



VIRTUAL/TELECONFERENCE
COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
May 5, 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 March 10, 2026 (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) 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 (4-9)**
 - 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: JULY 21, 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://dsps.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
MARCH 10, 2026**

PRESENT: Robert Blakely, Anne Blood, Elizabeth Lauer, Monika Ramsey, Kathy Panelist

STAFF: Will Johnson, Executive Director; Gretchen Mrozinski, Legal Counsel; Ashley Sarnosky, Board Administration Specialist; and other Department Staff

CALL TO ORDER

Elizabeth Lauer, Chairperson, called the meeting to order at 9:33 a.m. A quorum was confirmed with four (4) members present.

ADOPTION OF AGENDA

MOTION: Elizabeth Lauer moved, seconded by Robert Blakely, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MAY 22, 2024

MOTION: Elizabeth Lauer moved, seconded by Robert Blakely, to approve the Minutes of May 22, 2024 as published. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:47 a.m.



To: DSPS Council on Real Estate Curriculum and Examinations
From: WRA Staff
Date: April 21, 2026
Re: 2027-2028 Real Estate Continuing Education

The Council on Real Estate Curriculum and Examinations met on March 10, 2026, to begin discussing curriculum for the upcoming 2027-2028 biennium. WRA staff offered some topics for consideration based on the results of a survey of real estate licensees, DSPS disciplinary orders, and calls to the WRA's Legal Hotline. The Council considered the suggested topics, offered additional feedback and requested WRA staff to further develop the topics based on that discussion.

The attached course concepts and subtopics 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.
 - 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. Commissions and Fees in the Wisconsin Agency Agreements*

- a. Antitrust (15 U.S.C. §§ 1-7, as applicable)
- b. Commissions and fees (Commission section of WB listing contracts and buyer agency agreements, Marketing section of WB listing contracts, seller compensation to a firm in the WB offers, Articles 7 and 17 of the NAR Code of Ethics)
- c. Protected buyers and properties (Protected buyers section of WB listing contracts and protected properties section of WB buyer agency agreements)
- d. Referral fees and RESPA (Wis. Stat. § 452.133(3), Wis. Stat. § 452.19, 12 C.F.R. § 1024, Article 6 of the NAR Code of Ethics)

2. Drafting Enforceable Contracts*

- a. Deadlines and delivery (Acceptance, binding acceptance, and delivery section of WB offers to purchase, Wis. Admin. Code § REEB 24.13, Article 1 of the NAR Code of Ethics)
- b. Parties to the contract, signatures and initials (Wis. Stat. § 706.02, Wis. Admin. Code § REEB 24.08)
- c. Addenda (Wis. Admin. Code § REEB 16.06)

3. Access to Property and Showing Duties*

- a. Open houses and showings (Cooperation, Access to Property or Offer Presentation, Seller Cooperation with Marketing Efforts, and Open House and Showing Responsibilities sections of WB listing contracts, applicable fair housing laws, Article 1 of the NAR Code of Ethics)
- b. Access for third-parties (Inspections and Testing and Buyer's Pre-closing Walk-through sections of WB offers)
- c. Discipline (Wis. Stat. § 452.14, Articles 1 and 3 of NAR Code of Ethics)

4. Agency Law in Wisconsin*

- a. Disclosure of agency (Wis. Stat. § 452.135, Wis. Stat. § 452.133, Wis. Admin. Code § REEB 24.07(8))
- b. Multiple representation (Wis. Stat. § 452.134)
- c. Buyer agency (Wis. Stat. § 452.134, Wis. Stat. § 452.133, Articles 1 and 9 of the NAR Code of Ethics, WB buyer agency agreements)

5. Wisconsin Legislative Updates

- a. New or revised statutes
- b. New or revised administrative code
- c. 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

- a. Relevant case law related to licensing law, if available
- b. Relevant case law related to land use, if available
- c. Relevant case law related to general real estate, if available

7. Seller and Licensee Disclosures*

- a. Seller disclosure (Wis. Stat. Ch. 709, Property Condition Representations section of WB offers to purchase)
- b. Licensee disclosure (Wis. Stat. § 452.133, Wis. Admin. Code § REEB 24.07, Article 2 of the NAR Code of Ethics)
- c. Exceptions (Wis. Stat. §§ 452.23-24)
- d. Wholesaling (Wis. Stat. § 710.13)

8. Inspection Contingency in the Wisconsin Transaction*

- a. Inspection contingency (Inspection Contingency in WB offers to purchase, WB-40 Amendment to Offer to Purchase, WB-41 Notice Relating to Offer to Purchase, Article 2 of the NAR Code of Ethics)
- b. Inspection report (Wis. Stat. § 440.975, Wis. Stat. § 452.133(1))
- c. Unauthorized inspection or test (Inspections and testing in WB offers to purchase)

