

Chapter REEB 25

EDUCATION

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Note: Chapter REB 16 as it existed on October 31, 1979, was repealed and a new Chapter REB 16 was created effective November 1, 1979. Renumbered chapter RL 25, effective March 1, 1983. Chapter RL 25 was renumbered chapter REEB 25 under s. 13.92 c4d cbd 1., Stats., Register November 2011 No. 671.

REEB 25.005 Authority. The following rules are adopted pursuant to ss. 227.11 c2d, 452.05, 452.07, 452.09 c2d and c3d and 452.12 c5d ccd, Stats.

History: Cr. Register, October 1979, No. 286, eff. 11-1-79; renum. from REB 16.005 and am. Register, February, 1983, No. 326, eff. 3-1-83; am. Register, January, 1992, No. 433, eff. 2-1-92.

REEB 25.01 Definitions. As used in this chapter, unless the context otherwise specifically requires:

c1d XAccredited institution of higher educationY means a law school accredited by the American bar association or other schools accredited by one of the regional institutional accrediting commissions or associations which have been recognized by the U.S. department of education.

c2d XBoardY means the real estate examining board.

c3d XContinuing education courseY means an approved segment of a continuing education program required by the board pursuant to s. 452.05 c1d cdd, Stats.

c4d XContinuing education programY means the total number of continuing education hours or subjects required by the board pursuant to s. 452.05 c1d cdd, Stats.

c6d XEvidence of completionY means an official transcript, student grade report, or board-approved certificate showing satisfactory completion of education programs or courses.

c7d XHourY means a period of 50 minutes of actual instruction and shall not include time spent in writing tests or examinations given by the school.

History: Cr. Register, October, 1979, No. 286, eff. 11-1-79; renum. from REB 16.01 and am. c1d and c6d, Register, February, 1983, No. 326, eff. 3-1-83; renum. c1d to c5d to be c2d, c7d, c5d, c8d, c1d and am. c8d, cr. c3d and c4d, am. c6d, Register, January, 1992, No. 433, eff. 2-1-92; am. c1d, Register, July, 1998, No. 511, eff. 8-1-98; cr. c2md, c5md, am. c3d, c4d and c7d, Register, August, 1999, No. 524, eff. 9-1-99; correction in c2d to c4d, c6d made under s. 13.92 c4d cbd 6., Stats., Register November 2011 No. 671; CR 15-010: r. c2md, c5d, c5md, am. c6d, r. c8d Register September 2015 No. 717, eff. 10-1-15.

REEB 25.023 Real estate broker[s] pre-license business management program. An education program in business management for applicants for a real estate broker[s] license shall consist of 72 hours. The education program in business management shall contain all of the following topics:

c1d CONTRACTS. Instruction relating to real estate contracts shall include all of the following:

cad The definition of a contract, including the difference between a contract and an agreement.

cbd Elements of a contract, including all of the following:

1. Offer.
2. Acceptance.
3. Consideration.

4. Competent parties.

ccd Parties to a contract, including all of the following:

1. Parties to an agency agreement.
2. Parties to a sales contract, option, or lease.
3. Multiple parties.

cdd Creating binding contracts, including all of the following:

1. Signatures.
2. Acceptance and binding acceptance.
3. Delivery.
4. Deadlines.
5. Time is of the essence.

ced Validity of contracts.

cfD Drafting contracts and contingencies, including all of the following:

1. Properly drafting.
2. Pre-printed.
3. Customized.

cgD Ending the contractual relationship, including all of the following:

1. Rescission.
2. Termination.
3. Modification.
4. Death of a party.
5. Default and breach.

chD Acceptance and counteroffers, including the difference between acceptance and counteroffers.

cid The law of conveyances, including all of the following:

1. Conveyance defined.
2. Requirements for a valid conveyance.

cjd Agreement to arbitrate real estate transaction disputes under s. 788.015, Stats.

ckD Commercial real estate commission lien under s. 779.32, Stats.

c2d APPROVED FORMS. Instruction relating to real estate approved forms shall include all of the following:

cad The forms approval process, including all of the following:

1. Forms committee.
2. Real estate examining board.
3. Department of safety and professional services.

cbd The authorized practice of law, including all of the following:

1. Reynolds v. Dinger, 14 Wis. 2d 193.
2. Chapter REEB 16.

ccd Review of forms, including all of the following:

1. Listing contracts for sale.
2. Offers.
3. Counter-offers.
4. Amendments.
5. Buyer agency agreements.
6. Listing contracts for lease.
7. Options.
8. Bills of sale.
9. Exchanges.
10. Cancellation agreement and mutual releases.
11. State bar forms under s. REEB 16.03 c1d.
12. Uniform commercial code forms.
13. Forms used in other states.

ccd Developing a form and contingency manual.

ced Supervising salesperson[s] use of approved forms.

c3d TRUST ACCOUNTS, ESCROW, CLOSING STATEMENT. Instruction relating to real estate trust accounts, escrow and closing statement shall include all of the following:

cad Trust accounts under ch. REEB 18, including all of the following:

1. Trust account definition.
2. Trust funds definition.
3. When is a trust account required.
4. Registering a trust account.
5. Procedure to open a trust account.
6. Authorization to sign trust account checks.
7. Depositing of trust funds.
8. Disbursement of trust funds.
9. Bookkeeping system.
10. Closing a trust account.

cbd Escrow agreement procedures, including all of the following:

1. Escrows requiring separate escrow agreements.
2. Pre-closing earnest money escrows.
3. Post closing escrows.
4. Escrows not requiring separate escrow agreements.
5. Drafting escrow agreements.

ccd Closing procedures, including all of the following:

1. Licensees are not required by license law to perform closings.
2. Choosing a closing statement.
3. Closing preparation procedures.
4. Setting a closing date.
5. Preparing closing documentation.
6. Closing procedures.
7. Post closing procedures.

