



VIRTUAL/TELECONFERENCE
COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
March 10, 2026

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

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of the Minutes of May 22, 2024 (3)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff and Council Updates
 - 2) 2026 Meeting Dates (4)**
 - 3) Annual Policy Review (5-7)**
 - 4) 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 (8-10)**
 - 1) 2027-2028 Real Estate Continuing Education (CE) Curriculum Topics
- 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

NEXT MEETING: MAY 5, 2026

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://dps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
MEETING MINUTES
MAY 22, 2024**

PRESENT: Robert Blakely, Elizabeth Lauer, Kathy Zimmermann, Monika Ramsey

EXCUSED: Anne Blood

STAFF: Will Johnson, Executive Director; Renee Parton, Legal Counsel; Brenda Taylor, Board Services Supervisor; 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: Elizabeth Lauer moved, seconded by Kathy Zimmermann, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MARCH 13, 2024

MOTION: Elizabeth Lauer moved, seconded by Robert Blakely, to approve the Minutes of March 13, 2024, as published. Motion carried unanimously.

EDUCATION AND EXAMINATION MATTERS

2025-2026 Real Estate Continuing Education (CE) Curriculum Topics

MOTION: Kathy Zimmermann moved, seconded by Monika Ramsey, to recommend the Real Estate Examining Board adopt the proposed 2025-2026 Continuing Education Curriculum. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:27 a.m.

REAL ESTATE CURRICULUM AND EXAMINATIONS
2026 Meeting Dates

Meeting Date	Start time	Location	Agenda item deadline
Tuesday, March 10, 2026	9:30 AM	Virtual	2/26/2026
Tuesday, May 5, 2026	9:30 AM	Virtual	4/23/2026
Tuesday, July 21, 2026	9:30 AM	Virtual	7/9/2026

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

AGENDA REQUEST FORM

- 1) Name and title of person submitting the request: Audra Cohen-Plata, DPD Division Administrator
 - 2) Date When Request Submitted: 12/11/2025
 - 3) Name of Board, Committee, Council, Section: **All Boards**
 - 4) Meeting Date: **First Meeting of 2026**
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- 5) Attachments: **Yes**
 - 6) How should the item be titled on the agenda page? **Administrative Matters: Annual Policy Review**
 - 7) Place Item in: **Open Session**
 - 8) Is an appearance before the Board being scheduled? No
 - 9) Name of Case Advisor(s), if applicable: N/A
-

10) Describe the issue and action that should be addressed:

Please be advised of the following policy item attachments:

- 1) 2026 Annual Policy Review Memo
- 2) Timeline of a Meeting
- 3) Sample Per Diem Report



DATE: January 1, 2026
TO: DSPS Board, Council, and Committee Members
FROM: Division of Policy Development
SUBJECT: 2026 Administrative Policy Reminders

Please be advised of the following policy items:

1. In-Person and Virtual Meetings: Depending on the frequency of scheduled meetings, discussion topics, and member availability, DSPS may host one or more in-person meetings. Virtual connection options are available for all board meetings. If you are traveling internationally, please see item 9 below.
2. Attendance/Quorum: Thank you for your service and commitment to meeting attendance. If you cannot attend a meeting or have scheduling conflicts impacting your attendance, please let us know as soon as possible. A quorum is required for Boards, Sections, and Councils to meet pursuant to Open Meetings Law. Connect to / arrive at meetings 10 minutes before posted start time to allow for audio/connection testing, and timely Call to Order and Roll Call. Virtual meetings include viewable onscreen materials and A/V (speaker/microphone/video) connections.
3. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside a properly noticed meeting. If several members of a body do so, they could be violating the open meetings law.
4. Mandatory Training: All Board Members must complete Public Records and Ethics Training, annually. [Register to set up an account](#) in the Cornerstone LearnCenter online portal or [Log in](#) to an existing account.
5. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline at 12:00 p.m., eight business days before a meeting. (Attachment: Timeline of a Meeting)
6. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachment: Per Diem Form) Travel Vouchers are distributed on travel approval.
7. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members for in-person meetings. Standard eligibility: the member must leave home before 6:00 a.m. to attend an in-person meeting by the scheduled start time.
 - a. If a member cannot attend a meeting, they must cancel their reservation with the hotel within the applicable cancellation timeframe.
 - b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPS staff will cancel or modify reservations as appropriate.
8. Inclement Weather Policy: In inclement weather, the DSPS may change a meeting from an in-person venue to a virtual/teleconference only.
9. International Travel: Use of State-managed IT resources and access of State data outside the United States are strictly prohibited, as they cause an unacceptable level of cybersecurity risk. This prohibition includes all State-provided or State-managed IT resources housed on personal devices. Please advise your Executive Director of any planned international travel commitments that may coincide with board meetings or other board business in advance of your departure.

