BROKER 2020 BLUE BOOK

YOUR RESOURCE FOR THE WRA’S EDUCATION OFFERINGS AND ENHANCED CAREER TOOLS

NEW IN THE 2020 BROKER BLUE BOOK EDITION:
• Updated PDF Forms Library
• Updated Sales and Broker Pre-license Courses
WELCOME

Your Resource for the WRA’s Education Offerings and Enhanced Career Tools

As a real estate broker, you face many challenges in your practice — one of which is training and educating your agents. The WRA is your education and training partner and strives to offer timely, practical education, from pre-license to continuing education (CE) to professional development. The annual Broker Blue Book provides an overview of the WRA’s education and product offerings, including the Broker Club subscription, educational offerings, professional development tracks, office management products and WRA member benefits. Pricing and other information is subject to change. The most up-to-date information is available at wra.org.

Become a Broker Club Member

The WRA’s Broker Club helps your company recruit new agents at a discounted rate. Membership consists of an annual subscription to the Sales Pre-license Course and/or Broker Pre-license Course. In addition, member agents of Broker Club firms benefit from discounts on the following WRA education offerings:

- Sales Pre-exam Review Webinar (for incoming agents).
- Quick Start courses.
- On Demand CE courses (excludes Dual WI + MN On Demand CE courses as well as CE for inactive licensees).
- Designation and certification courses (WRA-sponsored live courses).

HIGHLIGHTS

Line by Line Forms Training

Your agents can access online video episodes to enhance their contract expertise. The Line by Line online video series, led by WRA attorney and trainer, Jennifer Lindsley, helps your agents reduce the risk of error and misrepresentation in your office. With a company subscription, your agents can access all Line by Line episodes and watch comprehensive forms training instruction to enhance their forms expertise.

WRA PDF Forms Library

Updates include the revised WB-11 Offer to Purchase with a mandatory use date of January 1, 2020, and WRA PDF Forms Library information.

Quick Start On Demand

This valuable training tool is designed for newer agents looking to refine existing skills and add new ones. Company subscriptions are available. Updates include new content, usable budgeting spreadsheets, and customizable worksheets agents can use to develop scripts and interviews.
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## CONTACT

Wisconsin REALTORS® Association  
4801 Forest Run Road, Suite 201  
Madison, WI 53704-7337

**Phone:** 608-241-2047 or 800-279-1972  
**General email:** wra@wra.org  
**Office hours:** 8:30 a.m. – 5:00 p.m. Monday – Friday

### Education & Business Services Department
**Email:** educate@wra.org

### Education & Business Services Staff Contact Information

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kristi Mikalsen</strong></td>
<td>Ext. 289</td>
<td><a href="mailto:kristim@wra.org">kristim@wra.org</a></td>
</tr>
<tr>
<td>Vice President, Business Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chris Dregne</strong></td>
<td>Ext. 255</td>
<td><a href="mailto:chrisd@wra.org">chrisd@wra.org</a></td>
</tr>
<tr>
<td>Director of Product Development &amp; Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Jennifer Lindsley</strong></td>
<td>Ext. 283</td>
<td><a href="mailto:jlindsley@wra.org">jlindsley@wra.org</a></td>
</tr>
<tr>
<td>Director of Training/Staff Attorney</td>
<td></td>
<td></td>
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<tr>
<td><strong>Kelly Stahl</strong></td>
<td>Ext. 286</td>
<td><a href="mailto:kstahl@wra.org">kstahl@wra.org</a></td>
</tr>
<tr>
<td>Business Services Assistant</td>
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<tr>
<td><strong>Carter Angelo</strong></td>
<td>Ext. 256</td>
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<tr>
<td><strong>David Leemkuil</strong></td>
<td>Ext. 265</td>
<td><a href="mailto:david@wra.org">david@wra.org</a></td>
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<tr>
<td><strong>Marc Mittleider</strong></td>
<td>Ext. 240</td>
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<td><strong>Barb Kleppe</strong></td>
<td>Ext. 287</td>
<td><a href="mailto:barb@wra.org">barb@wra.org</a></td>
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<td>Education Director</td>
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<td></td>
</tr>
<tr>
<td><strong>Alissa Haugh</strong></td>
<td>Ext. 285</td>
<td><a href="mailto:alissa@wra.org">alissa@wra.org</a></td>
</tr>
<tr>
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Real Estate Licensing Requirements Overview

How Long Is the Pre-license Education Valid?
Real estate pre-license education is valid for four years after the date of completion. Exam results are valid for one year. An applicant must apply for the license within one year of passing the licensing exam.

The WRA is approved by the Wisconsin Department of Safety and Professional Services (DSPS) to provide real estate pre-licensing education.

State Exam Information
The Wisconsin state licensing exam covers the laws, regulations and practice of real estate in Wisconsin and was reviewed and approved by real estate professionals in Wisconsin. The sales exam consists of 140 multiple-choice questions, and the broker exam consists of 100 questions. The exam is taken on a computer-based testing program. There is no limit to the number of times an individual may take the exam. At the conclusion of the exam, individuals learn the results of their exam.