c4d BROKER MANAGEMENT AND MARKETING. Instruction relating to real estate broker management and marketing shall include all of the following:

cad The legal environment, including all of the following:

1. Requirements for licensure.
2. Liability concerns and risk reduction.

cbd The business plan, including all of the following:

1. Form of ownership.
2. Start up.
3. Capital budget.
4. Operation budget.
5. Marketing strategies.

ccd Professional services, including all of the following:

1. Attorneys.
2. Accountants.

cdd Operational policies, including all of the following:

1. Policy and procedures manual.
2. Independent contractors agreement.

c5d FINANCIAL AND OFFICE MANAGEMENT. Instruction relating to financial and office management shall include all of the following:

cad Financial management, including all of the following:

1. System of income and expense accounting.
2. Accounts used for handling funds.
3. Bank reconciliations.
4. Financial reports.

cbd Budgeting, including all of the following:

1. Definition of a budget.
2. Purpose of the budget.
3. Comparison of budget income and expenses.
4. Preparing the budget.

ccd Office management under ch. REEB 15 including retention of records.

c6d PERSONNEL. Instruction relating to personnel shall include all of the following:

cad Hiring, including all of the following:

1. Agents.
2. Personal assistants.
3. The difference between employee and independent contractor.
4. Equal opportunity.
5. Workers[compensation.

cbd Policy manual, including all of the following:

1. Purpose.
2. Recommended content.
3. Maintenance.
4. Access.

ccd Training.

cdd Licensure and supervision of licensees associated with a firm under s. 452.132, Stats., and ch. REEB 17.

c7d BUSINESS ETHICS. Instruction relating to real estate business ethics shall include all of the following:

cad Dealing with the public, including all of the following:

1. Avoiding discrimination as required under s. REEB 24.03 c1d.
2. Competence in the area of service under s. REEB 24.03 c2d.
3. Legal counsel are not to be discouraged under s. REEB 24.06.

4. Tie-in arrangements under s. REEB 24.075.

5. Agreements in writing under s. REEB 24.08.

6. Misleading market values under s. REEB 24.09.

7. No net listings under s. REEB 24.10.

cbd Advertising, including all of the following:

1. False advertisements.
2. Disclosure to the public.
3. Obtain permission.
4. Advertised price.

ccd Offers under ss. REEB 24.12 and 24.13, including all of the following:

1. Confidentiality.
2. Drafting and submitting all offers.
3. Submitting promptly.
4. Presenting fairly.
5. Prompt notification.
 - cdd Disclosure of compensation and interest under s. [REEB 24.05](#) and s. [452.133](#), Stats., including all of the following:
 1. Disclosure of profits.
 2. Disclosure of intent.
 3. Property owned by licensee.
 4. Referral of service.
 5. Compensation from more than one party.
 - ced Disclosure under s. [REEB 24.07](#), including all of the following:
 1. Material facts.
 2. Material adverse facts.
 3. Property inspection.
 4. Agency.
 5. XAs-isY sales.
 6. Optional disclosure.
 - cfD Dealings with fellow licensees, including all of the following:
 1. Negotiations through a listing firm under s. [REEB 24.13 c5d](#).
 2. Obtaining a seller[s] permission for subagent under s. [REEB 24.07 c8d cbd 2](#).
 3. Confidentiality of offer under s. [REEB 24.12](#).
 4. Disclosing material adverse facts under s. [REEB 24.07 c2d](#).
 5. False information under s. [REEB 24.07 c3d](#).
 6. Disclosing buyer agent and seller subagent under s. [REEB 24.07 c8d](#).
 - cgD Dealings with licensee and salespeople, including all of the following:
 1. Licensee supervision under s. [452.132](#), Stats.
 2. Office supervision under s. [452.132](#), Stats.
 - cid Agency relationships, including all of the following:
 1. Multiple representation with designated agency.
 2. Multiple representation without designated agency.
 3. Single agency.
 - c8d CONSUMER PROTECTION.** Instruction relating to real estate consumer protection shall include all of the following:
 - cad Disclosure, including all of the following:
 1. Property inspections under s. [REEB 24.07 c1d cad](#).
 2. Investigation of other facts under s. [REEB 24.07 c1d cbd](#).
 3. Use of third party inspectors under s. [REEB 24.07 c5d](#).
 4. Property condition under s. [452.23](#), Stats.
 5. Civil liability for misrepresentation.
 6. Seller[s] disclosure duties under ch. [709](#), Stats.
 7. Buyer[s] inspection obligation.
 - cbd Fair housing, including all of the following:
 1. Federal law.
 2. State of Wisconsin law.
 3. Local fair housing law.
 4. Sanctions for violations.
 5. Testers and fair housing organizations.
 6. Conduct prohibited by fair housing law.
 7. Responding to fair housing questions.
8. Instituting equal professional service procedures.
 - ccd Antitrust: conspiracy and group boycotts, including all of the following:
 1. Section 1 of the Sherman Act.
 2. XConspiracyY requirement.
 3. XRestraint of tradeY requirement.
 4. Compensation and XpricesY that have been fixed.
 5. Situations creating inferences of price fixing.
 6. How to respond to antitrust situations.
 7. Elements same as price fixing, including conspiracy and restraint of trade.
 8. Situations creating inference of boycott.
 - cdd Complaint handling procedures, including all of the following:
 1. Consumer satisfaction.
 2. Liability avoidance.
 3. Feedback on fair housing or other law violations.
 4. Preventing complaint through education.
 5. Documenting the complaint handling program in policy and procedures manual.
 6. Informing the parties of the complaint handling program.
 7. Dispute resolution systems.
 - ced Environmental factors, including all of the following:
 1. Underground storage tanks, including registration and closure.
 2. Asbestos.
 3. Radon.
 4. Lead-based paint.
 5. Procedures for high risk properties.
 6. Wetlands and floodplain.
 - efd Education buyers and sellers, including all of the following:
 1. Property inspection and disclosing of defects.
 2. Earnest money procedures.
 3. Licensees[responsibilities and expertise.
 4. Utilizing third party experts.
 - c9d SPECIALTY AREAS.** Instruction relating to real estate specialty areas shall include all of the following:
 - cad Property management, including all of the following:
 1. Management contracts.
 2. Insurance liability.
 3. Security deposits.
 4. Breach of lease.
 5. Property inspections.
 6. Tenant and landlord rights and obligations under ch. [ATCP 134](#).
 7. Rules regarding negotiating leases.
 - cbd Business opportunities, including all of the following:
 1. Special expertise and licensing requirements under s. [REEB 24.03](#).
 2. Approved forms.
 - ccd Selling specialized properties as a brokerage activity.
 - cdd Alternative marketing methods, including all of the following:
 1. Exchanges.
 2. Installment sales.
 3. Cooperatives.
 - ced Mortgage banking, including all of the following:

1. Definitions of mortgage banker, loan originator and loan solicitor.
2. When separate registration is needed.
3. Real Estate Settlement Procedures Act.
 - cfD Real estate appraisal.
 - cgD Farms.
 - chD Auctions.
 - ciD Mobile homes.
 - cjD Time-Share, including familiarity with ch. 707, Stats., when selling time-shares.

c10d NOTIFYING THE DEPARTMENT. Instruction relating to notifying the department shall include all of the following:

- cad Change of name, address or trade name under ch. REEB 23.
- cbd Criminal conviction under s. 440.03 c13d camd, Stats.

History: CR 15-010: cr. Register September 2015 No. 717, eff. 10-1-15; CR 17-100: r. c4d cad 3. Register July 2018 No. 751, eff. 8-1-18; CR 23-075: am. c2d ccd 1. to 10., c6d cdd, c7d cdd cintro.d, cfd 1., cgd 1., r. c7d chd Register August 2024 No. 824, eff. 9-1-24.

REEB 25.028 Nonresident broker education equivalency. An applicant who has held an active real estate broker[s] license in another licensing jurisdiction within the 2 year period prior to filing an application for a real estate broker[s] license in this state is deemed to have met the equivalency to the business management and salesperson program education based upon the applicant[s] education required to obtain a license in the other licensing jurisdiction and the completion of Wisconsin specific education consisting of all of the following:

c1d Business management education consisting of 6 hours, including all of the following:

cad Broker-only contracts and contract issues, including all of the following:

1. Reynolds v. Dinger, 14 Wis. 2d 193.
2. State bar forms under s. REEB 16.03 c1d.
3. Uniform commercial code forms under s. REEB 16.03 c1d.
4. Forms used in other states.
5. Developing forms and contingency manual.
6. Supervising salesperson[s] use of approved forms.
7. Commercial real estate broker[s] commission under s. 779.32, Stats.

cbd Agency relationships, including all of the following:

1. Multiple representation with designated agency.
2. Multiple representation without designated agency.
3. Single agency.

ccd Disclosure, including all of the following:

1. Property inspections.
2. XAs-isY sales.
3. Optional disclosure.

cdd Trust accounts under ch. REEB 18, including all of the following:

1. When is a trust account required.
2. Registering a trust account.
3. Procedure to open a trust account.
4. Authorization to sign trust account checks.
5. Deposit of trust funds.
6. Disbursement of trust funds.
7. Bookkeeping system.
8. Closing a trust account.

ced Notifying the department, including all of the following:

1. Change of name, address or trade name under ch. REEB 23.

2. Criminal conviction under s. 440.03 c13d camd, Stats. cfd Wisconsin fair housing law under s. REEB 24.03 c1d, and ss. 66.1011 and 106.50, Stats.

cgD Licensees associated with a firm under ch. REEB 17 and s. 452.132, Stats.

c2d Salesperson education consisting of 13 hours, including all of the following:

cad Contracts, including all of the following:

1. Law of conveyances, including all of the following:
 - a. Conveyance defined under s. 706.01, Stats.
 - b. Requirements for a valid conveyance under ss. 706.02, and 706.03, Stats.
2. Chapter REEB 16.
3. Review of forms approved by the board, including all of the following:

- a. Listing contracts.
- b. Offers to purchase.
- c. Addenda.
- d. Buyer agency agreements.
- e. Counter-offers.
- f. Multiple counter-proposals.
- g. Amendments.
- h. Notices.
- i. Options.
- j. Bills of sale.
- k. Exchanges.
- L. Cancellation agreement and mutual releases.

cbd Agency, including all of the following:

1. Duties owed to parties and clients under s. 452.133, Stats.
2. The requirement for an agency agreement and disclosure of agency under s. 452.135, Stats.
3. Revisions to common law duties and responsibilities under s. 452.139, Stats.

ccd Agency relationship, including all of the following:

1. Multiple representation with designated agency.
2. Multiple representation without designated agency.
3. Single agency.

cdd Business conduct, including all of the following:

1. Direct contact with the public, including all of the following:

- a. Competence in area of service under s. REEB 24.03.
- b. Tie-in arrangements under s. REEB 24.075.
- c. Agreements in writing under s. REEB 24.08.
- d. Misleading market values under s. REEB 24.09.
- e. Net listings under s. REEB 24.10.

2. Advertising under s. REEB 24.04 and s. 452.136, Stats.

3. Completing and presenting written proposals under ss. REEB 24.12 and 24.13., including all of the following:

- a. Confidentiality.
 - b. Drafting and submitting offers.
 - c. Prompt delivery to buyer.
 - d. Fair presentation of offers.
 - e. Prompt notification.
4. Disclosure of compensation and interest under s. REEB 24.05 and s. 452.133, Stats., including all of the following:
- a. Disclosure of interest.
 - b. Referral services.

