



**TELECONFERENCE/VIRTUAL
COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
Virtual, 4822 Madison Yards Way, Madison
Contact: Christian Albouras (608) 266-2112
May 28, 2020**

The following agenda describes the issues that the Council 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 Council.

AGENDA

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A) Adoption of Agenda (1-2)

B) Approval of the Minutes of May 22, 2018 (3)

C) Introductions, Announcements and Recognition

- 1) Anne Blood, Real Estate Broker/Educator Member (Replaces: Clickner) – 7/1/2023
- 2) Elizabeth Lauer, Real Estate Examining Board Representative (Replaces: Larson)

D) Administrative Matters

- 1) Department, Staff and Council Updates
- 2) Annual Policy Review **(4)**
- 3) Election of Officers **(5-6)**
- 4) 2020 Meeting Dates **(7)**

E) Education and Examination Matters – Discussion and Consideration

- 1) 2019-2020 Real Estate Continuing Education (CE) Curriculum **(8-15)**
- 2) 2021-2022 Real Estate Continuing Education (CE) Curriculum **(16)**

F) Discussion and Consideration of Items Received After Preparation of the Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Election of Officers
- 3) Appointment of Liaison(s)
- 4) Administrative Matters
- 5) Education and Examination Matters
- 6) Informational Items

G) Public Comments

ADJOURNMENT

NEXT MEETING: JULY 30, 2020

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
MEETING MINUTES
May 22, 2018**

PRESENT: Robert Blakely, Casey Clickner, Robert Larson, Kathryne Kuhl, Kathy Zimmermann

STAFF: Erin Karow, Executive Director; Kate Stolarzyk, Bureau Assistant; Sharon Henes, Rules Coordinator

CALL TO ORDER

Casey Clickner, Chair, called the meeting to order at 10:07 a.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

MOTION: Robert Blakely moved, seconded by Robert Larson, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF APRIL 4, 2018

MOTION: Robert Larson moved, seconded by Robert Blakely, to approve the Minutes of April 4, 2018 as published. Motion carried unanimously.

EDUCATION AND EXAMINATION MATTERS

2019-2020 Revised Suggestions for the Curriculum and Examinations Council

MOTION: Kathryne Kuhl moved, seconded by Kathy Zimmermann, to recommend the Real Estate Examining Board adopt the proposed 2019-2020 Continuing Education Curriculum with revisions discussed in today's meeting and appoint Robert Larson to report revisions and recommendations to the Real Estate Examining Board. Motion carried unanimously.

ADJOURNMENT

MOTION: Kathy Zimmermann moved, seconded by Robert Larson, to adjourn the meeting at 11:33 a.m. Motion carried unanimously.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date When Request Submitted: 1/7/2020 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date:	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> 1. Attendance/Quorum – Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting, we ask that you let us know ASAP as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. DSPS Boards-Open Meetings Resources 2. Walking Quorum – Please refrain from discussing Board/Section/Council business with other members outside of legally noticed meetings so to avoid walking quorum issues pursuant to Open Meetings Law. DSPS Boards-Open Meetings Resources 3. Agenda Deadlines – Please let your executive Director know if you have items to be considered on an upcoming agenda no less than 8 business days prior to a meeting when possible. DSPS Boards-Reference Materials-Meeting Timeline 4. Travel Voucher and Per Diem Submissions – Please submit all Per Diem and Reimbursement Claims to DSPS within 30 days of date an expense is incurred. DSPS Boards-Travel and Reimbursement-Travel and Reimbursement Overview 5. Lodging Accommodations/Hotel Cancellation Policy – Lodging accommodations are provided to members who must leave home before 6:00 a.m. to attend a meeting. If you cannot attend a meeting it is the board member’s responsibility to cancel their reservation within the stated cancellation timeframe. If a meeting is changed to a teleconference or cancelled or rescheduled, DSPS staff will make lodging cancellations or modifications as needed. DSPS Boards-Travel and Reimbursement-Travel and Reimbursement Overview 6. Inclement Weather Policy – In the event of inclement weather the agency may change a meeting from an in-person meeting to a teleconference. 			
11) Authorization <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black; padding: 5px 0;"> <i>Kimberly Wood</i> 1/7/2020 </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black; padding: 5px 0;"> Signature of person making this request Date </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black; padding: 5px 0;"> Supervisor (if required) Date </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black; padding: 5px 0;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date </div>			
Directions for including supporting documents: <ol style="list-style-type: none"> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. 			

