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**VIRTUAL/TELECONFERENCE  
REAL ESTATE EXAMINING BOARD  
Virtual, 4822 Madison Yards Way, Madison  
Adam Barr (608) 266-2112  
August 18, 2022**

*The following agenda describes the issues that the Board 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 Board.*

**AGENDA**

**10:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of June 16, 2022 (5-8)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters**
  - 1) Department, Staff and Board Updates
  - 2) Board Members – Term Expiration Dates
    - a. Berry, Jeffery K. – 7/1/2026
    - b. Kaleka, Gurmit S. – 7/1/2025
    - c. Lacy, Cathy J – 7/1/2025
    - d. Lauer, Elizabeth A. – 7/1/2022
    - e. Mays, Sonya G. – 7/1/2024
    - f. Pierce, Dennis M. – 7/1/2013
    - g. Richie, Thomas J. – 7/1/2026
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Administrative Rules Matters – Discussion and Consideration**
  - 1) Pending or Possible Rulemaking Projects
    - a. Rule Project Request Regarding License Renewal and Continuing Education
- H. Report and Possible Action from the Council on Real Estate Curriculum and Examinations – Discussion and Consideration**
  - 1) 2023-2024 Real Estate Continuing Education (CE) Curriculum **(9-16)**
- I. Report and Possible Action from the Real Estate Contractual Forms Advisory Council – Discussion and Consideration

**J. Broker Supervision of Real Estate Salespersons – Discussion and Consideration**

**K. Newsletter Matters – Discussion and Consideration**

**L. Credentialing Matters – Discussion and Consideration**

- 1) Credentials Issued Between Meetings **(17)**

**M. COVID-19 – Discussion and Consideration**

**N. Discussion and Consideration of Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Administrative Matters
- 3) Election of Officers
- 4) Appointment of Liaisons and Alternates
- 5) Delegation of Authorities
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters
- 9) Legislative and Policy Matters
- 10) Administrative Rule Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Proposed Final Decisions and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

**O. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

**P. Deliberation on Department of Legal Services and Compliance (DLSC) Matters**

- 1) **Proposed Stipulations, Final Decisions and Orders**
  - a. 19 REB 091 & 19 REB 133 – Ronald T. Welnetz and Absolute Realtors, Inc **(18-24)**
  - b. 20 REB 001 – Maipanhia Moua **(25-31)**
  - c. 20 REB 009 – David J. Klevgard **(32-38)**

- d. 20 REB 009 – Paul E. Handle and Handle Real Estate **(39-46)**
- e. 21 REB 042 – Ronald T. Welnetz **(47-53)**
- f. 21 REB 089 – Dawn M. Miller **(54-59)**
- g. 21 REB 100 – Carl W. Korndoerfer and Korndoerfer Homes, Inc. **(60-65)**
- h. 21 REB 109 – Brent C. Rossman **(66-72)**
- 2) **Administrative Warnings**
  - a. 20 REB 001 – R.F.F. **(73-75)**
  - b. 20 REB 051 – J.G. **(76-77)**
- 3) **Case Closings**
  - a. 20 REB 001 – W.S.P. **(78-95)**
  - b. 20 REB 051 – C. **(96-100)**
- 4) **Monitoring Matters (101-102)**
  - a. Anne Yust, Real Estate Salesperson – Requesting Full Licensure **(103-117)**
  - b. Jonalle Ferraro, Real Estate Broker – Requesting Full Licensure **(118-130)**

**Q. Deliberation on Matters Relating to Costs/Orders Fixing Costs**

- 1) Raymond H. Chou and Target Solutions, LLC, Respondents – DHA Case Number SPS-21-0045/DLSC Case Numbers 17 REB 095, 17 REB 109, 18 REB 046 **(131-158)**

**R. Deliberation of Items Added After Preparation of the Agenda**

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Order
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

**S. Consulting with Legal Counsel**

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

**T. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate**

U. Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING: OCTOBER 20, 2022**

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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 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.

**REAL ESTATE EXAMINING BOARD  
MEETING MINUTES  
JUNE 16, 2022**

**PRESENT:** Jeffery Berry, Gurmit Kaleka (*arrived at 10:23 a.m.*), Cathy Lacy, Elizabeth Lauer, Sonya Mays, Dennis Pierce, Thomas Richie (in-person)

**STAFF:** Adam Barr, Executive Director; Joseph Ricker, Legal Counsel; Dana Denny, Administrative Rule Coordinator; Kimberly Wood, Program Assistant Supervisor-Adv.; and Other Department Staff

**CALL TO ORDER**

Thomas Richie, Chairperson, called the meeting to order at 10:04 a.m. A quorum was confirmed with six (6) members present.