- c. Disclosure of profits.
- d. Disclosure of licensure.
- ced Consumer protection, including all of the following:
 - 1. Property inspections under s. REEB 24.07 c1d cad.
 - 2. Inquiry by listing licensee under s. REEB 24.07 c1d cbd.
 - 3. Disclosure of material adverse facts under s. REEB 24.07 c2d.
 - 4. Disclosure of material suggesting adverse material facts under s. REEB 24.07 c3d.
 - 5. Disclosure of side agreements under s. REEB 24.07 c4d.
 - 6. Reliance upon third parties under s. REEB 24.07 c5d.
 - 7. Investigations and inspections under s. 452.23, Stats.
 - 8. Civil liability for misrepresentation.
 - 9. Seller[s] disclosure duties under ch. 709, Stats.
- cfid Wisconsin fair housing law under s. REEB 24.03 c1d, and ss. 66.1011 and 106.50, Stats.
- cgd Environmental factors, including all of the following:
 - 1. Underground storage tanks under ch. ATPC 93.
 - 2. Floodplains under s. 87.30, Stats., and ss. NR 116.01 and 116.06.
 - 3. Wetlands under s. 23.32, Stats.
 - 4. Farmland preservation under ss. 91.60 to 91.70, Stats.
- chd Trust accounts and escrows, including all of the following:
 - 1. Trust accounts under s. 452.13, Stats., and ch. REEB 18, including all of the following:
 - a. Definition of trust account.
 - b. Interest-bearing and non-interest bearing accounts.
 - c. Definition of trust funds.
 - d. When a trust account is required.
 - e. Depositing of trust funds.
 - 2. Escrow agreement procedures, including all of the following:
 - a. Escrows requiring separate escrow agreements.
 - b. Pre-closing earnest money escrows.
 - c. Post-closing escrows.
 - d. Escrows not requiring separate escrow agreement.
 - e. Drafting escrow agreements.
- cid Miscellaneous issues, including all of the following:
 - 1. Condominiums under ss. 703.08, 703.21 and 703.33, Stats.
 - 2. Homestead under ss. 706.01 c7d and 766.605, Stats.
 - 3. Taxes under ss. 74.15, and 74.47 c1d and c2d, Stats.
 - 4. Taxation and transfer fees under ss. 77.22 and 77.27, Stats.
 - 5. Residential rental practices under ss. ATPC 134.02, 134.06, and 134.09.
 - 6. Documents and records under ch. REEB 15.
 - 7. Licensure and supervision of licensees associated with a firm under ch. REEB 17 and s. 452.132, Stats.
 - 8. Property rights of married persons under ss. 766.31, 766.51, 766.60, and 766.63, Stats.
 - 9. Mortgage banking under s. 224.71, Stats.

History: CR 15-010: cr. Register September 2015 No. 717, eff. 10-1-15; CR 17-100: renum. c1d cgd cintro.d to c1d cgd and am., r. c1d cgd 1. to 3. Register July 2018 No. 751, eff. 8-1-18; CR 19-128: r. c2d cgd 5. Register January 2021 No. 781, eff. 2-1-21; CR 23-075: am. cintro.d, c1d cgd, c2d cad 3. e. to g., i. to L. cdd 2., 4. cintro.d, ced 2., cid 7. Register August 2024 No. 824, eff. 9-1-24; correction in c2d cid 7. made under s. 35.17, Stats., Register August 2024 No. 824.

REEB 25.033 Salesperson[s] pre-license pro-

gram. An education program for applicants for a real estate salesperson[s] license shall consist of 72 hours. The education program shall contain all of the following topics:

c1d REAL PROPERTY. Instruction relating to real property shall include all of the following:

cad Land, real estate and real property.

cbd The difference between real property and personal property.

ccd Classification of fixtures.

cdd Characteristics of real estate.

ced Types of home ownership.

cfid Mobile homes under s. 70.043, Stats.

Note: Section 70.043, Stats., was repealed by 2023 Wisconsin Act 12.

cgd Ownership expenses.

chd Property features.

cid Investment considerations.

cjd Tax benefits for home ownership.

ckd Homeowner[s] insurance.

c2d THE REAL ESTATE BUSINESS. Instruction relating to the real estate business shall include all of the following:

cad Real estate specialties.

cbd The real estate market.

ccd Factors affecting supply and demand.

cdd Business cycles.

ced Real estate practice under ch. 452, Stats.

c3d REAL ESTATE BROKERAGE. Instruction relating to real estate brokerage shall include all of the following:

cad Law of agency.

cbd Creating and terminating of agency.

ccd Fiduciary duties.

cdd Responsibilities to third parties.

ced Broker[s] and salesperson[s] compensation.

cfid Antitrust laws.

cgd The difference between independent contractor and employee.

chd Firm-to-firm relationships.

cid Licensee-to-licensee relationships.

cjd Agency, including all of the following:

1. Duties owed to parties and clients under s. 452.133, Stats.

2. The requirement for an agency agreement and disclosure of agency under s. 452.135, Stats.

3. Revisions to common law duties and responsibilities under s. 452.139, Stats.

ckd Agency relationship, including all of the following:

1. Multiple representation with designated agency.

2. Multiple representation without designated agency.

3. Single agency.

c4d LISTING AGREEMENTS. Instruction relating to real estate listing agreements shall include all of the following:

cad Listing property.

cbd Listing agreements under ch. REEB 16.

ccd Special listing provisions.

cdd Terminating listings.

ced Obtaining listings.

cfid Pricing the property.

cgd Disclosures.

chd Home warranties.

c5d INTERESTS IN REAL ESTATE. Instruction relating to interests in real estate shall include all of the following:

- cad Government powers.
- cbd Estates in land.
- ccd Encumbrances.
- cdd Water rights.
- ced Forms of ownership.
- cfđ Trusts.
- egd Ownership by business organizations.
- chđ Cooperatives.
- cid Time-shares under ss. 70.095, 707.02, 707.05, 707.40, 707.47, and 707.49, Stats.
- cjd Condominiums under ss. 703.08, 703.21 and 703.33, Stats.
- ckđ Homestead under ss. 706.01 c7d and 766.605, Stats.
- c6d** LEGAL DESCRIPTIONS. Instruction relating to real estate legal descriptions shall include all of the following:
 - cad Methods of describing real estate.
 - cbd Land units and measurements.
- c7d** TAXES AND OTHER LIENS. Instruction relating to taxes and other liens shall include all of the following:
 - cad Liens.
 - cbd Tax liens.
 - ccd General tax assessment, equalization, and tax bills.
 - cdd Mortgage liens.
 - ced Construction liens.
 - cfđ Judgments.
 - cgd Estate and inheritance tax liens.
 - chđ Other liens.
 - cid Taxes under ss. 74.15 and 74.47 c1d and c2d, Stats.
 - cjd Taxation and transfer fees under ss. 77.22 and 77.27, Stats.
- c8d** REAL ESTATE CONTRACTS. Instruction relating to real estate contracts shall include all of the following:
 - cad Contract law.
 - cbd Elements of a valid contract.
 - ccd Performance of contract.
 - cdd Discharging of contract.
 - ced Default or breach of contract.
 - cfđ Forms used in real estate under ch. REEB 16, including all of the following:
 1. Listing agreements under s. 240.10, Stats.
 2. Offers to purchase.
 3. Addenda.
 4. Buyer agency agreements.
 5. Counter-offers.
 6. Multiple counter-proposals.
 7. Amendments.
 8. Notices.
 9. Understanding closing statements.
 10. Disclosure forms, including all of the following:
 - a. Seller condition report.
 - b. Agency.
 - c. Buyer and seller disclosure.
 11. Cancellation agreement and mutual releases.
 12. Options.
 13. Bills of sale.
 14. Exchanges.
 - cgd Agreement to arbitrate real estate transaction disputes under s. 788.015, Stats.

c9d TITLE RECORDS AND TRANSFERS OF TITLE. Instruction relating to real estate title records and transfers of title shall include all of the following:

- cad Requirements of a valid conveyance under ss. 240.10, 706.02 and 706.03, Stats.
- cbd Types of deeds.
- ccd Involuntary alienation.
- cdd Probate.
- ced Transferring of a title by will.
- cfđ Public records and recording.
- cgd Evidence of title.
- chđ Conveyance defined under s. 706.01, Stats.

c10d REAL ESTATE FINANCE AND BASIC MATH. Instruction relating to real estate finance and basic math shall include all of the following:

- cad Buyer qualification.
- cbd Mortgage instruments.
- ccd Payment plans.
- cdd Provisions for default; assignment; release and subject to.
- ced Land contracts.
- cfđ Secondary mortgage market.

c11d APPRAISAL AND MARKET ANALYSIS. Instruction relating to real estate appraisal and market analysis shall include all of the following:

- cad Basic principles of value.
- cbd Direct market comparison approach.
- ccd Cost approach.
- cdd Income approach.
- ced Appraisal process.

c12d FAIR HOUSING LAWS. Instruction relating to real estate fair housing laws shall include all of the following:

- cad Equal opportunity in housing.
- cbd Federal fair housing law.
- ccd Blockbusting, steering and redlining.
- cdd Equal rights under s. 106.50, Stats.
- ced Organizations.

c13d ETHICAL REAL ESTATE PRACTICES. Instruction relating to ethical real estate practices shall include all of the following:

- cad Chapter REEB 24.
- cbd Ethical business conduct, including all of the following:
 1. Direct contact with the public, including all of the following:
 - a. Competence in area of service under s. REEB 24.03.
 - b. Tie-in arrangements under s. REEB 24.075.
 - c. Agreements in writing under s. REEB 24.08.
 - d. Misleading market values under s. REEB 24.09.
 - e. Net listings under s. REEB 24.10.
 2. Advertising under s. REEB 24.04 and s. 452.136, Stats.
 3. Completing and presenting written proposals under ss. REEB 24.12 and 24.13., including all of the following:
 - a. Confidentiality.
 - b. Drafting and submitting offers.
 - c. Prompt delivery to buyer.
 - d. Fair presentation of offers.
 - e. Prompt notification.
 4. Disclosure of compensation and interest under s. REEB 24.05 and s. 452.133, Stats., including all of the following:

- a. Disclosing of interest.
- b. Referral services.
- c. Disclosing of profits.
- d. Disclosing of licensure.

c14d CONSUMER PROTECTION. Instruction relating to consumer protection shall include all of the following:

- cad Property inspections under s. REEB 24.07 c1d cad.
- cbd Inquiry by listing firm under s. REEB 24.07 c1d cbd.
- ccd Disclosure of material adverse facts under s. REEB 24.07 c2d.

cdd Disclosure of material suggesting adverse material facts under s. REEB 24.07 c3d.

ced Disclosure of side agreements under s. REEB 24.07 c4d.

cfb Reliance upon third parties under s. REEB 24.07 c5d.

cgd Investigations and inspections under s. 452.23, Stats.

chd Civil liability for misrepresentation.

cid Seller[s] disclosure duties under ch. 709, Stats.

c15d LEASES. Instruction relating to real estate leases shall include all of the following:

cad Leasehold estates.

cbd Standard lease provisions.

ccd Lease documents.

cdd Legal principles of leases.

ced Improvements.

cfb Maintenance.

cgd Breach.

chd Residential rental practices under ss. ATCP 134.02, 134.06, and 134.09.

c16d PROPERTY MANAGEMENT. Instruction relating to property management shall include all of the following:

cad Functions of property manager.

cbd Management agreement.