Pearson VUE
Pearson VUE, the testing agency contracted by the DSPS, administers the exam. To register for the exam, contact Pearson Vue at 888-204-6284.

The current exam fee is $65. If a student fails, the retake exam fee is $65.

On exam day, candidates should report 30 minutes prior to the exam. The time allotted for the sales exam is 4 hours and 3.25 hours for the broker’s exam.

All candidates must bring to the exam center:
- Two forms of valid, current signature ID. One must be photo-bearing and government-issued (preferably a driver's license).
- The confirmation number provided when the reservation was made.

Candidates who do not present these items on examination day will be denied admission, considered absent and will forfeit the examination fee.

Fees, locations and schedules are subject to change without notice from Pearson VUE. Contact Pearson VUE to confirm specific fees, locations and schedules.

Find your nearest test center
Pearson Vue offers several test centers across Wisconsin as well as Minnesota and Illinois. Find your local test center by visiting home.pearsonvue.com/wi/realestate.

Wisconsin Real Estate Salesperson License
To obtain a Wisconsin Real Estate Salesperson license, complete the following:

1. Complete the DSPS education requirement — see requirements on the following page.
2. Pass the state licensing exam.
3. Submit to the DSPS:
   - Proof of completion of the required education.
   - Licensing application and fee ($75).

Wisconsin Real Estate Broker License
To obtain a Wisconsin Real Estate Broker license, complete the following:

1. Hold a valid salesperson license in Wisconsin.
2. Complete the DSPS education and experience requirements — see requirements on the following page.
3. Pass the state licensing exam.
3. Submit to the DSPS:
   - Proof of completion of the required education.
   - Licensing application and fee ($75).
   - Evidence satisfactory to the Real Estate Examining Board of salesperson experience.
Real Estate Licensing Requirements

Education and Experience Requirements from the Department of Safety and Professional Services (DSPS)

Salesperson License
Applicants must satisfy one of the following before taking the state examination:
• Completion of the required 72 hours of education by a DSPS-approved education provider (within the past four years).
• Complete 10 semester hour credits in real estate or real estate-related law courses from an accredited institution of higher education.
  (NOTE: Applicants are advised to submit transcripts to the DSPS for approval of credit prior to applying for examination).

Broker License
Applicants must satisfy both educational and experiential requirements prior to applying for their broker license.

1. Broker Education Requirements
Applicants must satisfy ONE of the following before taking the examination:
• Completion of the required 72 hours of education by a DSPS-approved education provider (within the past four years).
• Complete 20 semester hour credits in real estate or real estate-related law courses from an accredited institution of higher education.
• Submit proof that you are licensed to practice law in Wisconsin.

2. Broker Experience Requirements
Broker applicants must also submit evidence satisfactory to the Real Estate Examining Board of salesperson experience by one of the following methods:
• If you are licensed to practice law in Wisconsin, submit any of the following to satisfy the experience requirement:
  - Evidence satisfactory to the board that the applicant has experience related to real estate.
  - Evidence that the applicant has at least one year of experience as a licensed salesperson under the direct supervision of a licensed broker that qualifies the applicant for a total of at least 20 points based upon the point system below.
• If you hold a current certificate of financial responsibility under Wisconsin § 101.654, submit with the application evidence of experience with real estate sales.
• If you are a reciprocal applicant with a current broker’s license in Illinois or Indiana that has been in good standing for at least two years prior to the date of application, request a license verification to be submitted to the DSPS.
• If you are an endorsement applicant, and have been licensed as a broker in another state for at least two years within the last four years preceding the date of application, request a license verification to be submitted to the DSPS.
• If you are an examination applicant who has never held a broker’s license, or do not qualify for any other experience listed above, you must have practiced as a licensed salesperson under the direct supervision of a licensed broker for at least two years within the last four years preceding the date of application, excluding any time spent in an apprenticeship. Experience worth at least 40 points must be documented on the application form and verified by the supervising broker. At least 40 points of experience must be documented to be eligible for a broker’s license.
  - Each completed/closed residential transaction = 5 points
  - Each completed/closed commercial transaction = 10 points
  - Each property management contract = .5 points/month
  - Each completed/closed time share = 1 points

Effective October 1, 2015, license applicants must apply for their real estate license within four years of completion of their board-approved education program. See Wis. Admin. Code § REEB 12.013 and § REEB 12.017.
Broker Club Overview

WRA Broker Club Benefits
If your firm subscribes to the Broker Club, your students can take the pre-license sales course at a reduced fee. Firms must register students online at wra.org/CompEdPrograms in order to receive the discounted rate. Students registering directly through the WRA will not receive the discounted rate. Please contact the WRA for pricing.

Sales and Broker Pre-license Courses
All of the WRA’s sales and broker pre-license courses are DSPS-approved. The Broker Club offers pre-license programs in the following course formats:

On Demand program
This program is entirely online. Students have the option of printing or purchasing their own books, which include the course book and pre-exam review book. At the completion of the class, the student will be able to print their own certificate. You will receive periodic notices on the progress of the students. Students have six months from the date of registration to complete the program.