**ADOPTION OF AGENDA**

**MOTION:** Elizabeth Lauer moved, seconded by Cathy Lacy, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF APRIL 14, 2022**

**MOTION:** Dennis Pierce moved, seconded by Cathy Lacy, to approve the Minutes of April 14, 2022 as published. Motion carried unanimously.

**ADMINISTRATIVE RULES MATTERS**

**Pending and Possible Rulemaking Projects**

***Rules Project Request Regarding License Renewal and Continuing Education***

**MOTION:** Thomas Richie moved, seconded by Cathy Lacy, to request DSPS staff draft a Scope Statement to revise REEB 12, Wis. Admin. Code, relating to renewal, reinstatement, and continuing education, and to designate Thomas Richie to advise DSPS staff. Motion carried unanimously.

(*Gurmit Kaleka arrived at 10:23 a.m.*)

**CLOSED SESSION**

**MOTION:** Cathy Lacy moved, seconded by Elizabeth Lauer, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Thomas Richie, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Jeffery Berry-yes; Gurmit Kaleka-yes; Cathy Lacy -yes; Elizabeth Lauer-yes; Sonya Mays-yes; Dennis Pierce-yes; and Thomas Richie-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:35 a.m.

## **DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS**

### **Recusal of Board from 21 REB 035**

**MOTION:** Thomas Richie moved, seconded by Elizabeth Lauer, to delegate DSPS Chief Legal Counsel the authority to preside over and resolve DLSC Case Number 21 REB 035. Motion carried unanimously.

### **Stipulations, Final Decisions and Orders**

**MOTION:** Dennis Pierce moved, seconded by Cathy Lacy, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 18 REB 059 – Laura Trimble and Golden Rule Real Estate, LLC
2. 20 REB 060 – Carol A. Toner
3. 20 REB 060 – Michael C. Olson
4. 21 REB 062 – Dawn R. Stone

Motion carried unanimously.

#### ***19 REB 091, 19 REB 133 – Ronald T. Welnetz and Absolute Realtors, Inc***

**MOTION:** Thomas Richie moved, seconded by Elizabeth Lauer, to table the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Ronald T. Welnetz and Absolute Realtors, Inc, DLSC Case Number 19 REB 091, 19 REB 133 and against Ronald T. Welnetz, DLSC Case Number 21 REB 042. Motion carried unanimously.

### **Administrative Warnings**

**MOTION:** Jeffery Berry moved, seconded by Cathy Lacy, to issue an Administrative Warning the following DLSC Cases:

1. 19 REB 057 – D.Y., A.D.C.D.
2. 19 REB 057 – J.S.
3. 22 REB 014 – R.R.

Motion carried unanimously.

## Case Closings

**MOTION:** Thomas Richie moved, seconded by Dennis Pierce, to close the following DLSC Cases for the reasons outlined below:

1. 20 REB 021 – L.D., C.M., M.S.R. – Prosecutorial Discretion (P2)
2. 20 REB 024 – M.R., A.R. – Prosecutorial Discretion (P2)
3. 20 REB 056 – M.T., K.K., 3.R.E. – No Violation
4. 20 REB 060 – B.B., B.R. – Prosecutorial Discretion (P1)
5. 21 REB 062 – T.P., E.R. – No Violation
6. 21 REB 063 – K.D., E.S., J.E.K.P.M. – Prosecutorial Discretion (P1)
7. 21 REB 073 – C.B., D.C., E.R. – Insufficient Evidence
8. 21 REB 111 – R.S., B.S.R.E.G. – No Violation

Motion carried unanimously.

## Monitoring Matters

### *Juan Alcantara, Real Estate Salesperson – Requesting Full Licensure*

**MOTION:** Thomas Richie moved, seconded by Elizabeth Lauer, to grant the request of Juan Alcantara, Real Estate Salesperson, for full licensure. Motion carried unanimously.

### *Austen Forbeck, Real Estate Salesperson – Requesting Full Licensure*

**MOTION:** Elizabeth Lauer moved, seconded by Cathy Lacy, to grant the request of Austen Forbeck, Real Estate Salesperson, for full licensure. Motion carried unanimously.