ccd Management considerations.

cdd Renting and maintaining the property.

ced Risk management.

c17d LAND USE CONTROL AND DEVELOPMENT. Instruction relating to land use control and development shall include all of the following:

cad Public controls.

cbd The comprehensive plan.

ccd Zoning.

cdd Subdivision regulations.

ced Private land-use controls.

cfb Building codes.

cgd Land development.

chd Subdividing.

c18d ENVIRONMENTAL CONCERNS. Instruction relating to real estate environmental concerns shall include all of the following:

cad Radon.

cbd Asbestos.

ccd Lead-based paint.

cdd Toxic waste.

ced Underground storage tanks under ch. ATCP 93.

cfb Floodplains under s. 87.30, Stats., and ss. NR 116.01 and 116.06.

cgd Flood insurance.

chd Wetlands under s. 23.32, Stats.

cid Farmland preservation under ss. 91.01, and 91.60 to 91.70, Stats.

ckd Disclosure documents under s. 452.23 and ch. 709, Stats., and s. REEB 24.07.

c19d MISCELLANEOUS WISCONSIN LICENSE LAWS. Instruction relating to miscellaneous Wisconsin license laws shall include all of the following:

cad Chapter REEB 15.

cbd Chapter REEB 16.

ccd Chapter REEB 17.

cdd Chapter REEB 18, including all of the following:

1. Definition of trust account.
2. Interest-bearing and non-interest bearing accounts.
3. Definition of trust funds.
4. When a trust account is required.
5. Deposit of trust funds.

ced Chapter REEB 23.

cfb Property rights of married persons under ss. 766.31, 766.51, 766.60 and 766.63, Stats.

cgd Mortgage banking under s. 224.71, Stats.

chd Escrow agreement procedures, including all of the following:

1. Escrows requiring separate escrow agreements.
2. Pre-closing earnest money escrows.
3. Post-closing escrows.
4. Escrows not requiring separate escrow agreement.
5. Drafting escrow agreements.

History: CR 15-010; cr. Register September 2015 No. 717, eff. 10-1-15; CR 17-100; am. c14d cbd Register July 2018 No. 751, eff. 8-1-18; CR 19-128; r. c18d cjd Register January 2021 No. 781, eff. 2-1-21; CR 23-075; am. c3d chd, cid, c8d cfd 5., 6., 11. to 14., c13d cbd 2., 4. cintro.d, c17d cbd Register August 2024 No. 824, eff. 9-1-24.

REEB 25.038 Nonresident salesperson education equivalency. An applicant who has held an active real estate salesperson[s] license in another licensing jurisdiction within the 2 year period prior to filing an application for a real estate salesperson[s] license in this state is deemed to have met the equivalency to the salesperson program education based upon the applicant[s] education required to obtain a license in the other licensing jurisdiction and completion of Wisconsin specific education consisting of 13 hours and containing the following content:

c1d Contracts, including all of the following:

cad Law of conveyances, including all of the following:

1. Conveyance defined under s. 706.01, Stats.
2. Requirements for a valid conveyance under ss. 706.02 and 706.03, Stats.

cbd Chapter REEB 16.

ccd Review of forms approved by the board, including all of the following:

1. Listing contracts.
2. Offers to purchase.
3. Addenda.
4. Buyer agency agreements.
5. Counter-offers.
6. Multiple counter-proposals.
7. Amendments.
8. Notices.
9. Options.

10. Bills of sale.
 11. Exchanges.
 12. Cancellation agreement and mutual releases.
- c2d** Agency, including all of the following:
- cad Duties owed to parties and clients under s. [452.133](#), Stats.
 - cbd Requirement for an agency agreement and disclosure of agency under s. [452.135](#), Stats.
 - ccd Revisions to common law duties and responsibilities under s. [452.139](#), Stats.
- c3d** Agency relationship, including all of the following:
- cad Multiple representation with designated agency.
 - cbd Multiple representation without designated agency.
 - ccd Single agency.
- c4d** Business conduct, including all of the following:
- cad Direct contact with the public, including all of the following:
 1. Competence in area of service under s. [REEB 24.03](#).
 2. Tie-ins under s. [REEB 24.075](#).
 3. Agreements in writing under s. [REEB 24.08](#).
 4. Misleading market values under s. [REEB 24.09](#).
 5. Net listings under s. [REEB 24.10](#).
 - cbd Advertising under s. [REEB 24.04](#) and s. [452.136](#), Stats.
 - ccd Completing and presenting written proposals under ss. [REEB 24.12](#) and [24.13](#)., including all of the following:
 1. Confidentiality.
 2. Drafting and submitting offers.
 3. Prompt delivery to buyer.
 4. Fair presentation of offers.
 5. Prompt notification.
 - cdd Disclosure of compensation and interest under s. [REEB 24.05](#) and s. [452.133](#), Stats., including all of the following:
 1. Disclosure of interest.
 2. Referral services.
 3. Disclosure of profits.
 4. Disclosure of licensure.
- c5d** Consumer Protection, including all of the following:
- cad Property inspections under s. [REEB 24.07 c1d cad](#).
 - cbd Inquiry by listing firm under s. [REEB 24.07 c1d cbd](#).
 - ccd Disclosure of material adverse facts under s. [REEB 24.07 c2d](#).
 - cdd Disclosure of material suggesting adverse material facts under s. [REEB 24.07 c3d](#).
 - ced Disclosure of side agreements under s. [REEB 24.07 c4d](#).
 - cfid Reliance upon third parties under s. [REEB 24.07 c5d](#).
 - cgd Investigations and inspections under s. [452.23](#), Stats.
 - chd Civil liability for misrepresentation.
 - cid Seller[s disclosure duties under ch. [709](#), Stats.
- c6d** Wisconsin fair housing law under s. [REEB 24.03 c1d](#), and ss. [66.1011](#) and [106.50](#), Stats.
- c7d** Environmental factors, including all of the following:
- cad Underground storage tanks under ch. [ATCP 93](#).
 - cbd Floodplains under s. [87.30](#), Stats., and ss. [NR 116.01](#) and [116.06](#).
 - ccd Wetlands under s. [23.32](#), Stats.
 - cdd Farmland preservation under ss. [91.01](#) and [91.60](#) to [91.70](#), Stats.