Online program
This program consists of hard-copy course books combined with online activities and assignments. After students complete the final exam, they will be able to print the certificate of completion. Students have six months from the date of registration to complete the program. The fee includes real estate sales textbooks that are shipped to students.

Classroom (sales pre-license only)
The broker must register the students taking the classroom course in order to receive the discount. Discounts will not be given after registration. Attendance is required for the eight days of class from 8:00 a.m. to 5:00 p.m. The certificate of completion is emailed to the student upon completion of the class.

How the subscription works:
1. Contact the WRA Education Department to obtain information on the Sales and/or Broker Pre-license subscription program.
2. Sign and return your moderator agreement. See a sample agreement on page 43.
3. Pay your initial subscription fee.
4. Begin registering your students for courses at a reduced rate using the company online registration portal. To begin, log in Click here.
5. You can monitor student progress using the online portal. The WRA also provides the broker with status emails of the students’ progression throughout the course.

Additional Broker Club Subscription Perks
Member agents of subscribing firms automatically receive discounts* when registering for the following courses:

<table>
<thead>
<tr>
<th>On Demand CE</th>
<th>Designation &amp; Certification Courses</th>
<th>Quick Start On Demand</th>
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<tbody>
<tr>
<td>*As low as $19 per course</td>
<td>*$25 per day discount</td>
<td>*As low as $42.50 per course</td>
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Sales pre-exam review webinar: Brokers receive a monthly link via email to forward to sales pre-license students, allowing them to register at a lower price.

Line by Line Subscription discount: Firms subscribing to the Broker Club receive a 10% discount on the WRA Line by Line subscription. These On Demand forms training videos automatically appear on member agents’ myWRA course page.

Brand your students’ online courses: Your logo can appear in the online course portal to keep your company at the top of your students’ minds. Email educate@wra.org for more information and file specifications.
Broker Club

Sales & Broker Pre-license Subscriptions Overview

**Sales Pre-license**

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<tr>
<td>Annual Renewal Fee</td>
<td>$100*</td>
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**Per Student Course Fee**

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<td>PDF/downloadable textbook or student can order physical textbooks for an additional $83.75**</td>
<td>$125*</td>
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<th>Online (includes books)</th>
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<tr>
<td></td>
<td>$142**</td>
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</table>

<table>
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<th>WRA Live Class (plus books $83.75)</th>
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<td></td>
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**Broker Pre-license**

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**Per Student Course Fee**

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<tr>
<th>Online (includes books)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$142**</td>
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*Plus tax / ** Plus tax & shipping

Note: Students registering for pre-license courses as individuals through the WRA will not be eligible to receive the broker club discount after their initial registration.

**WRA Pre-license Course Formats**

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<td>Quiz</td>
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<td>Student's Access to Instructor</td>
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</table>
Pre-license Course Formats

Pre-license On Demand Course Overview

The WRA’s On Demand course offers the ultimate convenience in meeting the pre-license requirement. Students complete the pre-license course at their own pace using our distance learning On Demand course player, on their own schedule. Everything is online in one convenient, easy-to-follow program.

Students have six months from the date of registration to complete the On Demand course. It is recommended, due to frequent law changes, that students complete the course in three to four months. Students who complete four chapters per month achieve the most success with the course. Broker Club firms can register their students online at www.wra.org/CompEdPrograms.

How Pre-license On Demand Education Works

Students watch the video of the instructor online and follow along with their digital course book. After completing all the chapter coursework and quizzes, students are required to complete an online final practice exam, which signifies course completion. Upon completion of the practice exam, students will be able to print their certificate of completion for the course.

In order to issue a license, the Department of Safety and Professional Services requires that students first sit for the exam, then obtain a copy of the certificate of completion along with the application for licensure and licensing fee.

To Access Course

1. Go to www.wra.org/myCourses.
2. Click on the “Sales Pre-License” or “Real Estate Broker Pre-License”
3. Click on “Click Here to Launch Course.”

System Requirements

Supported Hardware:
PC, Mac, Apple iPad 2.0 or higher, printer, speakers/headphones

Supported Browsers:
Google Chrome 30 or higher (Recommended),
Apple Safari 6.1 or higher, Mozilla Firefox 33 or higher,
Windows Internet Explorer 9 or higher

Bandwidth Requirements:
3 Mbps and higher. Test bandwidth at Speedtest.net.

Other:

Course Fees

SALES PRE-LICENSE: $325*

BROKER PRE-LICENSE:
MEMBERS: $325* NONMEMBERS: $345*

BROKER CLUB STUDENT: $125*

*Plus tax. See last page of Broker Blue Book for information concerning the WRAs policies.
Pre-license Course Formats

Sales Pre-license Online Course

The online course provides students with a comprehensive course book supported by online interactive reviews of the course content. Students complete the pre-license course at their own pace, on their own schedule.

Students have six months from the date of registration to complete the online course. However, it is recommended that students complete the course in three to four months due to frequent changes in the law. Students who complete four chapters per month achieve the most success with the course. Participating firms can log in and register their students online at www.wra.org/mycompany.

