Code of Ethics Article 12)
- e. **Risk Reduction (50 minutes)**
 - i. Prohibited conduct (Wis. Stat. § 452.133, Wis. Admin. Code § REEB 24.05, NAR Code of Ethics Preamble, NAR Code of Ethics Article 5)
 - ii. Changes in common law duties and liabilities of brokers and parties (Wis. Stat. § 452.139)
 - iii. Actions concerning licensees (Wis. Stat. § 452.142, NAR Professional Standards Enforcement Process)
 - iv. Criminal convictions and disclosures (Wis. Stat. § 452.25)
 - v. Hold harmless provisions

* Satisfies NAR Ethics Requirements

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5. COURSE 5 –WISCONSIN REAL ESTATE LAW AND PRACTICE

- a. Independent Contractors (*50 minutes*)
 - i. Independent contractor vs employee (Wis. Stat. Ch. 103, Wis. Stat. § 452.38, 26 U.S. Code § 3508)
 - ii. Independent contractor agreement
- b. Financing (*50 minutes*)
 - i. Contingencies (relevant WB Offer to Purchase)
 - ii. Seller financing (Wis. Admin. Code § REEB 16.03)
 - iii. Loan programs (e.g. FHA, VA, conventional)
- c. Trust Funds and Trust Accounts (*50 minutes*)
 - i. Trust funds: client funds and non-client funds (Wis. Stat. § 452.01, Wis. Stat. § 452.13, Wis. Admin. Code Ch. REEB 18)
 - ii. Types of trust accounts (Wis. Stat. § 452.13, Wis. Admin. Code Ch. REEB 18)
 - iii. Record keeping (Wis. Stat. § 452.13, Wis. Admin. Code Ch. REEB 18)
 - iv. Compliance with trust account rules (Wis. Stat. § 452.13, Wis. Admin. Code Ch. REEB 18)
- d. Seller Disclosure (*50 minutes*)
 - i. Disclosure by Owners of Real Estate (Wis. Stat. Ch. 709)
 - ii. Real estate condition report/vacant land disclosure report (Wis. Stat. § 709.03-033)
 - iii. Amending reports (Wis. Stat. § 709.035)
 - iv. Refusing to complete a report (Wis. Stat. § 709.05)
- e. 1031 Exchanges (*50 minutes*)
 - i. Qualifying properties (26 U.S.C. § 1031)
 - ii. Overview of process (26 U.S.C. § 1031)
 - iii. Basic tax principals (26 U.S.C. § 1031)
 - iv. Types of exchanges (26 U.S.C. § 1031)
 - v. WB-35 (Wis. Admin. Ch. REEB 16)
- f. Landlord Tenant Law (*50 minutes*)
 - i. Termination and notices (Wis. Stat. §§ 704.16-704.21)
 - ii. Security deposits (Wis. Stat. § 704.28)
 - iii. Rental agreements and leases (Wis. Stat. §§ 704.02-.03, 704.44)
 - iv. Listing contracts and buyer agency/tenant representation agreement
 - v. Applicability of ATCP 134 (Wis. Admin. Code Ch. ATCP 134)
- g. Emerging Issues in Wisconsin (*0 minutes*)
 - i. Applicable Wisconsin statutes and Administrative Code
 - ii. Best practices for agents
- h. Wisconsin Condominium Listing (*50 minutes*)
 - i. WB-4 Residential Condominium Listing Contract (Wis. Admin. Code Ch. REEB 16)
 - ii. Condominium ownership (Wis. Stat. Ch. 703)
 - iii. Condominium disclosure documents (Wis. Stat. §§ 703.33, 703.205)
 - iv. Payoff statement (Wis. Stat. §§ 703.335, 703.205)

6. COURSE 6 - WISCONSIN REAL ESTATE TRANSACTIONS

- a. Working with representatives (50 minutes)
 - i. Power of attorney (Wis. Stat. Ch. 244, Wis. Stat. §§ 240.10, 243.05)
 - ii. Trusts (Wis. Stat. Ch. 701 Wis. Stat. §§ 240.10, 243.05)
 - iii. Estates (Wis. Stat. Ch. 860, Wis. Stat. §§ 240.10, 243.05)
 - iv. Limited Liability Companies (Wis. Stat. Ch. 183, Wis. Stat. §§ 240.10, 243.05)
- b. Options and Rights of First Refusal (50 minutes)
 - i. WB-24 Option to Purchase
 - ii. Rights of First Refusal
- c. Buyer Agency/Tenant Representation (50 minutes)
 - i. WB-36 Buyer Agency/Tenant Representation Agreement
 - ii. WB-38 Commercial Buyer Agency/Tenant Representation Agreement
 - iii. WB-47 Amendment to Buyer Agency/Tenant Representation Agreement
- d. Vacant Land Transactions in Wisconsin (50 minutes)
 - i. WB-3 Vacant Land Listing Contract – Exclusive Right to Sell (Wis. Admin. Code Ch. REEB 16)
 - ii. WB-13 Vacant Land Offer to Purchase (Wis. Admin. Code Ch. REEB 16)
- e. Wisconsin Condominium Offer to Purchase (50 minutes)
 - i. WB-14 Residential Condominium Offer to Purchase (Wis. Admin. Code Ch. REEB 16)
 - ii. Financing for condominium transactions
 - iii. Condominium disclosure documents (Wis. Stat. § 703.33)
 - iv. Fees related to condominium transfer (Wis. Stat. §703.20, Wis. Stat. § 703.335)
 - v. Condominiums with 12 or fewer units (Wis. Stat. 703.365)
- f. Short Sale and Foreclosure Basics (50 minutes)
 - i. Listing short sale properties (Wis. Stat. § 452.133, Wis. Admin. Code Ch. REEB 16)
 - ii. Lender approval/addenda (Wis. Stat. § 452.133, Wis. Admin. Code Ch. REEB 16)
 - iii. Secondary offers (Relevant WB Offer, e.g., lines 312-317 of the WB-11)
 - iv. Foreclosures (Wis. Stat. Ch. 846, Wis. Stat. § 452.133)
- g. Environmental Matters (50 minutes)
 - i. Lead based paint (42 U.S. Code § 4852d, 40 CFR Part 745, Wis. Stat. Ch. 254, Wis. Admin. Code Ch. DHS 163)
 - ii. Water (Wis. Admin. Code Chs. NR 809 & NR 812, Wis. Admin. Code Ch. ATCP 30)
 - iii. Drafting contingencies for inspection and testing (Wis. Admin. Code Ch. REEB 16, Wis. Admin. Code § REEB 24.03)
 - iv. Underground storage tanks (Wis. Stat. Ch. 168, subch. II, Wis. Admin. Code Ch. ATCP 93)
 - v. Asbestos (Wis. Stat. Ch. 254, Wis. Admin. Code Ch. DHS 159)
- h. Cooperation with Out-of-State Licensees (50 minutes)
 - i. Referral Fees (Wis. Stat. § 452.19)
 - ii. WB-28 Cooperative Agreement (Wis. Stat. § 452.137)

- iii. WB-29 Commercial Cooperative Agreement (Wis. Stat. § 452.137)

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