c8d Trust accounts and escrows, including all of the following:

cad Trust accounts under s. [452.13](#), Stats., and ch. [REEB 18](#), including all of the following:

1. Definition of trust account.
2. Interest-bearing and non-interest bearing accounts.
3. Definition of trust funds.
4. When a trust account is required.
5. Deposit of trust funds.

cbd Escrow agreement procedures, including all of the following:

1. Escrows requiring separate escrow agreements.
2. Pre-closing earnest money escrows.
3. Post-closing escrows.
4. Escrows not requiring separate escrow agreement.
5. Drafting escrow agreements.

c9d Miscellaneous issues, including all of the following:

cad Condominiums under ss. [703.08](#), [703.21](#), and [703.33](#), Stats.

cbd Homestead under ss. [706.01 c7d](#) and [766.605](#), Stats.

ccd Taxes under ss. [74.15](#), and [74.47 c1d](#) and [c2d](#), Stats.

cdd Taxation and transfer fees under ss. [77.22](#) and [77.27](#), Stats.

ced Residential rental practices under ss. [ATCP 134.02](#), [134.06](#) and [134.09](#).

cfid Documents and records under ch. [REEB 15](#).

cgd Licensure and supervision of employees under ch. [REEB 17](#).

chd Property rights of married persons under ss. [766.31](#), [766.51](#), [766.60](#), and [766.63](#), Stats.

cid Mortgage banking under s. [224.71](#), Stats.

History: CR 15-010: cr. Register September 2015 No. 717, eff. 10-1-15; c1d cad 1. and 2. renum. from c1d cad a. and b. under s. 13.92 c4d cbd 1., Stats., Register September 2015 No. 717; CR 17-100: am. c5d cbd Register July 2018 No. 751, eff. 8-1-18; CR 19-128: r. c7d ced Register January 2021 No. 781, eff. 2-1-21; CR 23-075: am. cintro.d, c1d ccd 5. to 7., 9. to 12., c4d cbd, cdd Register August 2024 No. 824, eff. 9-1-24.

REEB 25.055 Approval for pre-licensure education programs or courses. **c1d** GENERAL. cad The board may approve a pre-licensure education program if it covers all of the required content and hours in ss. [REEB 25.023](#), [25.028](#), [25.033](#), or [25.038](#). The board may approve a pre-licensure education course if it alone or in conjunction with one or more other courses covers the content and hours required under ss. [REEB 25.023](#), [25.028](#), [25.033](#), or [25.038](#).

cbd Instructors shall be knowledgeable in the subject that they are teaching. An instructor whose real estate license has been limited, suspended or revoked may not instruct in a program or a course while the disciplinary action is in effect.

ccd A school or organization may not discriminate against anyone on the basis of sex, race, color, sexual orientation, disability, religion, age, or national origin in its education program or courses.

c2d APPROVAL. A school or organization seeking approval of a pre-licensure education program or course shall submit to the board at least 30 days prior to offering the program or course all of the following:

cad Application provided by the board.

cbd Organizational structure of the school or organization.

ccd Registration policies.

cdd Promotional materials.

ced Detailed outline of each program or course with specific

allocations of hours to each topic. A school or organization utilizing a curriculum, which has already been approved by the board, may provide verification of utilization of the approved curriculum to meet this requirement.

cf^d Method of instruction.

cg^d Method for ensuring the students who complete the course are the enrolled students.

ch^d Method for evaluating instructors and program.

ci^d Names of all instructors.

cj^d Evidence that each instructor is one of the following:

1. A person who is or has been engaged in the practice of teaching real estate courses at an accredited institution of higher education.

2. A person who is properly licensed or certified by the board or other governmental agency who, for at least 5 years continuously, has been engaged in the real estate aspects of any of the following:

- a. Appraising.
- b. Financing.
- c. Marketing.
- d. Brokerage management.
- e. Real property management.
- f. Real estate counseling.
- g. Real property law.

3. A member of the Wisconsin state bar who is engaged in the field of real estate related law.

4. A person who, in the judgment of the board, is qualified by experience or education to teach a course of study.

c3d CHANGES TO PROGRAM OR COURSE. A school or organization shall inform the board of any change in instructors and any substantive change in the information submitted in sub. c2^d cad to cj^d within 10 days following the date of the change.

c4d EVIDENCE OF COMPLETION. cad A school or organization shall provide all students with evidence of completion of the education program or course.

cbd A certificate of completion may not be issued unless the student received all the required contents of the education program and course. A certificate of completion shall include all of the following:

1. Name of the school or organization.
2. Name of the student.
3. Name of the program or course.
4. Number of hours.
5. Date of completion.
6. Signature of authorized person at the school or organization.

ccd A school or organization shall maintain attendance and completion records for at least 5 years after a program or course has been conducted.

History: CR 15-010: cr. Register September 2015 No. 717, eff. 10-1-15; CR 23-075: am. c1d ccd Register August 2024 No. 824, eff. 9-1-24.

REEB 25.065 Continuing education requirements for brokers and salespersons. c1d Each licensed broker and salesperson shall satisfy the continuing education requirement specified in s. 452.12 c5^d ccd, Stats., during each licensing biennium.