The course consists of required textbook reading, chapter reviews, vocabulary exercises, case studies and online quizzes. The course concludes with a final practice exam that is similar to the Wisconsin real estate licensing exam in content, number of questions and time allowed to complete the exam.

Students must complete all the chapter quizzes and the final practice exam to successfully complete the course.

When the course is complete, students can print their certificate of completion, which can be found in their education history. They can then register for the state licensing exam with Pearson Vue. See page 5 for exam and licensing requirements.

Students then submit the required information to the Department of Safety and Professional Services (DSPS) along with their application for licensure.

Online Sales Pre-license At a Glance

Students are able to:
Email questions or comments to the trainer.
Study with the easy-to-use vocabulary glossary.
Log in and out of the course at their convenience (24/7 access).

Textbooks include:
Sales Pre-license Course Book
Sales Pre-license Pre-exam Review
Real Estate Sales Student Guide

Course Fees

SALES PRE-LICENSE: $325 (course) + $83.75 (books)**
BROKER PRE-LICENSE: MEMBERS: $325 (course) + $75 (books)** NONMEMBERS: $345 (Course) + $75.00 (Books)**

SEE PAGE 8 FOR BROKER CLUB PRICING

*Plus tax & shipping. See last page of Broker Blue Book for information concerning the WRA’s policies.
Pre-license Course Formats

Sales Pre-license Live Classroom

The WRA offers real estate pre-license training at the WRA headquarters in Madison. Classes take place in an eight-day format, 8:00 a.m. - 5:00 p.m. each day, by WRA attorney and trainer Jennifer Lindsley.

As students take the WRA pre-license course, they have access to the WRA trainer for curriculum-related questions. Upon satisfactory completion of the course, students receive a certificate of completion, which must be submitted to the Department of Safety and Professional Services (DSPS) after sitting for the state exam, along with their application for licensing and the licensing fee.

Live Pre-license Course Dates and Details

WRA Sales Pre-License Live Course Dates 2020:

February 3-7; 9-12, 2020
July 20-24; 27-29, 2020
October 12-16; 19-21, 2020

Location

All WRA Live Sales Pre-license courses are held at WRA Headquarters:
4801 Forest Run Road, Ste. 201
Madison, WI 53704-7337

Courses take place in Gale P. Foster Education Center on the lower level.

Course Fees

SALES PRE-LICENSE: $325 (course) + $83.75 (books)"

BROKER CLUB STUDENTS: $142 (course) + $83.75 books"

**Plus tax & shipping. See last page of Broker Blue Book for information concerning the WRA’s policies.
Out-of-State Sales & Broker Pre-licensure Requirements

Out-of-State Licensees

Sales License by Endorsement
A salesperson holding an active sales license in another state other than Illinois or Indiana within the past two-year period is required to complete 13 hours of pre-approved sales education or 10 semester hour credits in real estate or real estate-related law courses from an accredited institution of higher education. The WRA's 13-Hour Sales Course On Demand fulfills the education requirement by providing required content plus additional access to the WRA's entire 72-hour course to prepare agents for the Wisconsin salesperson exam. Students print their Certificate of Completion once they’ve completed the final practice exam. A copy of the Certificate of Completion must be submitted to the Department of Safety and Professional Services (DSPS) after completing the state exam along with a copy of the out-of-state license, the application for licensure and licensing fee.

Sales License by Reciprocity
Illinois and Indiana applicants holding an active non-managing broker license and seeking a salesperson license in Wisconsin are not required to complete pre-license education. They only need to pass the Wisconsin salesperson exam. The WRA’s Sales Reciprocity Pre-Exam Review On Demand course prepares applicants for the Wisconsin salesperson exam. If the Illinois or Indiana license is not active, but was active within the past two years, the licensee may apply to obtain a salesperson license by endorsement.

- Students have six months from purchase to complete the above courses.
- Sales and Broker Endorsement and Reciprocity Courses are not included in Broker Club subscription offerings. Students must register directly through the WRA for these courses.

Broker License by Endorsement
Licensees holding an active managing broker license in a state without a reciprocal agreement may obtain a Wisconsin broker license by endorsement if the licensee has been licensed in another state for at least two of the last four years. To obtain a license by endorsement:
1. Complete the state-approved 6-hour pre-license education program for brokers AND the state-approved 13-hour pre-license education program for salespersons; OR complete 20 semester hour credits in real estate or real estate-related law courses from an accredited institution of higher education; OR submit proof of being licensed to practice law in Wisconsin.
2. Pass the Wisconsin salesperson exam AND the Wisconsin broker exam.
3. Submit a complete application to the Wisconsin DSPS.

Broker License by Reciprocity
Licensees holding an active managing license in Indiana or Illinois are exempt from the education requirement and may take the exam directly. Applicants for the license must have been in good standing as a licensed managing broker in Indiana or in Illinois for two years immediately prior to taking the exam. Applicants for the license are only required to take the exam. The original license in the reciprocal state must have been issued on the basis of passing the state’s examination. If the Illinois or Indiana license is not active, the licensee may be eligible to apply for a license by endorsement.