9. Financing and Appraisals in the Wisconsin Transaction

- a. Financing commitment contingency and cash offers (Financing Commitment Contingency and If This Offer is Not Contingent on Financing section of the WB offers to purchase)
- b. Avoiding mortgage fraud (Wis. Admin. Code § REEB 24.07(4), Wis. Admin. Code § REEB 24.085)
- c. Appraisal contingency (Appraisal Contingency section of the relevant WB offers to purchase)

10. Fair Housing Case Studies**

- a. State fair housing law and enforcement (Wis. Stat. § 106.50, Wisconsin Department of Workforce Development, Article 10 of the NAR Code of Ethics)
- b. Federal fair housing law and enforcement (42 U.S.C. Ch. 45, 42 U.S.C. § 3612, Housing and Urban Development and Department of Justice, Article 10 of NAR Code of Ethics)

11. Fair Housing in Wisconsin Real Estate Practice**

- a. Advertising (Wis. Stat. § 452.136, Article 10 of NAR Code of Ethics)
- b. Written proposals and presentation (Wis. Admin. Code § REEB 24.13)
- c. Reasonable accommodations (42 U.S.C. Ch. 45)

12. The Unauthorized Practice of Law and Risk Reduction*

- a. Scope of contract drafting (Wis. Admin. Code § REEB 24.06, Wis. Admin. Code § 16.05, Article 13 of NAR Code of Ethics)
- b. Post-closing disputes (*State ex rel. Reynolds v. Dinger*, 14 Wis.2d 193 (1961), Wis. Stat. §452.40(2), Wis. Admin. Code § REEB 24.06, Article 13 of NAR Code of Ethics)
- c. Refer parties to appropriate professional (Wis. Admin. Code § REEB 24.06, Wis. Admin. Code § REEB 24.03)

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

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

Elective Hours

13. Advertising, Marketing, and Incentives

- a. Authority to advertise (Wis. Stat. § 452.136, Article 12 of NAR Code of Ethics)
- b. Personal property and fixtures (Included/Not Included section of WB listing contracts and WB offers to purchase, Marketing section of WB listing contracts)
- c. Incentives to consumers (Wis. Stat. § 452.19, Wis. Stat. §§ 945.01 and 945.02)

14. Technology Tools in Real Estate

- a. Disclosure (Wis. Stat. § 452.136(1m))
- b. Seller surveillance (Wis. Stat. § 995.60)
- c. Safety, seller impersonation fraud, and other risks (Wis. Admin. Code § REEB 24.03(2), U.S. Secret Service Cyber Crimes Division, Wisconsin Department of Justice, WB-42 Amendment to Listing Contract)

15. Common Closing Issues in the Wisconsin Real Estate Transactions

- a. Pre- and post-closing occupancy (Applicable occupancy provision and addendum to WB offers to purchase, Wis. Stat. § 452.40)
- b. Property damage after acceptance (Maintenance, Property Damage Between Acceptance and Closing provisions of WB offers to purchase, Wis. Stat. § 452.40, WB-40 Amendment to Offer to Purchase)
- c. Default (Closing and Default provisions of WB offers to purchase, Wis. Admin. Code § REEB 18.09, Wis. Admin. Code § REEB 24.06)

16. Licensee Principals and Personal Transactions

- a. Disclosure (Wis. Stat. § 452.133(3), Wis. Admin. Code § REEB 24.05, Article 1 and 4 of the NAR Code of Ethics)
- b. Parties to the contract (Wis. Stat. § 452.133(3), Wis. Admin. Code § REEB 24.05)
- c. Incentives in the WB offers to purchase (Wis. Stat. § 452.19)

17. Bump Clause, Closing of Buyer's Property Contingency, and Secondary Offers

- a. Bump clause (Bump Clause of WB offers to purchase, WB-41 Notice Relating to Offer to Purchase, Wis. Admin. Code § REEB 24.12(1), Article 3 of the NAR Code of Ethics)
- b. Closing of Buyer's Property Contingency (Closing of Buyer's Property Contingency of WB offers to purchase, WB-41 Notice Relating to Offer to Purchase, Wis. Admin. Code § REEB 24.12(1))
- c. Secondary offers (Secondary offer provision of WB offers to purchase, WB-41 Notice Relating to Offer to Purchase, WB-45 Cancellation Agreement and Mutual Release, Article 1 of the NAR Code of Ethics)

18. Other Approved Forms

- a. Amending agency agreements (WB-42 Amendment to Listing Contract, WB-47 Amendment to Buyer Agency or Tenant Representation Agreement, WB-45 Cancellation Agreement and Mutual Release, Article 16 of the NAR Code of Ethics, Wis. Stat. § 452.40(2))
- b. Counter-Offer and counter-proposals (WB-44 Counter-Offer, WB-46 Multiple Counter-Proposal, Wis. Admin. Code § REEB 24.13)

- c. Option to purchase, simultaneous exchange agreement, and bill of sale (WB-24 Option to Purchase, WB-35 Simultaneous Exchange Agreement, WB-25 Bill of Sale, Wis. Admin. Code § REEB 24.03(2))

Other electives may be submitted for approval to the DSPS by a pre-approved provider of all mandatory courses for the 2026-2027 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.