

MANDATORY

Course 1 Wisconsin Listings

- Delivery (including e-mail and Wisconsin e-commerce and Federal E-Sign Law)
- Protected buyers/extension of listing
- Marketing
- Fair Housing (Wisconsin and Federal)
- Lead based paint (Wisconsin – Wis. Stat. § 254; § DHS 163 and Federal – Title X)
- Real Estate Condition Report – Wis. Stat. § 709
- Agency – Broker Disclosure to Client Wis. Stat. § 452.135 (2)
- Termination
- Signatures
 - Wis. Stat. § 240.10
 - Authority to sign when listing a decedent's estate
- Listings for lease
 - WB-37 Residential Exclusive Right to Lease or Rent Real Property (proposed revised title)
- Types of listings
 - Exclusive right to sell – § REEB 16.02(3)
 - Exclusive agency – § REEB 16.02(2)
 - One-party
 - Open – § REEB 16.02(4)
 - Limited service – Wis. Stat. § 452.133(6)
 - Net § REEB 24.10
- Listings using non-approved forms
 - e.g. Attorney drafted, consumer drafted, bank-owned (REO) drafted, another state's approved or commonly used listing in that state
 - Broker disclosure to client required
- Open houses & showing responsibilities
- Sherman Antitrust Act
- WB-42 Amendment to the Listing Contract

Course 2 Wisconsin Offers

- Disclosure by licensees
 - Required disclosures
 - Not obligated to disclose - Wis. Stats. § §452.23; 452.24
- Acceptance v. binding acceptance
- Delivery (including Wisconsin e-commerce and Federal E-Sign Law)
- Properly incorporating addenda
- Financing contingency
- Appraisal contingency
- WB-45 Cancellation Agreement and Mutual Release
- Real estate condition reports – Wis. Stat. § 709
- Signatures
 - Authority to sign
 - Authority to sign when selling a decedent's real estate
- Real Estate Settlement Procedures Act

Course 3 Wisconsin New Developments

- Revisions to Wisconsin Statutes relating to real estate
- Revisions to Wisconsin Administrative rules relating to real estate
- All other relevant revisions to Wisconsin forms, Administrative Rules and Statutes
- Proposed Revisions to Wisconsin licensing laws

Course 4 Contingencies in Wisconsin Approved Offer Forms

- Drafting enforceable contingencies
- Other relevant contingencies (e.g. testing)
- Competency when drafting contingencies
- Inspection contingency
- Closing of buyers property contingency
- Secondary offer

ELECTIVES

Elective A: Bank-owned (REO), Foreclosures and Short Sales Transactions in Wisconsin

- "As-is"
- Short sale v. foreclosure v. REO
- Use of non-approved listing contracts
- Use of addenda in REO
- Use of addenda in short sales
- Working with buyers purchasing REO, foreclosure, and short sale properties
- Signatures with REO, foreclosure, and short sale properties
- Judicial foreclosure in Wisconsin – Wis. Stat. § 846

Elective B: Unique Transaction Types and Issues

- WB-24 Option to Purchase
- Lease with option
- Land contracts
- Secure and Fair Enforcement Act (SAFE Act)
- Rights of first refusal
- Use of State Bar forms § REEB 16.03(1)(a)
- Competency § REEB 24.03
- Relocation companies

Elective C: Wisconsin Property Management

- Role of the licensee
- Forms
 - o WB-37 Residential Exclusive Right to Lease or Rent Real Property (proposed revised title)
 - o Lease
- Laws
 - o Residential rental practices - ATCP 134
 - o Landlord and tenant - Wis. Stat. 704
 - o Fair housing - Wisconsin and Federal
 - o Carbon monoxide detectors – Wis. Stat. § 101.647; § SPS 328.04
 - o Smoke detectors – § SPS 328.03
 - o Rental weatherization – §SPS 367
- Security deposit – see § REEB 16
 - Licensee owned properties
 - Managed properties

Elective D: Agency Roles with Buyers in Wisconsin

- Pre-agency – Wis. Stats. § § 452.133(5); 452.134(1)
- Client - Wis. Stat. § 452.01(3m)
- Customer – Wis. Stat. § 452.01(3s)
- Duties of Broker – Wis. Stats. § § 452.133(1) – (3)
- Agency Disclosure Duties- Wis. Stat. § 452.135
- Subagency – Wis. Stats. § 452.01(7r); § 452.133(4)
- Agency Relationships – Wis. Stat. § 452.134
 - o Designated agency (defined in Wis. Stat. § 452.01(3w))
 - o Multiple representation without designated agency – Wis. Stat. § 452.134(4)
 - o Rejection of multiple representation relationships
- Broker providing services to more than one client in a transaction – Wis. Stat. § 452.137
- Broker providing services in more than one transaction – Wis. Stat. § 452.138
- WB-36 Buyer Agency/Tenant Representation Agreement
- Agency roles in relocation company transactions

Designation courses that apply to continuing education

- o Approval shall be given to designation courses recognized by the National Association of Realtors and may be given to designation courses offered by other entities as approved by the Real Estate Examining Board.
 - 6 hours is permitted for approval, thus requiring all licensees to complete the four mandatory courses.
 - Providers may receive 3 credit hours at a time, as long as there is an examination consisting of 15 test questions for each 3 hour time frame.
 - A designation course may receive up to 6 hours of CE credits fulfilling elective courses only:
 - 3 hours, 1 elective is fulfilled
 - 6 hours, 2 electives are fulfilled
 - *Both licensed brokers and salespersons are permitted to fulfill CE course credit in this manner.*
 - *To receive credit for a course, providers must submit courses for approval each biennium*