SEE PAGES 13-14 FOR STUDY AIDS.

WRA Courses For Out-of-State Licensees

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<td>6-Hour Broker Course On Demand</td>
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<td>Broker Reciprocity Review On Demand</td>
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</table>

*Plus tax

Although students have six months from the date of registration to complete any of the courses listed above, it is recommended that students complete the course in two to three months. Students with the most success complete four chapters per month. During this time, students have access to the WRA's trainer and WRA attorneys for content-related questions.
WRA Study Aids
WRA Sales Study Aids and Tools

The WRA offers several study aids to help students prepare for and pass the real estate sales license exam. For a complete product selection or to order, visit www.wra.org/Prelicense/StudyAids.

Sales Pre-exam Review Webinar
Prepare for your Wisconsin real estate salesperson exam by registering for a WRA Sales Pre-exam Review Webinar! Offered monthly, the webinars provide a review of the sales pre-license course that allows you to interact with instructor Jennifer Lindsley as she helps you identify areas to focus while you study from the comfort of your own home or office! Additionally, companies that subscribe to the Broker Club program will now be able to send their students through the WRA's monthly Sales Pre-Exam Review Webinar at a discounted rate!

SPLPERWEB $19.95*
Broker Club Price $14.95*

Sales Pre-exam Review Webinar On Demand
Can’t attend the webinar? Watch a recorded video on your own schedule. Download the slideshow handout for note-taking and email the trainer with your questions. The video is available for six months after purchase.

SPLPERVOD5 $29.95*

Vocabulary Flashcards
They worked for us when we were kids, so why not use them again? A time-tested product: flashcards. This set of 315 cards is a complete list of terms and definitions needed to pass the Wisconsin real estate licensing exam.

OS90 $16.95**

Vocabulary CD
The CD is a review of real estate vocabulary. The format is word pronunciation followed by the definition. There are approximately 280 words on one CD.

CD100 $19.95**

Vocabulary Builder
The vocabulary builder is an online interactive vocabulary review. To learn the vocabulary, the student has the option of either matching exercises or completing word definitions.

VOCABWEB2 $20*

Sales Mock Exam
The online exam mirrors the real estate sales exam in content, number of questions and time allowed to take the exam. The exam consists of 140 multiple-choice questions that must be completed within a four-hour time limit. Students may take the exam up to three times for practice. The exam is graded upon completion. Students may view how they answered a question and learn the correct answer with an explanation. Students also receive a breakdown showing how they performed in the different topical areas so they can be better informed.

SPLPERVOD5 $29.95*

Selected Wisconsin Real Estate Statutes and Administrative Rules (Code Book)
This book provides the statutes and rules relevant to the regulation and practice of real estate in Wisconsin.

PUB282 $12.25**

*Plus tax. **Plus tax & shipping.
## WRA Study Aids

**WRA Broker Study Aids and Tools**

For a complete product selection or to order, visit [www.wra.org/Products](http://www.wra.org/Products).

### Office Policy Manual
What every office must have! Written by WRA staff attorneys, this guide and accompanying CD will help you write and update your office policy manual. It covers basic office policies and procedures such as advertising, commissions, internet usage, lead-based paint disclosures, technology and much more. Binder; 192 pages; 2017 WRA Legal Staff.

**PUB239**  
Member $33** | Nonmember $36**

### Broker-in-a-Box
Broker-in-a-Box provides the tools a broker may need when opening an office. Discussion and direction are provided on securing loans, establishing a business entity, establishing a trust account, determining insurance needs and trademarks, and more. A partial list of items in the box includes: Broker Desk Reference, Office Policy Manual, Wisconsin Real Estate Clause Manual, Real Estate Trust Accounts in Wisconsin and a Trust Account Journal.

**KITBRBOX**  
Member $215** | Nonmember $285**

### Broker Mock Exam
This online exam mirrors the state broker's exam. The exam consists of 100 multiple-choice questions and must be completed within 3.25 hours. Students may take the exam up to three times and can see how they answered a question, the correct answer and an explanation of the answer. Students also receive a breakdown showing how they scored in the different topical areas.

**MOCKEXBROK5 $20**

### Broker Desk Reference
Our newly updated “how to” for starting a new brokerage, the Broker Desk Reference contains checklists and resource materials beneficial for new company startup. Topics include accounting, business entities, copyright issues, dispute resolution, employment law and membership. The reference book also offers links to websites and other resources to obtain the necessary information for successfully starting and operating a brokerage.

**PUB1105**  
Member $75** | Nonmember $125**

### Real Estate Law Manual
The 2017 edition of Wisconsin Real Estate Law emphasizes the many changes resulting from revised forms, new legislation and recent court decisions. This collaboration with University of Wisconsin Law School provides Wisconsin REALTORS® with practice-oriented discussions on contemporary legal and regulatory issues facing real estate professionals and parties in real estate transactions.

