



VIRTUAL/TELECONFERENCE
COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
Virtual, 4822 Madison Yards Way, Madison
Contact: Adam Barr (608) 266-2112
March 22, 2022

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

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of the Minutes of July 30, 2020 (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) Annual Policy Review **(4-6)**
 - 3) Election of Officers **(7)**
 - 4) Council Member – Term Expiration Dates
 - a. Blakely, Robert – 7/1/2020
 - b. Blood, Anne M. – 7/1/2023
 - c. Lauer, Elizabeth A.
 - d. Zimmerman, Kathy S. – 7/1/2020
- F. Education and Examination Matters – Discussion and Consideration**
 - 1) 2021-2022 Real Estate Continuing Education (CE) Curriculum **(8-15)**
 - 2) 2023-2024 Real Estate Continuing Education (CE) Curriculum
- 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, 2022

**VIRTUAL/TELECONFERENCE
COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
Virtual, 4822 Madison Yards Way, Madison
Contact: Adam Barr (608) 266-2112
March 22, 2022**

**COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
2021 WISCONSIN PUBLIC RECORDS LAW FACILITATED TRAINING
10:15 A.M. OR IMMEDIATELY FOLLOWING THE FULL BOARD MEETING**

A quorum of the Council on Real Estate Curriculum Education and Examinations may be present; however, no board business will be conducted.

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 at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. 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 deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS
MEETING MINUTES
JULY 30, 2020**

PRESENT: Robert Blakely, Anne Blood, Kathyne Kuhl, Elizabeth Lauer, Kathy Zimmermann (*arrived at 10:06 a.m.*)

STAFF: Christian Albouras, Executive Director; Megan Glaeser, Bureau Assistant; and other Department Staff

CALL TO ORDER

Robert Blakely, Chairperson, called the meeting to order at 10:02 a.m. A quorum was confirmed with four (4) members present.

ADOPTION OF AGENDA

MOTION: Kathyne Kuhl moved, seconded by Elizabeth Lauer, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MAY 28, 2020

MOTION: Kathyne Kuhl moved, seconded by Elizabeth Lauer, to approve the Minutes of May 28, 2020 as published. Motion carried unanimously.

(Kathy Zimmerman arrived at 10:06 a.m.)

EDUCATION AND EXAMINATION MATTERS

2021-2022 Real Estate Continuing Education Curriculum

MOTION: Anne Blood moved, seconded by Kathy Zimmerman, to adopt the proposed 2021-2022 Continuing Education Curriculum with revisions discussed in today's meeting and appoint Elizabeth Lauer to report revisions and recommendations to the Real Estate Examining Board. Motion carried unanimously.

ADJOURNMENT

MOTION: Anne Blood moved, seconded by Kathyne Kuhl, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:40 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Kimberly Wood, Program Assistant Supervisor-Adv. on behalf of Division of Policy Development Executive Directors		2) Date when request submitted: 12/13/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date: First Meeting of 2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 Annual Policy Review items: <ol style="list-style-type: none"> 1. Attendance/Quorum: Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. 2. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside of a properly noticed meeting. Should several members of a body do so, the members could be violating the open meetings law. 3. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline which is at 12:00 pm, 8 business days prior to a meeting. (Attachment: Timeline of a Meeting) 4. Travel Voucher Submissions: Please submit all reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachment: Travel Voucher Example) 5. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the scheduled start time. <ul style="list-style-type: none"> • If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate. 6. Inclement Weather Policy: In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executed remotely. 			
11) Authorization			
Kimberly Wood		12/13/2021	
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: <ol style="list-style-type: none"> 1. This form should be saved with any other documents submitted to the Agenda Items 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. 			

Timeline of a Meeting

8 business days prior to the meeting: All agenda materials are due to the Department by 12:00 pm, 8 business days prior to the meeting date.

7 business days prior to the meeting: The draft agenda page is due to the Executive Director. The Executive Director transmits to the Chair for review and approval.

