

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 – Residential (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. § 66.10015(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)