Timeline of a Meeting

At least 2 weeks (10 business days) prior to the meeting

Submit Agenda Item suggestions to the Board's Executive Director. Include background materials. Copyright-protected materials must be accompanied by written permission from the publisher to share documents.

8 business days prior to the meeting

The Agenda is drafted. (All agenda materials are due to the Department by 12:00 p.m.)

7 business days prior to the meeting

The draft agenda is submitted to the Executive Director; the Executive Director transmits it to the Chair for review and approval.

5 business days prior to the meeting

The approved agenda is returned to the Board Administration Specialist (BA) for agenda packet production and compilation.

4 business days prior to the meeting

Agenda packets are posted on the DSPS Board SharePoint site and on the Board webpage.

Agenda Item Examples:

- Open Session Items
 - Public Hearings and Administrative Rules Matters
 - Administrative Matters
 - Legislation and Policy Matters
 - Credentialing Matters
 - Education and Exam Issues
 - Public Agenda Requests
 - Current Issues Affecting the Profession
- Closed Session items
 - Deliberations on Proposed Disciplinary Actions
 - Monitoring Matters
 - Professional Assistance Procedure (PAP) Issues
 - Proposed Final Decisions and Orders
 - Orders Fixing Costs/Matters Relating to Costs
 - Credentialing Matters
 - Education and Exam Issues

Thursday of the Week Prior to the Meeting

Agendas are published for public notice on the Wisconsin Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

1 business day after the Meeting

"Action" lists are distributed to Department staff detailing board actions on closed session business.

5 business days after the Meeting

"To Do" lists are distributed to staff to ensure that board open session decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the Wisconsin Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Will Johnson, Executive Director, on behalf of Jennifer Lindsley, WRA		2) Date When Request Submitted: 02/26/2026 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: Council on Real Estate Curriculum and Examinations			
4) Meeting Date: 03/10/2026	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Under Education and Examination Matters – Discussion and Consideration 2027-2028 Real Estate Continuing Education (CE) 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:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
Will Johnson		02/26/2026	
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 Board Admin Specialist prior to the start of a meeting. 			



To: DSPS Council on Real Estate Curriculum and Examinations
From: WRA Staff
Date: February 24, 2026
Re: 2027-2028 Real Estate Continuing Education

The WRA has developed suggested course topics for the 2027–2028 real estate continuing education (CE) curriculum for the Council’s consideration.

In identifying potential CE topics, the WRA surveyed real estate brokers across the state to determine which issues are most relevant to their practice. The WRA also reviewed trends from the WRA Legal Hotline, a resource through which REALTOR® members submit questions to WRA legal staff. Additionally, the WRA reviewed DSPS disciplinary reports to identify areas of license law where additional education and training may be beneficial.

The attached course concepts are submitted for the Council’s review and consideration as it develops the 2027–2028 CE curriculum.

2027-2028 CE Topics for Consideration by the Council on Real Estate Curriculum and Examinations

Under the 2027-2028 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 electives.

1. Commissions and Fees in the Wisconsin Agency Agreements
2. Drafting Enforceable Contracts
3. Access to Property and Showing Duties
4. Agency Law in Wisconsin
5. Wisconsin Legislative Updates*
6. Wisconsin Case Law Related to Real Estate
7. Seller and Licensee Disclosures
8. Inspection Contingency in the Wisconsin Transaction
9. Financing and Appraisals in the Wisconsin Transaction
10. Fair Housing Case Studies
11. Fair Housing in Wisconsin Real Estate Practice
12. The Unauthorized Practice of Law and Risk Reduction
13. Advertising, Marketing, and Incentives
14. Technology Tools in Real Estate
15. Common Closing Issues in the Wisconsin Real Estate Transactions
16. Licensee Principals and Personal Transactions
17. Bump Notice, Closing of Buyer's Property Contingency, and Secondary Offers
18. Other Approved Forms

**Upon approval by the DSPS, Wisconsin REALTOR® & Government Day will satisfy Wisconsin Legislative Updates.*