

2023-2024 Continuing Education Curriculum

Under the 2023-2024 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 another elective submitted by a provider that meets 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 form 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 provided.

Mandatory Hours

1. Wisconsin Agency Law

- a. Agency relationships (Wis. Stat. § 452.134)
- b. A licensee's duties to all parties and duties to clients (Wis. Stat. § 452.133)
- c. Creation and termination of agency (relevant WB agency agreement, e.g., WB-1 Residential Listing Contract – Exclusive Right to Sell)

2. Wisconsin Department of Safety and Professional Services Disciplinary Actions*

- a. Disciplinary proceedings (Wis. Stat. Ch. 440, Wis. Admin. Code Ch. SPS 2)
- b. Case studies: discipline issued to Wisconsin real estate licensees (<https://dsps.wi.gov/Pages/SelfService/OrdersDisciplinaryActions.aspx>)
- c. Pathways to Professionalism: courtesy and etiquette for Wisconsin licensees (<https://www.nar.realtor/code-of-ethics-and-arbitration-manual/pathways-to-professionalism>, Preamble to the Code of Ethics (<https://www.nar.realtor/about-nar/governing-documents/code-of-ethics/2022-code-of-ethics-standards-of-practice#preamble>))

3. Commissions in Wisconsin Agency Agreements, Offers of Compensation and Antitrust*

- a. Accurately representing fees charged to consumers (Relevant WB agency agreement, e.g., lines 27-53 of the WB-1 Residential Listing Contract – Exclusive Right to Sell, lines 33-52 of the WB-36 Buyer Agency/Tenant Representation Agreement, Article 12 NAR Code of Ethics)
- b. Antitrust (15 USC §§ 1-7, as applicable, Article 12 Code of Ethics)
- c. Referral fees (Wis. Stat. § 452.19, Wis. Stat. § 452.133(3)(a), Wis. Stat. § 452.14(3)(f))

4. The Inspection Contingency in the Wisconsin Offers to Purchase

- a. Inspection contingency (relevant WB offer to purchase, e.g., lines 193-226 of the WB-11 Residential Offer to Purchase)
- b. Notices and amendments (WB-41 Notice Relating to Offer to Purchase, WB-40 Amendment to Offer to Purchase)
- c. Inspection report (Wis. Stat. § 440.975)

5. Wisconsin Legislative Updates Related to Real Estate

- 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 Related to Real Estate.

6. Wisconsin Real Estate Case Law Update

- 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. Advertising for Wisconsin Real Estate Licensees*

- a. Inclusion of firm's name (Wis. Stat. § 452.136, Article 12 NAR Code of Ethics)
- b. Term of the contract (relevant WB listing contract, e.g., lines 311-313 of the WB-1 Residential Listing Contract – Exclusive Right to Sell, Article 12 NAR Code of Ethics)
- c. Marketing (relevant WB listing contract, e.g., lines 18-26 of the WB-1 Residential Listing Contract – Exclusive Right to Sell, Article 12 NAR Code of Ethics)

8. Default, Earnest Money, and WB-45 Cancellation Agreement and Mutual Release

- a. Present options, not legal advice (Wis. Stat. § 452.40, relevant WB offer to purchase, e.g., lines 487-506 of the WB-11 Residential Offer to Purchase)
- b. Disbursement of earnest money held by a firm (Wis. Admin. Code § REEB 18.09, relevant WB offer to purchase, e.g., lines 67-77 of the WB-11 Residential Offer to Purchase)
- c. WB-45 Cancellation Agreement and Mutual Release

9. Financing Commitment and Appraisal Contingencies in the Wisconsin Offers to Purchase

- a. Financing commitment contingency, loan commitments (relevant WB offer to purchase, e.g., lines 247-287 of the WB-11 Residential Offer to Purchase) and current financing trends, if applicable.
- b. Offer not contingent on financing (relevant WB offer to purchase, e.g., lines 296-307 of the WB-11 Residential Offer to Purchase)
- c. Appraisal contingency (relevant WB offer to purchase, e.g., lines 308-327 of the WB-11 Residential Offer to Purchase)

10. Fair Housing in Wisconsin Transactions*

- a. Protected classes (Wis. Stat. § 106.50, Article 10 NAR Code of Ethics)
- b. Prohibited practices (Wis. Stat. § 106.50, Article 10 NAR Code of Ethics)
- c. Implicit bias (<https://www.nar.realtor/fair-housing>)