Note: The contents of the continuing education programs and courses are not designated in the Wisconsin administrative code, pursuant to an exemption under s. 227.01 c13^d cz^{jd}, Stats.

c2d A licensee may only satisfy the continuing education requirement by successfully completing the continuing educa-

tion program or courses which are approved by the board before the programs or courses are conducted.

c3d A licensee shall submit evidence of completion of the continuing education requirement when applying for renewal of license. The department shall withhold issuance of the renewal license until such evidence is submitted and the licensee may not engage in the practice of real estate until having submitted such evidence and having received the license.

c5d A person who receives an original salesperson[s] or broker[s] license is required to satisfy the continuing education requirement during the biennium in which the person receives that license, except a person who receives an original salesperson[s] license after October 1 in an even year is not required to satisfy the continuing education requirement during that biennium.

c6d A licensee may attend more than one school in order to complete approved courses which are part of the continuing education program designated by the board under s. 452.05 c1^d cdd and cg^d, Stats.

c8d A licensee who acts as an instructor of an approved continuing education program or course may receive credit toward satisfaction of the licensee[s] continuing education requirement. The licensee may not receive credit for teaching a specific course more than one time.

c9d The board may grant an extension of time for completion of the continuing education requirement by a licensee and the licensee may obtain a renewal license for the extension period for one of the following reasons:

cad Health reasons that prevented attendance at continuing education courses.

cbd Active duty in the military service with assignment to a duty station outside Wisconsin.

ccd Other compelling reasons beyond the control of the applicant while engaged in the real estate business.

c10d A licensee shall retain for a minimum period of 5 years and shall make available to the board, or its agent upon request, the evidence of completion issued by the school or organization for all continuing education programs for which the licensee claims credit for purposes of renewal of the license.

History: Cr. Register, January, 1992, No. 433, eff. 2-1-92; am. c6md, r. c4d, r. and recr. c5d, Register, September, 1993, No. 453, eff. 10-1-93; am. c7d, Register, July, 1998, No. 511, eff. 8-1-98; am. c5d, Register, August, 1999, No. 524, eff. 9-1-99; correction in c2d, c3d, c6d to c9d made under s. 13.92 c4d cbd 6., 7., Stats., Register November 2011 No. 671; CR 13-100: am. c1d Register September 2014 No. 705, eff. 10-1-14; CR 15-010: am. c2d, c5d, r. c6md, c7d, am. c8d, c9d cad, cbd, cr. c10d Register September 2015 No. 717, eff. 10-1-15.

REEB 25.068 Approval for continuing education programs or courses. c1d GENERAL.

cad A school or organization shall conduct an examination at the end of each continuing education program or course consisting of at least 5 multiple-choice questions for each hour of the continuing education program or course. The passing score shall be no less than 70%, unless the school or organization provides substantial justification to the board for a lower score and the board approves the lower passing score. A school or organization may not count examination time as part of the number of hours of the program or course.

cbd Instructors of continuing education programs or courses shall be knowledgeable in the subject that they are teaching. An instructor whose real estate license has been limited, suspended or revoked may not instruct in a program or a course while the disciplinary action is in effect.

ccd A school or organization may not discriminate against anyone on the basis of sex, race, color, sexual orientation, dis-

ability, religion, age, or national origin, in its education program or courses.

c2d APPROVAL. A school or organization seeking approval of a continuing education program or course shall submit to the board at least 30 days prior to offering the program or course all of the following:

- cad Application provided by the board.
- cbd Organizational structure of the school or organization.
- ccd Registration policies.
- cdd Promotional materials.
- ced Detailed outline of each program or course with specific allocations of hours to each topic. A school or organization utilizing a curriculum that has already been approved by the board may provide verification of utilization of the approved curriculum to meet this requirement.
- cfid Method of instruction.
- cgd Method for ensuring the students who complete the course are the enrolled students.
- chd Method for evaluating instructors and program.
- cid Names of all instructors.
- cjd Evidence that each instructor is any of the following:
 1. A person who is or has been engaged in the practice of teaching real estate courses at an accredited institution of higher education.
 2. A person who is properly licensed or certified by the board or other governmental agency who, for at least 5 years continuously, has been engaged in the real estate aspects of any of the following:
 - a. Appraising.
 - b. Financing.
 - c. Marketing.
 - d. Brokerage management.
 - e. Real property management.
 - f. Real estate counseling.
 - g. Real property law.
 3. A member of the Wisconsin state bar who is engaged in the field of real estate related law.

4. A person who, in the judgment of the board, is qualified by experience or education to teach a course of study.

ckd A minimum of 5 multiple-choice questions for each hour of the continuing education program or course, the answer to each question, the portion of the course outline to which the question relates and the passing score for the examination. The questions shall comply with reasonable standards of test development and relate to the substantive contents of the continuing education program or course.

c3d CHANGES TO PROGRAM OR COURSE. A school or organization shall inform the board of any change in instructors and any substantive change in the information submitted in sub. [c2d cad](#) to [ckd](#) within 10 days following the date of the change.

c4d EVIDENCE OF COMPLETION. cad A school or organization shall provide all students with evidence of completion of the continuing education program or course.

cbd A certification of completion may not be issued unless the student received all the required contents of the education program or course. A certificate of completion shall include all of the following:

1. Name of the school or organization.
2. Name of the student.
3. Name of the program or course.
4. Number of hours.
5. Date of completion.
6. Signature of authorized person at the school or organization.

ccd A school or organization shall maintain attendance and completion records for at least 5 years after a program or course has been conducted.

History: CR 15-010: cr. Register September 2015 No. 717, eff. 10-1-15; CR 23-075: am. c1d cad, ccd, c2d ckd Register August 2024 No. 824, eff. 9-1-24.

REEB 25.09 Denial or withdrawal of approval. The board may deny or withdraw approval of a program or course that had been approved under s. [REEB 25.055](#) or [25.068](#).

History: CR 15-010: cr. Register September 2015 No. 717, eff. 10-1-15; correction made under s. 13.92 c4d cbd 7., Stats., Register September 2015 No. 717.