**PUB285**  
Member $45** | Nonmember $53**

### Real Estate Trust Accounts in Wisconsin
This handbook explains a real estate broker’s duty to account for money received or disbursed on behalf of a party in a real estate transaction. The 2014 updates include current trust account issues and new administrative rules that took effect July 1, 2014. Soft cover, 101 pages, 2014, Debra Peterson Conrad & Scott C. Minter.

**PUB2753**  
Member $22** | Nonmember $28**

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*Plus tax. **Plus tax & shipping.*
All real estate licensees must take all six courses.

Course 1: *Wisconsin Listing Contracts*
Provides licensees mandatory instruction in seller disclosure obligations and defects. Additional course discussions include agency, advertising by licensees, real vs. personal property, fees and commission, and real property versus personal property.

Course 2: *Wisconsin Offers to Purchase (Version 2)*
Provides licensees mandatory instruction in inspections and testing. This course distinguishes between the use of an amendment vs. a notice. Licensees review the financing and appraisal contingencies in this course as well as the bump clause, common mistakes with contingencies and more.

Course 3: *Wisconsin New Developments*
Provides licensees mandatory instruction on the Wisconsin Department of Safety and Professional Services complaint and discipline process. Discussions in this course involve the state statutes and administrative code, case law, federal legal real estate issues and more.

Course 4: *Wisconsin Real Estate Ethics and Consumer Protection*
Provides licensees mandatory instruction on misrepresentation and concealment. Licensees will explore fair housing, agent-to-agent relationships, dispute resolution and security in-depth in this course.

Course 5: *Wisconsin Real Estate Law and Practice*
Provides licensees details regarding three distinct topics: avoiding lawsuits, handling waterfront property transactions, and preparing for unexpected disruptions to business.

Course 6: *Wisconsin Real Estate Transactions*
Provides licensee diverse topics to break away from traditional CE content. Discussions in this course involve vacant land transactions, condominium transactions and agency representation.
Real Estate Continuing Education
Company-sponsored CE: Group Study

Classroom
While the WRA and local boards provide several classroom course offerings, your firm can also offer a classroom course for your agents. As part of agent retention programs, many firms offer such courses at no charge, while others may charge a nominal amount. The firm is responsible for reserving the meeting room and any required AV, and many firms provide refreshments.

CE Module Prices:

One module of CE per day: $400
Plus per student fee $9

Two modules of CE per day: $750
Plus per student fee $12

CE module pricing example
One module for 50 students
$400 (course price) + $450 ($9x50 students) = $850
Per agent cost: $17

Onsite
The WRA’s Onsite platform allows member firms the flexibility to schedule and offer group CE courses in streaming video format. Using the program’s online scheduling tool, firms can simply schedule a course and invite their agents to attend at their office location. After the course, agents take their final exam online, and the firm is invoiced based on the number of completions.

Key program features:
• Online portal for scheduling course, inviting and registering students, and managing rosters.
• Email-based course invitations, student registration, exam access and certificate delivery.
• Students download and print their own course book prior to class.
• Cloud-based access to CE video recordings.
• Exam may be completed on web-enabled device or laptop.

Firm must provide:
• Suitable classroom for students with AV and internet needed to stream and play course video.
• WRA-authorized monitor to check in students and verify attendance at end of course using Onsite portal.
• Payment upon receipt of final invoice after course; minimum of five students per offering.

Price per course offering (Minimum of five students required per offering. Firm will be charged minimum even if actual attendance is less than five):

<table>
<thead>
<tr>
<th>Firm’s Number of Agents</th>
<th>Price Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-199</td>
<td>$19</td>
</tr>
<tr>
<td>200-400</td>
<td>$18</td>
</tr>
<tr>
<td>400+</td>
<td>Call for quote</td>
</tr>
</tbody>
</table>

• CE courses through Onsite are not approved for Minnesota real estate CE credit.
Real Estate Continuing Education
Company-sponsored CE: CE Course Banks (Bulk Purchase)

REALTOR® member firms may purchase a bank of 2019-20 CE courses for their agents to complete and can choose from On Demand or DVD formats. While these courses were originally designed for agents to complete individually on their own schedule, the courses may also be adapted for use in a group study classroom setting.

A REALTOR® member firm can contact the WRA education department to order a bank of CE courses in either On Demand or DVD format, starting at a minimum of 18 courses. Pricing per unit depends on format and quantity ordered.

The 2019-20 courses will remain active until January 31, 2021. There are no refunds on unused courses, but remaining courses may be carried over to the next biennium.

Students have 30 minutes to complete each exam. The exam is scored upon completion. After passing the exam, students print their certificates of completion.

If students fail the exam, they may take it again after a four-hour waiting period, however, this counts as another used exam. Alternatively, students may attend a WRA classroom CE course at no charge.

When a REALTOR® member of the firm completes an exam, the broker receives a broker alert email that reports which student completed the exam, if the student or failed, and how many exams are left in the bank.

**DVD format**
- Allows firms to provide agents with pre-purchased DVD CE courses with an online exam.
- One or two DVD sets will be shipped to the firm along with a disc containing instructions and printable PDF course books for students.