11. Agent-to-Agent Relationships*

- a. Cooperation, access to property or offer presentation (Wis. Admin. Code § REEB 24.13, relevant WB listing contract, e.g., lines 151-158 of the WB-1 Residential Listing Contract – Exclusive Right to Sell, Article 15 NAR Code of Ethics)
- b. Responding to and confidentiality of offers (Wis. Admin. Code § REEB 24.13, Article 15 Code of Ethics)
- c. Open House and Showing Responsibilities (relevant WB listing contract, e.g., lines 253-262 of the WB-1 Residential Listing Contract – Exclusive Right to Sell)

12. Seller and Licensee Disclosure in Wisconsin Transactions

- a. Seller disclosure (Wis. Stat. Ch. 709)
- b. Licensee disclosure (Wis. Stat. § 452.23)
- c. Exceptions (Wis. Stat. § 452.23, Wis. Stat. § 452.24)

Elective Hours

1. Short Sales and Foreclosures in Wisconsin (Optional pre-approved curriculum content for providers to use when creating topic content)

- a. Listing short sale properties (Wis. Stat. § 452.133, Wis. Admin. Code Ch. REEB 16)
- b. Lender approval and addenda (Wis. Stat. § 452.133, Wis. Admin. Code Ch. REEB 16)
- c. Foreclosures (Wis. Stat. Ch. 846, Wis. Stat. § 452.133)

2. Changing a Property's Use in Wisconsin (Optional pre-approved curriculum content for providers to use when creating topic content)

- a. Proposed use contingencies (relevant WB offer to purchase, e.g., lines 244-281 of the WB-13 Vacant Land Offer to Purchase)
- b. Government programs (relevant WB offer to purchase, e.g., lines 182-243 of the WB-13 Vacant Land Offer to Purchase)
- c. Other property considerations such as waterfront, conversion fees, or nonconforming uses (e.g., Wis. Admin. Code § NR 115, Wis. Admin. Code Ch. Tax 18)

3. Other Wisconsin Approved Forms (Optional pre-approved curriculum content for providers to use when creating topic content)

- a. WB-44 Counter-Offer
- b. WB-46 Multiple Counter-Proposal
- c. Addenda (Wis. Admin. Code Ch. REEB 16)

4. Closing of Buyer's Property Contingency, Secondary Offer, and Bump Clause in the Wisconsin Offers to Purchase (Optional pre-approved curriculum content for providers to use when creating topic content)

- a. Closing of buyer's property contingency (relevant WB offer to purchase, e.g., lines 328-334 of the WB-11 Residential Offer to Purchase)
- b. Bump clause (relevant WB offer to purchase, e.g., lines 335-347 of the WB-11 Residential Offer to Purchase)
- c. Secondary offer (relevant WB offer to purchase, e.g., lines 348-354 of the WB-11 Residential Offer to Purchase)

5. **Drafting Contracts in Wisconsin Real Estate Transactions (Optional pre-approved curriculum content for providers to use when creating topic content)**
 - a. Contingency drafting 101 (relevant WB offer to purchase, e.g., 543-551 of the WB-11 Residential Offer to Purchase, line 573 of the WB-11 Residential Offer to Purchase)
 - b. Personal property and real property (relevant WB offer to purchase, e.g., lines 11-38 of the WB-11 Residential Offer to Purchase, WB-25 Bill of Sale)
 - c. Dates, deadlines and agency relationship of the drafter (relevant WB offer to purchase e.g., lines 1-2 and 432-444 of the WB-11 Residential Offer to Purchase)

6. **Risk Reduction for Wisconsin Licensees (Optional pre-approved curriculum content for providers to use when creating topic content)**
 - a. As-is sales (Wis. Stat. § 452.133, Wis. Admin. Code § REEB 24.07)
 - b. Disclosure of compensation and interest, licensee incentives (Wis. Admin. Code § REEB 24.05)
 - c. Waiving or not including contingencies in contracts (Wis. Stat. § 452.133)

Other electives may be submitted for approval to the DSPS **by a pre-approved provider of all mandatory courses for the 2023-2024 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. *Includes National Association of REALTORS® (NAR) Code of Ethics training.

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