5 business days prior to the meeting: The approved agenda is returned to the Bureau Assistant 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 Department website.

Agenda Item Examples:

- Approval of the Agenda and Minutes (from the last meeting)
- Open Session Items
 - Public Hearings (on Admin Rules)
 - Administrative Matters
 - Legislation and Policy Matters
 - Administrative Rules Matters
 - Credentialing Matters
 - Education and Exam Issues
 - Public Agenda Requests
 - Current Issues Affecting the Profession
 - Public Comments
- Closed Session items
 - Deliberations on Proposed Disciplinary Actions
 - Stipulations
 - Administrative Warnings
 - Case Closings
 - 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 Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

1 business day after the Meeting: "Action" lists are distributed by 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 decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the the 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: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date when request submitted: 3/9/2022 <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 Curriculum and Examinations, Council on											
4) Meeting Date: 3/22/2022	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters <ul style="list-style-type: none"> • Election of Officers 									
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A									
10) Describe the issue and action that should be addressed: The Council should conduct Election Officers: Chairperson, Vice Chairperson & Secretary. <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <tr> <th colspan="2">2020 ELECTION RESULTS</th> </tr> <tr> <td>Chairperson</td> <td>Robert Blakely</td> </tr> <tr> <td>Vice Chairperson</td> <td>Kathryne Kuhl</td> </tr> <tr> <td>Secretary</td> <td>Elizabeth Lauer</td> </tr> </table>				2020 ELECTION RESULTS		Chairperson	Robert Blakely	Vice Chairperson	Kathryne Kuhl	Secretary	Elizabeth Lauer
2020 ELECTION RESULTS											
Chairperson	Robert Blakely										
Vice Chairperson	Kathryne Kuhl										
Secretary	Elizabeth Lauer										
11) Authorization <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 70%;"><i>Kimberly Wood</i></div> <div style="width: 25%; text-align: right;"><i>3/9/2022</i></div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> Signature of person making this request Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Supervisor (Only required for post agenda deadline items) Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Executive Director signature (Indicates approval for post agenda deadline items) Date </div>											
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items 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.											

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Pete Schramm, Licensing Examination Specialist		2) Date when request submitted: 3/10/2022 <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: Council on Real Estate Curriculum and Examinations			
4) Meeting Date: 3/22/2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 2021-2022 RE Continuing Education Outlines	
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 Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Here are the course outlines for the 2021-2022 Real Estate Continuing Education Courses for reference.			
11) Authorization			
Pete Schramm		3/10/2022	
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: 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 Bureau Assistant prior to the start of a meeting.			