**On Demand Format**
- Allows firms to provide agents with per-purchased On Demand CE courses.
- Courses are completely electronic. The WRA will email the firm instructions that can be provided to students.
Real Estate Continuing Education
On Demand Overview

If attending a live CE course does not fit into their schedule, REALTORS® may choose distance learning options: Self-study booklets or On Demand. Distance learning classes can be completed at any point during the biennium. The WRA’s CE On Demand product combines our popular On Demand video with self-study online to give you flexibility and freedom to learn the way you want.

Watch or Read? Your Choice!
With CE On Demand, you can start your course today with our flexible learning style. Register for your On Demand CE, then choose between watching course videos or reading the electronic course book, or a little of both. The course also includes an optional practice quiz before taking the final exam.

### How CE On Demand Works
Choose your own adventure. Each course includes a variety of topics — some are required, but most are optional.

To earn your three credit hours per course:

**STEP 1: Complete Required Topics.**

<table>
<thead>
<tr>
<th>Course 1: Wisconsin Listing Contracts</th>
<th>Course 2: Wisconsin Offers To Purchase</th>
<th>Course 3: Wisconsin New Developments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seller Disclosure and Defects</td>
<td>Inspection and Testing</td>
<td>Wisconsin DSPS Complaint &amp; Discipline Process</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course 4: Wisconsin Real Estate Ethics &amp; Consumer Protection</th>
<th>Course 5: Wisconsin Real Estate Law &amp; Practice</th>
<th>Course 6: Wisconsin Real Estate Law &amp; Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misrepresentation and Concealment</td>
<td>No required topics.</td>
<td>No required topics.</td>
</tr>
</tbody>
</table>

**STEP 2: Select the Choice Topics You Find Most Relevant.**

<table>
<thead>
<tr>
<th>Course 1: Wisconsin Listing Contracts (Pick 2)</th>
<th>Course 2: Wisconsin Offers To Purchase (Version 2)</th>
<th>Course 3: Wisconsin New Developments (Pick 2)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course 4: Wisconsin Real Estate Ethics &amp; Consumer Protection (Pick 2)</th>
<th>Course 5: Wisconsin Real Estate Law &amp; Practice (Pick 3)</th>
<th>Course 6: Wisconsin Real Estate Transactions (Pick 3)</th>
</tr>
</thead>
</table>

**STEP 3: Complete the Course**
After completing all three topics and exams, download your certificate from inside your course, or grab it later at [wra.org/EducationHistory](http://wra.org/EducationHistory). The WRA keeps education records at your fingertips so that your license renewal will be a breeze in fall 2020.

On Demand Six-pack Discount: Select all six of the courses: Member price is $126 ($21 per course) with 22% savings. Nonmember price is $150 ($25 per course) with 17% savings.
Real Estate Continuing Education
Self Study Booklets Overview

**Self Study Books / Online Exam**
Enjoy reading books? Consider the Self-study Books/Online Exam CE option. Read the hard-copy coursebooks at your leisure and take the final course exam online.

You must complete a 15-question, multiple-choice exam for each course. You will have 30 minutes to complete each exam. Once you have completed the exam, you may review your questions or submit for scoring. You are instantly able to see your score, and can immediately print your Certificate of Completion for the course upon passing. If you fail the exam, you have one minute per question for review. You may log in to retake the exam after an hour waiting period. You are given three attempts to take the exam for each course. If you fail a course exam on your third attempt, you must contact the WRA and register to attend a live class for the course or schedule a time to come to the WRA and watch the DVD of the course.

|------------------------------------------------|---------------------------------------------|--------------------------------------------|
Real Estate Continuing Education
Commercial Continuing Education Overview

The WRA has created commercial CE courses specifically for those who practice in the commercial real estate world. The instructors speak to issues specific to commercial practice and relevant to the contracts you use every day. If you are a commercial agent and would like to take a class that applies to your practice, while still meeting the mandated CE requirements, register for the WRA’s commercial CE courses.

Commercial CE courses are available in either On Demand or a traditional classroom setting. The WRA’s On Demand product combines our popular On Demand video with self-study online to give you flexibility and freedom to learn the way you want. You can take the CE courses on your schedule, at your own pace, anytime — anywhere. Go online and watch On Demand education from the comfort of your own home, office or anywhere there is broadband.

Traditional live classroom options are available at www.wra.org/CommCECourses.

On Demand works on any device!
Appraisal

Appraisal Pre-license Overview

Appraisers estimate the value of a property, which can be a home or commercial property as well as vacant land. Wisconsin grants three types of licenses for appraisers: licensed appraiser, certified residential appraiser and certified general appraiser.

To Obtain a License by Examination:

1. Complete the required experience per Wis. Admin. Code § SPS 85.700.
   • A Licensed Appraiser requires 1,000 hours in no less than 6 months.
   • A Certified Residential Appraiser requires 1,500 hours in no less than 12 months.
   • A Certified General Appraiser requires 3,000 hours in no less than 18 months, of which 1,500 hours must be in non-residential appraiser work.