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Megan Glaeser, Bureau Assistant		2) Date When Request Submitted: March 20, 2020 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>																
3) Name of Board, Committee, Council, Sections: Council on Real Estate Curriculum & Examinations																		
4) Meeting Date: March 26, 2020	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters: 1) Election of Officers, Appointment of Liaisons and Alternates, and Delegation of Authorities																
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A																
10) Describe the issue and action that should be addressed: 1) The Board should conduct Election of its Officers for 2020.																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">11)</td> <td style="width: 60%; text-align: center;">Authorization</td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td><i>Megan Glaeser</i></td> <td style="text-align: right;">March 20, 2020</td> </tr> <tr> <td></td> <td>Signature of person making this request</td> <td style="text-align: right;">Date</td> </tr> <tr> <td></td> <td>Supervisor (if required)</td> <td style="text-align: right;">Date</td> </tr> <tr> <td></td> <td colspan="2">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				11)	Authorization			<i>Megan Glaeser</i>	March 20, 2020		Signature of person making this request	Date		Supervisor (if required)	Date		Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date	
11)	Authorization																	
	<i>Megan Glaeser</i>	March 20, 2020																
	Signature of person making this request	Date																
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Council on Real Estate Curriculum and Examinations – 2018 Elections

2018 ELECTION RESULTS	
Council Chairperson	Casey Clickner
Vice Chairperson	Robert Blakely
Secretary	Kathy Zimmermann

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Megan Glaeser, Bureau Assistant		2) Date When Request Submitted: March 20, 2020 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Council on Real Estate Curriculum & Examinations			
4) Meeting Date: March 26, 2020	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 2020 Meeting Dates	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Please review the finalized 2020 meeting date/s. Any conflicts should be identified so to ensure quorum. 3/26/2020 5/28/2020 7/30/2020			
11) Authorization			
Megan Glaeser		March 20, 2020	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

2019-2020 Continuing Education Curriculum

Under the 2019-2020 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
- 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:
 - **Real Estate Condition Report and Defects (50 minutes) MANDATORY**
 - Agency (50 minutes)
 - Real Property and Personal Property (50 minutes)
 - Advertising by Licensees (50 minutes)
 - Fees and Commission (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 Real Estate Ethics and Consumer Protection
 - 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 the 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. Seller Disclosure and Defects (*50 minutes*) **MANDATORY**

- i. Listing agent's inspection and disclosure obligations (Wis. Stat. § 452.133(1)(c), Wis. Admin. Code § REEB 24.07)
- ii. Seller representation regarding defects (Relevant WB Listing Contract, e.g. lines 241-245 of the WB-1)
- iii. Real estate condition report or vacant land disclosure report (Wis. Stat. §§ 709.03, Wis. Stat. § 709.033)
- iv. Amendments to report (Wis. Stat. § 709.035) and right to rescind (Wis. Stat. § 709.05)

b. Agency (*50 minutes*)

- i. Pre-agency (Wis. Stat. § 452.134(1))
- ii. Disclosure of duties (Wis. Stat. § 452.135, relevant WB Listing Contract, e.g. lines 67-94)
- iii. Multiple representation (Wis. Stat. § 452.134, relevant WB Listing Contract, e.g. lines 95-124 of the WB-1)
- iv. Subagency (Wis. Stat. § 452.134(1), relevant WB Listing Contract, e.g. lines 125-134)

c. Advertising by Licensees (*50 minutes*)

- i. Advertising without agency agreement prohibited (Wis. Stat. § 452.136(3))
- ii. Disclosure of name (Wis. Stat. § 452.136(2))
- iii. Advertised price (Wis. Stat. § 452.136(4))
- iv. False advertising (Wis. Stat. § 452.136(1))
- v. Marketing personal property (Wis. Stat. § 452.133(3)(d), Relevant WB Offer to Purchase, e.g. lines 21-22 of the WB-11)

d. Fees and Commission (*50 minutes*)

- i. Commission (Relevant WB Listing Contract, e.g. lines 27-51 of the WB-1)
- ii. Fees and commissions (Wis. Stat. § 452.19)
- iii. Actions for commissions (Wis. Stat. 452.20)

e. Real Property and Personal Property (*50 minutes*)