2021-2022 Continuing Education Curriculum

Under the 2021-2022 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 of eight topics.
- 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:
 - **Protected Buyers, Exclusions, and Extension of the Listing (50 minutes) MANDATORY**
 - Modifying the Listing Contract (50 minutes)
 - Commission, Cooperation, and Offers of Compensation (50 minutes)
 - Marketing (50 minutes)
 - Agency (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 Risk Reduction through Professionalism (Satisfies NAR Ethics Requirements)
 - 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 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. **Protected Buyers, Exclusions, and Extension of the Listing (50 minutes) (Mandatory)**
 - i. Exclusions (relevant WB Listing Contract, e.g., lines 159-166 of the WB-1, Wis. Stat. § 106.50)
 - ii. Protected buyers (relevant WB Listing Contract, e.g., lines 205-219 of the WB-1)
 - iii. Extension of the Listing (relevant WB Listing Contract, e.g., lines 220-224 of the WB-1)
 - b. **Modifying the Listing Contract (50 minutes)**
 - i. Exclusive right to sell, exclusive agency, one-party, and open listings (Wis. Stat. § 452.40, Wis. Admin. Code § REEB 16.02, Wis. Admin. Code § REEB 16.06)
 - ii. Termination of listing (relevant WB Listing Contract, e.g., lines 263-271 of the WB-1)
 - iii. Amending the listing contract (WB-42 Amendment to Listing Contract)
 - c. **Commission, Cooperation, and Offers of Compensation (50 minutes)**
 - i. Commission (Wis. Stat. § 240.10, relevant WB Listing Contract, e.g., lines of 27-51 of the WB-1)
 - ii. Offers of compensation (relevant WB Listing Contract, e.g., lines of 52-53 of the WB-1)
 - iii. Cooperation (Wis. Admin. Code § REEB 24.13, relevant WB Listing Contract, e.g., lines 151-158 of the WB-1)
 - d. **Marketing (50 minutes)**
 - i. Advertising by licensees (Wis. Stat. § 452.136, Wis. Stat. § 106.50)
 - ii. Marketing (relevant WB Listing Contract, e.g., lines 18-26 of the WB-1)
 - iii. Seller cooperation with marketing efforts (relevant WB Listing Contract, e.g., lines 246-252 of the WB-1)
 - iv. Open house and showing responsibilities (Wis. Stat § 106.50, relevant WB Listing Contract, e.g., lines 253-262 of the WB-1)
 - v. Term of the contract (relevant WB Listing Contract, e.g., lines 311-313 of the WB-1)
 - e. **Agency (50 minutes)**
 - i. Duties to all parties (Wis. Stat. § 452.133(1), relevant WB Listing Contract, e.g., lines 68-80 of the WB-1)
 - ii. Duties to clients (Wis. Stat. § 452.133(2), relevant WB Listing Contract, e.g., lines 81-94 of the WB-1)
 - iii. Multiple representation (relevant WB Listing Contract, e.g., lines 95-124 of the WB-1)
 - iv. Subagency (relevant WB Listing Contract, e.g., lines 125-129 of the WB-1)
 - v. Confidentiality (relevant WB Listing Contract, e.g., lines 135-150 of the WB-1)

2. COURSE 2 - WISCONSIN OFFERS TO PURCHASE
 - a. **Financing Commitment and Appraisal Contingencies (50 minutes) (Mandatory)**
 - i. Financing commitment contingency (relevant WB Offer, e.g., lines 248-287 of the WB-11)
 - ii. Seller financing; when permitted/prohibited by mortgage “due on sale” clause (relevant WB Offer, e.g., lines 288-295 of the WB-11)
 - iii. Offer not contingent on financing (relevant WB Offer, e.g., lines 296-307)
 - iv. Appraisal contingency (relevant WB Offer, e.g., lines 308-327 of the WB-11)
 - b. **Inspection and Testing (50 minutes)**
 - i. Inspections and tests (relevant WB Offer, e.g., lines 178-192 of the WB-11)
 - ii. Inspection and testing contingencies (relevant WB Offer, e.g., lines 193-246 of the WB-11)
 - iii. Notices and amendments (WB-41 Notice Relating to Offer to Purchase, WB-40 Amendment to Offer to Purchase)
 - iv. The buyer’s inspection report (Wis. Stat. § 709.035, Wis. Stat. Ch. 440 subch. XI)
 - c. **Multiple Offers (50 minutes)**
 - i. WB-44 Counter-Offer (Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice)
 - ii. WB-46 Multiple Counter-Proposal (Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice)
 - iii. Escalation clauses (Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice)
 - iv. Confidentiality of offers (Wis. Admin. Code § REEB 24.12)
 - d. **Closing of Buyer's Property and Secondary Offer Contingencies (50 minutes)**
 - i. Closing of buyer’s property contingency (relevant WB Offer, e.g., lines 328-334 of the WB-11)
 - ii. Bump clause (relevant WB Offer, e.g., lines 335-347 of the WB-11)
 - iii. Secondary offer (relevant WB Offer, e.g., lines 348-354 of the WB-11)
 - iv. Multiple offers (WB-44 Counter-Offer, WB-46 Multiple Counter-Proposal)
 - e. **Drafting Right: Avoid Mistakes that Can Threaten Your Transaction (50 minutes)**
 - i. Authority to draft the offer (Wis. Stat. § 452.40, Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice)
 - ii. Agency (Wis. Stat. § 452.40, Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice, relevant WB Offer, e.g., lines 1-2 of the WB-11)
 - iii. Included and not included in the purchase (Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice, relevant WB Offer, e.g., lines 11-38 of the WB-11)
 - iv. Dates and deadlines (Wis. Admin. Code Ch. REEB 16 Approved Forms and Legal Advice, relevant WB Offer, e.g., lines 438-444 of the WB-11)

