



VIRTUAL/TELECONFERENCE
COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
May 22, 2024

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 March 13, 2024 (3)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition**
 - a. Introduction: Monika Ramsey, Real Estate Salesperson (Succeeds: Hinsman)
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff and Council Updates
 - 2) Council Member – Term Expiration Dates
 - a. Blakely, Robert – 7/1/2020
 - b. Blood, Anne M. – 7/1/2027
 - c. Lauer, Elizabeth A.
 - d. Ramsey, Monika E. – 7/1/2027
 - e. Zimmermann, Kathy S. – 7/1/2020
- F. Education and Examination Matters – Discussion and Consideration (4)**
 - 1) 2025-2026 Real Estate Continuing Education (CE) Curriculum Topics (5-8)
- G. Discussion and Consideration of Items Received After Preparation of the Agenda:
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Matters
 - 3) Election of Officers
 - 4) Administrative Matters
 - 5) Education and Examination Matters
 - 6) Liaison Reports
 - 7) Council Liaison Training and Appointment of Mentors
 - 8) Informational Items
- H. 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 virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. 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. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer at 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
MEETING MINUTES
MARCH 13, 2024**

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

STAFF: Will Johnson, Executive Director; Renee Parton, Legal Counsel; Dialah Azam, Board Administration Specialist; and other Department Staff

CALL TO ORDER

Elizabeth Lauer, Chairperson, called the meeting to order at 10:03 a.m. A quorum was confirmed with four (4) members present.

ADOPTION OF AGENDA

MOTION: Anne Blood moved, seconded by Kathy Zimmermann, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JULY 7, 2022

MOTION: Robert Blakely moved, seconded by Anne Blood, to approve the Minutes of July 7, 2022 as published. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 11:03 a.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Jennifer Lindsley, WRA		2) Date When Request Submitted: 5.8.2024 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Real Estate Curriculum and Examinations Council			
4) Meeting Date: 5/22/2024	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Discussion and Consideration of 2025-2026 Continuing Education Curriculum Topics	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <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:			
11) Authorization			
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: <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. 			

2025-2026 Continuing Education Curriculum

Under the 2025-2026 Continuing Education:

- Licensees are required to complete 18 hours of continuing education.
- Each approved hour will be 50 minutes of instruction.
- Each approved hour will be followed by a 5 question exam.
- Each licensee must complete 12 hours of mandatory content and 6 hours of elective content.
 - All licensees will complete the same 12 hours of mandatory education.
 - For the electives, a licensee can complete the six pre-approved electives or other electives submitted by a provider that meet the elective requirements.
 - Electives must:
 - Be specific to Wisconsin real estate.
 - Include instruction on Wisconsin forms, Wisconsin law, Wisconsin administrative code or a combination of these topics.
 - Elective topics must be instructional in nature with a goal of increasing or maintaining a Wisconsin licensee's competence to practice real estate.
 - Designation Courses approved by the National Association of REALTORS® may be used to satisfy elective hours. For example, a 3-hour Designation Course may be used to satisfy 3 elective hours.
- A licensee will receive a certificate of completion for each hour of education successfully completed.
- Approved providers that incorporate WB forms into continuing education must use the current version of the WB forms and all content references to statutes and rules must be current.
- Approved providers may offer hours of instruction in blocks such as a 3-hour block, a 6-hour block, or some other configuration followed by an exam comprised of 5 questions for each hour of instruction.

Mandatory Hours

- 1. Buyer Agency In Wisconsin***
 - i. Buyer agency (Wis. Stat. § 452.134)
 - ii. WB-36 Buyer Agency Agreement (NAR Code of Ethics Article 9)
 - iii. Advantages of buyer agency (Wis. Stat. § 452.133, NAR Code of Ethics Article 1)
 - 2. Contract Drafting in Wisconsin**
 - i. Dates, deadlines, and parties (Wis. Stat. Ch. 706)
 - ii. Unauthorized practice of law (Wis. Admin. Code § REEB 24.06)
 - iii. Addenda (Wis. Admin. Code § REEB 16.06)
 - 3. When the Wisconsin Transaction Does Not Close***
 - i. Amending a real estate condition report (Wis. Stat. § 709.35, NAR Code of Ethics Article 2)
 - ii. Earnest money (Wis. Admin. Code § REEB 18.09)
 - iii. Default (Default section of the WB offer to purchase)
 - 4. Department of Safety and Professional Services Discipline Roundup***
 - i. Overview of the process (Wis. Stat. Ch. 440., Wis. Admin. Code Ch. SPS 2, Preamble to NAR Code of Ethics)
 - ii. Case studies: discipline issued to Wisconsin real estate licensees
 - iii. Case studies: NAR Code of Ethics violations (NAR Code of Ethics case studies, NAR Professional Standards Enforcement Process)
 - 5. Wisconsin Legislative Updates**
 - i. New or revised statutes
 - ii. New or revised administrative code
 - iii. Repealed statutes or administrative code, if any
- Upon approval by the DSPS, Wisconsin REALTOR® & Government Day will satisfy Wisconsin Legislative Updates.*
- 6. Wisconsin Case Law Related to Real Estate**
 - i. Relevant case law related to licensing law, if available
 - ii. Relevant case law related to land use, if available
 - iii. Relevant case law related to general real estate, if available
 - 7. Inspection and Testing in the Wisconsin Offers to Purchase***
 - i. Inspection contingency (Inspection Contingency in WB offer to purchase)
 - ii. Inspection report (Wis. Stat. § 440.975)
 - iii. Notice and amendment (WB-41 Notice Relating to Offer to Purchase, WB-40 Amendment to Offer to Purchase, NAR Code of Ethics Article 2)
 - 8. Antitrust for Wisconsin Licensees***
 - i. Overview of antitrust law (15 U.S.C. §§ 1-7, as applicable)
 - ii. The role of the Department of Justice (15 U.S.C. §§ 1-7, as applicable)