- i. Negotiating for the sale of personal property (Wis. Stat. § 452.133(3)(d), WB-25 Bill of Sale, Wis. Admin. Code § REEB 16.03)
- ii. Included/not included (Wis. Stat. §§ 70.03, 70.04, Relevant WB Listing Contract, e.g. lines 6-16 of the WB-1)
- iii. Fixtures (Relevant WB Listing Contract, e.g. lines 181-194 of the WB-1)

2. COURSE 2 - WISCONSIN OFFERS TO PURCHASE

- a. **Inspection and Testing (50 minutes) MANDATORY**
 - i. Duty to inspect – working with a buyer (Wis. Admin. Code § REEB 24.07)
 - ii. Inspections and tests (Relevant WB Offer, e.g. lines 395-409 of the WB-11)
 - iii. Inspection and Testing Contingencies (Relevant WB Offer, e.g. lines 410-433 of the WB-11)
 - iv. Notices and amendments (WB-41 Notice Relating to Offer to Purchase, WB-40 Amendment to Offer to Purchase)
- b. Special Assessments and Closing Prorations (50 minutes)
 - i. Special assessments (Wis. Stat. Ch. 66. SubCh. VII)
 - ii. Payment for special assessments (Relevant WB Offer, e.g. lines 360-368 of the WB-11)
 - iii. Closing prorations (Relevant WB Offer, e.g., lines 118-139 of the WB-11)
 - iv. Disclosure of existing or pending special assessments (Wis. Stat. §§ 709.03, 709.033 Wis. Admin. Code § REEB 24.07)
- c. Financing and Appraisal Contingencies (50 minutes)
 - i. Buyer's loan commitment (Relevant WB Offer, e.g., lines 216-246 of the WB-11)
 - ii. Seller termination and financing unavailable (Relevant WB Offer, e.g., lines 247-256 of the WB-11)
 - iii. Offer not contingent on financing (Relevant WB Offer, e.g., lines 257-263)
 - iv. Appraisal contingency (Relevant WB Offer, e.g., lines 264-271 of the WB-11)
- d. Closing of Buyer's Property and Secondary Offer Contingencies (50 minutes)
 - i. Closing of buyer's property contingency including bump clause (Relevant WB Offer, e.g., lines 304-311 of the WB-11)
 - ii. Secondary offer (Relevant WB Offer, e.g., lines 312-317 of the WB-11)
 - iii. Multiple offers (WB-44 Counter-Offer, WB-46 Multiple Counter-Proposal)
- e. Default, Earnest Money, WB-45 Cancellation Agreement and Mutual Release (50 minutes)
 - i. Default (Relevant WB Offer, e.g., lines 278-297 of the WB-11)
 - ii. Earnest money (Relevant WB Offer, e.g., lines 369-394 of the WB-11; Wis. Stat. § 452.13, Wis. Admin. Ch. REEB 18)
 - iii. WB-45 Cancellation Agreement and Mutual Release

3. COURSE 3 - WISCONSIN NEW DEVELOPMENTS

- a. **Wisconsin Department of Safety and Professional Services Complaint and Discipline Process (50 minutes) MANDATORY**
 - i. Reporting convictions (Wis. Stat. § 440.03, Wis. Admin. Code § REEB 24.17)
 - ii. Disciplinary proceedings (Wis. Stat. §§ 440.20-25,)
 - iii. Investigation and discipline of licensees (Wis. Stat. § 452.14)
 - iv. Penalties (Wis. Stat. § 452.17)
- b. Wisconsin Real Estate Statutes and Administrative Code – New and Revised (50 minutes)
- c. Wisconsin Real Estate Case Law (50 minutes)
- d. Wisconsin Approved Forms- New and Revised (50 minutes)
- e. Federal Legal Real Estate Issues Update (50 minutes)

4. COURSE 4 - WISCONSIN REAL ESTATE ETHICS AND CONSUMER PROTECTION

a. **Misrepresentation and Concealment (50 minutes) MANDATORY**

- i. Material adverse facts and Material Facts (Wis. Stat. §§ 452.133, Wis. Admin. Code § REEB 24.07, National Association of REALTORS® Code of Ethics, Article 2)
- ii. Reliance on third party inspections and investigations (Wis. Admin. Code § REEB 24.07)
- iii. Misrepresentation (Wis. Stat. § 100.18, National Association of REALTORS® Code of Ethics, Article 12)
- iv. Defect defined: home inspector, seller, offer to purchase (Wis. Stat. §§ 440.97(2m), 440.975(3)(cm), 709.03, 709.33, Relevant WB Offer, e.g., lines 182-184 of the WB-11

b. Fair Housing (50 minutes)

