



**TELECONFERENCE/VIRTUAL
COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
Virtual, 4822 Madison Yards Way, Madison
Contact: Christian Albouras (608) 266-2112
July 30, 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)**
- B) Approval of the Minutes of May 28, 2020 (2-3)**
- C) Administrative Matters**
 - 1) Department, Staff and Council Updates
- D) Education and Examination Matters – Discussion and Consideration**
 - 1) 2019-2020 Real Estate Continuing Education (CE) Curriculum **(4-11)**
 - 2) 2021-2022 Real Estate Continuing Education (CE) Curriculum **(12-20)**
- E) 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
- F) Public Comments**

ADJOURNMENT

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.

**TELECONFERENCE/VIRTUAL
COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
MEETING MINUTES
MAY 28, 2020**

PRESENT: Robert Blakely, Anne Blood, Kathryne Kuhl, Elizabeth Lauer, Kathy Zimmermann

STAFF: Christian Albouras, Executive Director; Valerie Payne, Executive Director; Yolanda McGowan, Legal Counsel; Sharon Henes, Rules Coordinator; Megan Glaeser, Bureau Assistant; and other Department Staff

CALL TO ORDER

Robert Blakely, Vice Chairperson, called the meeting to order at 10:02 a.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

MOTION: Kathy Zimmerman moved, seconded by Elizabeth Lauer, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MAY 22, 2018

MOTION: Kathryne Kuhl moved, seconded by Elizabeth Lauer, to approve the Minutes of May 22, 2018 as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

MOTION: Kathryne Kuhl moved, seconded by Kathy Zimmerman, to recognize and thank Casey Clickner for his years of service to the Council on Real Estate Curriculum and Examinations and the State of Wisconsin. Motion carried unanimously.

MOTION: Kathryne Kuhl moved, seconded by Elizabeth Lauer, to recognize and thank Robert Larson for his years of service to the Council on Real Estate Curriculum and Examinations and the State of Wisconsin. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Chairperson

NOMINATION: Kathryne Kuhl nominated Robert Blakely for the Office of Chairperson.

Christian Albouras, Executive Director, called for nominations three (3) times.

Robert Blakely was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Kathyne Kuhl nominated Kathy Zimmerman for the Office of Vice Chairperson. Kathy Zimmerman declined this nomination.

NOMINATION: Elizabeth Lauer nominated Kathyne Kuhl for the Office of Vice Chairperson.

Christian Albouras, Executive Director, called for nominations three (3) times.

Kathyne Kuhl was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Kathyne Kuhl nominated Elizabeth Lauer for the Office of Secretary.

Christian Albouras, Executive Director, called for nominations three (3) times.

Elizabeth Lauer was elected as Secretary by unanimous voice vote.

2020 ELECTION RESULTS	
Chairperson	Robert Blakely
Vice Chairperson	Kathyne Kuhl
Secretary	Elizabeth Lauer

ADJOURNMENT

MOTION: Kathyne Kuhl moved, seconded by Elizabeth Lauer, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:17 p.m.

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 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)

DRAFT

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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