- iii. Implications for Wisconsin licensees (Compensation to Others section of WB listing contract, Payment by Owner or Owner's Agent section of WB buyer agency agreement, NAR Code of Ethics Article 3)

9. Fair Housing I for Wisconsin Licensees – State law**

- i. History of fair housing in Wisconsin (Wis. Stat. § 106.50, NAR Code of Ethics Article 10)
- ii. State enforcement (Wisconsin Department of Workforce Development, Wis. Stat. § 106.50)

10. Fair Housing II for Wisconsin Licensees – Federal law**

- i. History of federal fair housing (42 U.S.C. Ch. 45, NAR Code of Ethics Article 10)
- ii. Federal enforcement (Housing and Urban Development, 42 U.S.C. § 3612)

11. Advertising for Wisconsin Licensees*

- i. Firm's name (Wis. Stat. § 452.136, NAR Code of Ethics Article 12)
- ii. Attributing sources (Wis. Stat. § 452.23)
- iii. Authority to advertise (Wis. Stat. § 452.136)

12. Financing and Appraisal in the Wisconsin Offer to Purchase

- i. Loan commitments and cash offers (Financing Commitment Contingency and If This Offer is Not Contingent on Financing section of the WB offer to purchase)
- ii. Appraisal contingency (Appraisal Contingency section of the relevant WB offer to purchase)
- iii. Mortgage fraud (Wis. Admin. Code § REEB 24.07)

*Includes National Association of REALTORS® (NAR) Code of Ethics training

**Includes National Association of REALTORS® (NAR) Fair Housing training

Elective Hours

1. Disclosure for Wisconsin Licensees

- i. Licensee disclosure (Wis. Stat. § 710.13, Wis. Admin. Code § REEB 24.07)
- ii. Seller disclosure (Wis. Stat. Ch. 709)
- iii. Exceptions (Wis. Stat. §§ 452.23-24)

2. Tax Proration and Special Assessments in Wisconsin Offer to Purchase

- i. Tax prorations (Closing Prorations section of the WB offer to purchase)
- ii. Special assessments (Special Assessments section of the WB offer to purchase)
- iii. Other prorations (Closing Prorations section in the WB offer to purchase)

3. Personal Transactions for Wisconsin Licensees

- i. Disclosure (Wis. Stat. § 452.133, Wis. Admin. Code § REEB 24.05)
- ii. Role (Wis. Stat. § 452.133, Wis. Admin. Code § REEB 24.05)
- iii. Compensation (Wis. Stat. § 452.19)

4. Incentives in Wisconsin Real Estate Transactions

- i. Incentives to parties (Wis. Stat. § 452.19)
- ii. Advertising and documentation (Wis. Stat. § 452.133)

iii. Avoiding illegal lotteries (Wis. Stat. §§ 945.01-02)

5. Commissions and Dispute Resolution in the Wisconsin Listing Contracts

- i. Commissions (Commission section of the WB listing contract)
- ii. Dispute resolution (Dispute Resolution section of the WB listing contract)
- iii. Seller concessions (WB listing contract)

6. Personal Property and Fixtures in Wisconsin Transactions

- i. Documentation (Included/Not Included section of WB listing contract and WB offer to purchase)
- ii. Marketing vs the Offer to Purchase (Included/Not Included section of WB listing contract and WB offer to purchase, Marketing section of WB listing contract)
- iii. Avoiding Disputes at Closing (Buyer's Pre-Closing Walk-Through section of the WB offer to purchase)

Other electives may be submitted for approval to the DSPS by a pre-approved provider of all mandatory courses for the 2025-2026 biennium. Electives must be Wisconsin specific and must include instruction on Wisconsin forms, Wisconsin law, Wisconsin administrative code or a combination of these topics.

Routine sales meetings held by a Wisconsin firm or other routine instruction such as marketing strategies, how to use software for completing forms, manage contacts, or using a multiple listing service shall not qualify for elective credit.