- i. Assistance Animals (Wis. Stat. § 106.50, National Association of REALTORS® Code of Ethics, Article 10, 42 U.S. C. § 3604)
- ii. Reasonable accommodations (Wis. Stat. § 106.50, National Association of REALTORS® Code of Ethics, Article 10, 42 U.S. C. § 3604)
- iii. Undue burden (Wis. Stat. § 106.50, National Association of REALTORS® Code of Ethics, Article 10, 42 U.S. C. § 3604)
- iv. Process to request a reasonable accommodation (Wis. Stat. § 106.50, National Association of REALTORS® Code of Ethics, Article 10, 42 U.S. C. § 3604)

c. Agent-to-Agent Relationships (50 minutes)

- i. Open house and showing responsibilities (Wis. Admin. Code § REEB 24.13, National Association of REALTORS® Code of Ethics Article 15 and Article 3, relevant WB Listing Contract, e.g. lines 253-262 of the WB-1)
- ii. Professional negotiations (Wis. Admin. Code § REEB 24.13, National Association of REALTORS® Code of Ethics, National Association of REALTORS® Code of Ethics Article 3)
- iii. Investigations and discipline of licensees (Wis. Stat. § 452.14)

d. Dispute Resolution (50 minutes)

- i. Ombudsman (National Association of REALTORS policy statement #59)
- ii. Mediation (National Association of REALTORS® Code of Ethics, Article 17)
- iii. Arbitration (National Association of REALTORS® Code of Ethics, Article 17)

e. Security (50 minutes)

- i. Guard against hacking (Wis. Stat. § 452.133)
- ii. Password protection (Wis. Stat. § 452.133)
- iii. Social media presence (Wis. Stat. § 452.133)
- iv. Protecting databases (Wis. Stat. § 452.133)

5. COURSE 5 –WISCONSIN REAL ESTATE LAW AND PRACTICE

- a. 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)
- b. Commercial-Commission Liens (*50 minutes*)
 - i. Commercial real estate (Wis. Stat. § 779.32)
 - ii. Placing a lien (Wis. Stat. § 779.32)
 - iii. Removing a lien (Wis. Stat. § 779.32)
 - iv. Enforcing a lien (Wis. Stat. § 779.32)
- c. 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 and 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)
- d. Avoiding Complaints and Litigation (*50 minutes*)
 - i. Addressing incompetence (Wis. Admin. Code § REEB 24.03(2)(a))
 - ii. Protect the public against fraud, misrepresentation and unethical practices (Wis. Admin. Code § REEB 24.03(2)(b))
 - iii. Be knowledgeable regarding laws, public policies and current market conditions (Wis. Admin. Code § REEB 24.03(2)(c))
- e. Waterfront Property (*50 minutes*)
 - i. Riparian rights (Wis. Const. Art. IX § 1)
 - ii. Zoning of shorelands on navigable waters (Wis. Stat. § 59.692)
 - iii. Wisconsin's Shoreland Protection Program (Wis. Admin. Code. Ch. 115)
 - iv. Lake districts and lake associations (Wis. Stat. Ch. 33)
- f. 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)
- g. Residential Buyer Agency/Tenant Representation (*50 minutes*)
 - i. WB-36 Buyer Agency/Tenant Representation Agreement
 - ii. WB-47 Amendment to Buyer Agency/Tenant Representation Agreement
- h. Protecting Your Business From the Unexpected (*50 minutes*)
 - i. Business organizations (Wis. Stat. Chs. 178, 179, 180, 183, Wis. Stat. §§ 452.01, 452.09, 452.10, 452.12)
 - ii. Transferring contracts (Wis. Stat. Ch. 180, WB-42 Amendment to Listing Contract, WB-47 Amendment to Buyer Agency/Tenant Representation Agreement)
 - iii. Trust accounts (Wis. Stat. § 452.13, Wis. Admin. Code Ch. REEB 18)
- i. Understanding the Role of Wisconsin Home Inspectors (*50 minutes*)
 - i. Mandatory inspection (Wis. Stat. Ch. 440, subch. XI, Wis. Admin. Code Ch. SPS 131)
 - ii. Optional inspection (Wis. Stat. Ch. 440, subch. XI, Wis. Admin. Code Ch. SPS 131)
 - iii. Prohibited conduct (Wis. Stat. Ch. 440, subch. XI, Wis. Admin. Code Ch. SPS 131)
 - iv. Inspection report, including use of the term defect (Wis. Stat. Ch. 440, subch. XI, Wis. Admin. Code Ch. SPS 131)