3. COURSE 3 - WISCONSIN NEW DEVELOPMENTS
 - a. **Technology Tools for Your Wisconsin Transactions (50 minutes) (Mandatory)**
 - i. Electronic earnest money (Wis. Admin. Code Ch. REEB 18, relevant WB Offer to Purchase, e.g., lines 58-59 of the WB-11)
 - ii. Remote online notarization (Wis. Stat. Ch. 140)
 - iii. Virtual tours (relevant WB Listing Contract, e.g., lines 253-262 of the WB-1)
 - iv. Surveillance (Wis. Stat § 995.60)
 - b. Wisconsin Approved Forms- New and Revised (50 minutes)
 - i. WB-11 Residential Offer to Purchase
 - ii. WB-13 Vacant Land Offer to Purchase
 - iii. WB-14 Residential Condominium Offer to Purchase
 - c. Wisconsin Real Estate Case Law (50 minutes)
 - i. Relevant case law related to licensing law, if available
 - ii. Relevant case law related to land use, if available
 - iii. Relevant case law related to general real estate, if available
 - d. Wisconsin Real Estate Statutes and Administrative Code – New and Revised (50 minutes)
 - e. Federal Legal Real Estate Issues Update (50 minutes)

4. COURSE 4 - WISCONSIN RISK REDUCTION THROUGH PROFESSIONALISM*
- a. **Fair Housing (50 minutes) (Mandatory)**
 - i. Health concerns (Wis. Stat. § 106.50, NAR Code of Ethics Preamble, NAR Code of Ethics Article 10)
 - ii. Steering (Wis. Stat. § 106.50, NAR Code of Ethics Preamble, NAR Code of Ethics Article 10)
 - iii. Prohibited actions under state and federal law (Wis. Stat. § 106.50, 42 U.S.C. Ch. 45: Fair Housing, NAR Code of Ethics Preamble, NAR Professional Standards Enforcement Process, NAR Code of Ethics Article 10)
 - b. **Management and Supervision (50 minutes)**
 - i. Responsibilities of firms and licensees (Wis. Stat. § 452.132, NAR Code of Ethics Article 1)
 - ii. Sexual harassment (Wis. Stat. §§ 111.31 – 111.325, Wis. Stat. § 111.36, Wis. Admin. Code Ch. DWD 218)
 - iii. Association with firm; independent practice (Wis. Stat. § 452.30)
 - iv. Unlicensed personal assistants (Wis. Stat. § 452.34, NAR Code of Ethics Preamble)
 - v. Independent contractor relationship (Wis. Stat. § 452.38)
 - c. **Disclosures by Licensees (50 minutes)**
 - i. Disclosures, investigations and inspections by brokers and salespersons (Wis. Stat. § 452.23, Wis. Admin. Code § REEB 24.07, NAR Code of Ethics Article 2)
 - ii. Disclosure duty, immunity for providing notice about the sex offender registry (Wis. Stat. § 452.24)
 - iii. Disclosure of side agreements (Wis. Admin. Code § REEB 24.07, NAR Code of Ethics Article 9)
 - iv. Disclosure of agency (Wis. Admin. Code § REEB 24.07, NAR Code of Ethics Preamble)
 - d. **Competent Practice (50 minutes)**
 - i. Engaging assistance (Wis. Admin. Code § REEB 24.03, NAR Code of Ethics Article 11)
 - ii. Represented parties (Wis. Admin. Code § REEB 24.13, NAR Code of Ethics Article 16)
 - iii. Requests for information (Wis. Admin. Code § REEB 24.13, NAR Code of Ethics Article 3)
 - iv. Incentives and contests (Wis. Stat. § 452.19, NAR Code of Ethics Article 12)
 - e. **Risk Reduction (50 minutes)**
 - i. Prohibited conduct (Wis. Stat. § 452.133, Wis. Admin. Code § REEB 24.05, NAR Code of Ethics Preamble, NAR Code of Ethics Article 5)
 - ii. Changes in common law duties and liabilities of brokers and parties (Wis. Stat. § 452.139)
 - iii. Actions concerning licensees (Wis. Stat. § 452.142, NAR Professional Standards Enforcement Process)
 - iv. Criminal convictions and disclosures (Wis. Stat. § 452.25)
 - v. Hold harmless provisions in agency agreements and offers (relevant WB Listing Contract, e.g., lines 303-308 of the WB-1, relevant WB Offer to Purchase, e.g., lines 543-551 of the WB-11)