### *Jamie Scholl, Real Estate Salesperson – Requesting Full Licensure*

**MOTION:** Thomas Richie moved, seconded by Cathy Lacy, to grant the request of Jamie Scholl, Real Estate Salesperson, for full licensure. Motion carried unanimously.

### *Pedro Llontop-Arraya, Real Estate Broker – Requesting Full Licensure*

**MOTION:** Cathy Lacy moved, seconded by Elizabeth Lauer, to grant the request of Pedro Llontop-Arraya, Real Estate Broker, for full licensure. Motion carried unanimously.

## **RECONVENE TO OPEN SESSION**

**MOTION:** Elizabeth Lauer moved, seconded by Cathy Lacy, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 10:58 a.m.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,  
IF VOTING IS APPROPRIATE**

**MOTION:** Cathy Lacy moved, seconded by Jeffery Berry, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)*

**ADJOURNMENT**

**MOTION:** Jeffery Berry moved, seconded by Cathy Lacy, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:59 a.m.

DRAFT



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

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Adam Barr, Executive Director		2) Date when request submitted: 8/9/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Real Estate Examining Board			
4) Meeting Date: 8/18/2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Real Estate Curriculum and Examination Council Update – Discussion and Consideration - 2023-2024 Real Estate Continuing Education (CE) Curriculum	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable:	
10) Describe the issue and action that should be addressed: The board will review the curriculum recommendations from the Real Estate Curriculum and Examinations Council.			
11) Authorization			
<i>Adam Barr</i>		8/9/2022	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders. 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.			

## 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, **Wis. Admin. Code § REEB 24.07**)
- 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.

## Application Information

Currently the application lists the six courses preceded by a check box the provider uses to indicate for which course the provider is seeking approval.

One possible way to modify the application for the 2023-2024 biennium would be to use the following format.

### **Mandatory Hours**

- Wisconsin Agency Law
- Wisconsin Department of Safety and Professional Services Disciplinary Actions
- Commissions in Wisconsin Agency Agreements, Offers of Compensation and Antitrust
- The Inspection Contingency in the Wisconsin Offers to Purchase
- Wisconsin Legislative Updates Related to Real Estate (Wisconsin REALTOR® & Government Day may be submitted for approval for this course).
- Wisconsin Real Estate Case Law Update
- Advertising for Wisconsin Real Estate Licensees
- Default, Earnest Money, and WB-45 Cancellation Agreement and Mutual Release
- Financing Commitment and Appraisal Contingencies in the Wisconsin Offers to Purchase
- Fair Housing in Wisconsin Transactions
- Agent-to-Agent Relationships
- Seller and Licensee Disclosure in Wisconsin Transactions

### **Elective Hours**

- Short Sales and Foreclosures in Wisconsin
- Changing a Property's Use in Wisconsin
- Other Wisconsin Approved Forms
- Closing of Buyer's Property Contingency, Secondary Offer, and Bump Clause in the Wisconsin Offers to Purchase
- Drafting Contracts in Wisconsin Real Estate Transactions
- Risk Reduction for Wisconsin Licensees

\_\_\_\_\_ [Insert Title]\*

\*To be approved as an Elective Hour, each hour of content must include 50 minutes of instruction and a 5 question exam for each hour of content. Elective Hours must be Wisconsin specific and include instruction on Wisconsin forms, Wisconsin law, Wisconsin administrative code or a combination of these topics.

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

Designation Courses recognized by the National Association of REALTORS® may be submitted for approval for Elective Hours.

- 3-hour Designation Course for three Elective Hours
- 6-hour Designation Course for six Elective Hours

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Jamie Smith-LPPA-DPCP		<b>2) Date when request submitted:</b> 08/02/22 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting																																													
<b>3) Name of Board, Committee, Council, Sections:</b> Real Estate Examining Board																																															
<b>4) Meeting Date:</b> 08/18/22	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> License Granted since last meeting (06/16/22)																																													
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <Appearance Name(s)> <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if applicable:</b> <Click Here to Add Case Advisor Name or N/A>																																													
<b>10) Describe the issue and action that should be addressed:</b>  <h2 style="margin: 0;">License Issued</h2> from 6/16/2022 to 8/2/2022																																															
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