6. COURSE 6 - WISCONSIN REAL ESTATE TRANSACTIONS

- a. Wisconsin Vacant Land Listing and Offer to Purchase (*50 minutes*)
 - i. Contingencies (WB-13 Vacant Land Offer to Purchase, Wis. Admin. Code Ch. REEB 16)
 - ii. Financing (WB-13 Vacant Land Offer to Purchase, Wis. Admin. Code Ch. REEB 16)
 - iii. WB-3 Vacant Land Listing Contract Exclusive Right to Sell (Wis. Admin. Code Ch. REEB 16)
 - iv. Vacant land disclosure report (Wis. Stat. § 709.033)
 - v. Licensing and permits (WB-13 Vacant Land Offer to Purchase)
- b. 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)
- c. Commercial Transaction Documents (*50 minutes*)
 - i. Letters of intent (Wis. Admin. Code Ch. REEB 16)
 - ii. Commercial leases (Wis. Admin. Code. Ch. REEB 16)
 - iii. Cooperation agreements with Out of State Licensees (OSL) (Wis. Stat. § 452.137. Wis. Admin. Ch. REEB 16)
- d. Risk Management (*50 minutes*)
 - i. Contract drafting (Wis. Stat. 452.133, Wis. Admin. Code Ch. REEB 16)
 - ii. Supervision (Wis. Stat. § 452.132)
 - iii. Independent Practice (Wis. Stat. 452.30)
 - iv. Independent contractor (Wis. Stat. 452.138)
- e. Negotiation Tools (*50 minutes*)
 - i. WB-44 Counter-Offer (Wis. Admin. Code Ch. REEB 16)
 - ii. WB-46 Multiple Counter-Proposal (Wis. Admin. Code Ch. REEB)
 - iii. Price Escalator/Accelerator Clauses (Wis. Admin. Code § REEB 16.05)
 - iv. Risks when waiving contingencies (Wis. Admin. Code §§ REEB 24.06, REEB 24.03)
- f. Land Use and Zoning (*50 minutes*)
 - i. Substandard lots (Wis. Stat. § 66.10015)
 - ii. Conditional use permits (Wis. Stat. § 59.69, Wis. Stat. § 60.61, Wis. Stat. § 62.23)
 - iii. Vested rights (Wis. Stat. § 66.100015(2)(b))
 - v. Variances and nonconforming use (Wis. Stat. Chs. 59-60)
 - vi. Eminent domain (Wis. Const. Art. I § 13)
- g. Commercial Buyer Agency/Tenant Representation (*50 minutes*)
 - i. WB-38 Commercial Buyer Agency/Tenant Representation Agreement
 - ii. WB-47 Amendment to Buyer Agency/Tenant Representation Agreement
- h. Explaining Multiple Representation (*50 minutes*)
 - i. Client or customer (Wis. Stat. 452.01)
 - ii. Rejection of multiple representation (Wis. Stat. § 452.134, Wis. Stat. § 452.135, Relevant WB Listing Contract, e.g. lines 113-119 of the WB-1)
 - iii. Multiple representation with designated agency (Wis. Stat. § 452.134, Wis. Stat. § 452.135, Relevant WB Listing Contract, e.g. lines 113-119 of the WB-1)
 - iv. Multiple representation without designated agency (Wis. Stat. § 452.134, Wis. Stat. § 452.135, Relevant WB Listing Contract, e.g. lines 113-119 of the WB-1)

- i. Delivery and Binding Acceptance (*50 minutes*)
 - i. Forms of Delivery in the WB Offer to Purchase: Personal delivery, U.S. Mail, commercial delivery, fax, email (Relevant WB Offer, e.g. lines 34-54 of the WB-11)
 - ii. Acceptance/Binding Acceptance Relevant (Relevant WB Offer, e.g. lines 23-30 of the WB-11)
 - iii. Deadlines (Relevant WB Offer, e.g. lines 174-181 of the WB-11)
 - iv. Actual Receipt (Relevant WB Offer, e.g. lines 62-63 of the WB-11)

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 seven 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 Marketing, Advertising, and Social Media
 - 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.

Possible topics

- Landlord/tenant
- Management and Supervision
- Risk Reduction
- Trust Accounts
- Financing