* Satisfies NAR Ethics Requirements

5. COURSE 5 –WISCONSIN REAL ESTATE LAW AND PRACTICE
 - a. Independent Contractors (*50 minutes*)
 - i. Independent contractor vs employee (Wis. Stat. Ch. 103, Wis. Stat. § 452.38, 26 U.S.C. § 3508)
 - ii. Independent contractor agreement (Wis. Stat. § 452.38)
 - b. Financing (*50 minutes*)
 - i. Contingencies (relevant WB Offer to Purchase, e.g., lines 247-307 of the WB-11)
 - ii. Seller financing; when permitted/prohibited by mortgage “due on sale” clause (Wis. Admin. Code § REEB 16.03, relevant WB Offer to Purchase, e.g., lines 288-295 of the WB-11)
 - iii. Loan programs (e.g. FHA, VA, conventional)
 - c. Trust Funds and Trust Accounts (*50 minutes*)
 - i. Trust funds: client funds and non-client funds (Wis. Stat. § 452.01, Wis. Stat. § 452.13, Wis. Admin. Code Ch. REEB 18)
 - ii. Types of trust accounts (Wis. Stat. § 452.13, Wis. Admin. Code Ch. REEB 18)
 - iii. Record keeping (Wis. Stat. § 452.13, Wis. Admin. Code Ch. REEB 18)
 - iv. Compliance with trust account rules (Wis. Stat. § 452.13, Wis. Admin. Code Ch. REEB 18)
 - d. Seller Disclosure (*50 minutes*)
 - i. Disclosure by Owners of Real Estate (Wis. Stat. Ch. 709)
 - ii. Real estate condition report/vacant land disclosure report (Wis. Stat. § 709.03-033)
 - iii. Amending reports, disclosure of material adverse facts (Wis. Stat. § 709.035, Wis. Stat. § 452.133)
 - iv. When reports are required, exemptions, waiver, seller’s refusal to complete a report (Wis. Stat. Ch. 709)
 - e. 1031 Exchanges (*50 minutes*)
 - i. Qualifying properties (26 U.S.C. § 1031)
 - ii. Overview of process (26 U.S.C. § 1031)
 - iii. Basic tax principals (26 U.S.C. § 1031)
 - iv. Types of exchanges (26 U.S.C. § 1031)
 - v. WB-35 Simultaneous Exchange Agreement
 - f. Landlord Tenant Law (*50 minutes*)
 - i. Termination and notices (Wis. Stat. §§ 704.16-704.21)
 - ii. Security deposits (Wis. Stat. § 704.28)
 - iii. Rental agreements and leases (Wis. Stat. §§ 704.02-704.03, Wis. Stat. § 704.44)
 - iv. Listing contracts and buyer agency/tenant representation agreement (WB-37 Residential Listing Contract – Exclusive Right to Rent, WB-36 Buyer Agency/Tenant Representation Agreement, WB-38 Commercial Buyer Agency/Tenant Representation)
 - v. Applicability of ATCP 134 to residential rentals (Wis. Admin. Code Ch. ATCP 134)
 - g. Emerging Issues in Wisconsin (*50 minutes*)
 - i. Applicable Wisconsin statutes and Administrative Code
 - ii. Best practices for agents
 - h. 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 including the executive summary, small condominiums (Wis. Stat. § 703.02(14m), Wis. Stat. § 703.33, Wis. Stat. § 703.205, Wis. Stat. § 703.365, relevant WB Listing, e.g., lines 217-254 of the WB-4)
 - iv. Additional fees for condominium transfer (Wis. Stat. § 703.205, Wis. Stat. § 703.335, Wis. Stat. § 703.33, relevant WB Offer, e.g., lines 46-51 of the WB-14)

6. COURSE 6 - WISCONSIN REAL ESTATE TRANSACTIONS
 - a. Working with representatives (*50 minutes*)
 - i. Power of attorney (Wis. Stat. Ch. 244, Wis. Stat. § 240.10, Wis. Stat. § 243.05)
 - ii. Trusts (Wis. Stat. Ch. 701, Wis. Stat. § 240.10)
 - iii. Estates (Wis. Stat. Ch. 860, Wis. Stat. § 240.10, relevant WB Offer, e.g., lines 507-509 of the WB-11)
 - iv. Business entities (Wis. Stat. Chs. 178-181, Wis. Stat. Ch. 183, Wis. Stat. § 240.10)
 - b. Options and Rights of First Refusal (*50 minutes*)
 - i. WB-24 Option to Purchase
 - ii. Rights of First Refusal
 - c. Buyer Agency/Tenant Representation (*50 minutes*)
 - i. WB-36 Buyer Agency/Tenant Representation Agreement
 - ii. WB-38 Commercial Buyer Agency/Tenant Representation Agreement
 - iii. WB-47 Amendment to Buyer Agency/Tenant Representation Agreement
 - d. Vacant Land Transactions in Wisconsin (*50 minutes*)
 - i. WB-3 Vacant Land Listing Contract – Exclusive Right to Sell
 - ii. WB-13 Vacant Land Offer to Purchase
 - e. Wisconsin Condominium Offer to Purchase (*50 minutes*)
 - i. WB-14 Residential Condominium Offer to Purchase
 - ii. Financing for condominium transactions including but not limited to conventional, FHA and VA, barriers to financing (relevant WB Offer, e.g., lines 379-418 and 543-557 of the WB-14)
 - iii. Condominium disclosure documents (Wis. Stat. § 703.33, relevant WB Offer, e.g., lines 107-175 of the WB-14)
 - iv. Fees related to condominium transfer (Wis. Stat. § 703.20, Wis. Stat. § 703.335 relevant WB Offer, e.g., lines 46-51 of the WB-14)
 - v. Condominiums with 12 or fewer units (Wis. Stat. 703.365)
 - f. 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/addenda (Wis. Stat. § 452.133, Wis. Admin. Code Ch. REEB 16)
 - iii. Secondary offers (Relevant WB Offer, e.g., lines 348-354 of the WB-11)
 - iv. Foreclosures (Wis. Stat. Ch. 846, Wis. Stat. § 452.133)
 - g. Environmental Matters (*50 minutes*)
 - i. Lead based paint (42 U.S.C. § 4852d, 40 CFR Part 745, Wis. Stat. Ch. 254, Wis. Admin. Code Ch. DHS 163)
 - ii. Water (Wis. Admin. Code Ch. NR 809, Wis. Admin. Code Ch. NR 812, Wis. Admin. Code Ch. ATCP 30)
 - iii. Drafting contingencies for inspection and testing (Wis. Admin. Code Ch. REEB 16, Wis. Admin. Code § REEB 24.03)
 - iv. Underground storage tanks (Wis. Stat. Ch. 168, subch. II, Wis. Admin. Code Ch. ATCP 93)
 - v. Asbestos (Wis. Stat. Ch. 254, Wis. Admin. Code Ch. DHS 159)
 - h. 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)