2. Complete the required education per Wis. Admin. Code § SPS 85. See chart on the following page.

3. All applicants must submit fingerprints electronically for a background check.

4. Submit an application no more than 14 days after fingerprinting.

5. Pass the national examination.
   • Education and experience must be completed before the exam will be authorized. The DSPS will send an “Eligibility Letter” giving approval to make an appointment for the examination. Do not contact the test provider prior to receiving approval from the DSPS.
   • All requirements for a credential must be completed within 24 months of passing the National Examination; otherwise, you will be required to reapply and retake the national and state exams.

6. Pass the exam administered by the DSPS to test competency of Wisconsin Statutes and Rules governing the profession. The DSPS will authorize you to take this exam.

7. Pay the national registry fee (to be determined after all requirements are met).

For additional information, please visit: dsps.wi.gov
### Wisconsin Department of Safety and Professional Services

#### Education Requirements

Effective May 1, 2018, new education requirements are in effect. The new requirements are listed below. The following chart lists the education requirements for certification/licensure as a Licensed Appraiser, Certified Residential and Certified General Appraiser:

<table>
<thead>
<tr>
<th>College Level Courses of Degrees from an Accredited College or University</th>
<th>Licensed</th>
<th>Certified Residential</th>
<th>Certified General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed</td>
<td>No degree required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certified Residential</td>
<td>College-level education requirements under Wis. Admin. Code § SPS 45.425</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certified General</td>
<td>Bachelor's degree or higher (in any field)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Core Curriculum for Each Appraiser Level

<table>
<thead>
<tr>
<th>Course</th>
<th>Licensed</th>
<th>Certified Residential</th>
<th>Certified General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Appraisal Principles</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Basic Appraisal Procedures</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>15-Hour National USPAP</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Residential Market Analysis, and Highest and Best Use</td>
<td>15</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Residential Site Valuation and Cost Approach</td>
<td>15</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Residential Sales Comparison and Income Approaches</td>
<td>30</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Residential Report Writing and Case Studies</td>
<td>15</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Statistics, Modeling, and Finance</td>
<td>15</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Advanced Residential Applications and Case Studies</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Appraiser Market Analysis, and Highest and Best Use</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>General Appraiser Sales Comparison Approach</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>General Appraiser Site Valuation and Cost Approach</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>General Appraiser Income Approach</td>
<td></td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>General Appraiser Report Writing and Case Studies</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Appraisal Subject Matter Electives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>150</strong></td>
<td><strong>200</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

For additional information, visit the “Licensed Appraiser” DSPS webpage at [https://dps.wi.gov/Pages/Professions/AppraiserLicensed/Default.aspx](https://dps.wi.gov/Pages/Professions/AppraiserLicensed/Default.aspx).
Appraisal

Appraisal Continuing Education Overview

All appraiser licenses expire every two years and must be renewed by December 14 of odd-numbered years. All certified and licensed appraisers are required to complete 28 hours of CE each biennial period, which must include a 7-hour USPAP Update course. Appraisers may not receive credit for completion of the same CE course offerings within a continuing education cycle.

As the leading expert in Wisconsin real estate practice for over 100 years, the WRA is your top choice in Wisconsin appraiser CE. The WRA offers appraisal continuing education courses throughout the year — classroom and distance learning. Check wra.org/appce periodically for more information on all course offerings including the WRA Appraisal Conference to be held March 10-11, 2020 in the Wisconsin Dells.

Online Option:

In addition to classroom courses, the WRA also offers distance learning via OnCourse Learning (acquired Career Webschool) to offer quality online appraisal CE courses. Each lesson is an interactive tutorial that presents information and asks you questions about what you have read. The courses are designed so that you can work at your own pace. At the conclusion of the course, appraisers provide a Student Affidavit indicating completion.

CE courses available online:

- Residential Appraiser Site Valuation & Cost Approach (14 hours)
- Residential Market Analysis & Highest & Best Use (14 hours)
- Residential Report Writing & Case Studies (14 hours)
Discover how you can understand the language of a house and change the way you inspect properties!

Designed for all licensees to gain insight into real estate appraisal, the Home Essentials video series will help appraisers and non-appraisers alike improve their understanding about property features both inside and outside the house. Led by instructor Steve Tadevich, these short and easy-to-understand presentations will provide you with insight to identify and understand what a house is really trying to say.

**Home Essentials 101: Exterior — Roof**
This presentation will provide an in-depth analysis of a property's roof, looking at everything from the roof line to the drip line. You’ll acquire the skills and knowledge to understand house “language” that will forever change the way you perform property exterior inspections. Length: 25:04.

**Home Essentials 102: Exterior — General Inspection**
This presentation offers a detailed analysis of the exterior of a house excluding the roof, primarily focusing on features you’ll see while walking around a house as well as how you can identify and address defects. Length: 33:15.

**Home Essentials 103: Interior**
Quality and condition ratings are two of the most important yet least understood evaluations in the appraisal process. Home Essentials 103 will help you become familiar with the interior inspection — specifically knowing what to look for and how to interpret findings. Length: 26:46

**Home Essentials 104: Mechanicals**
Understanding the “heart” of a house requires knowledge of the mechanical systems. This course will equip you with the knowledge to confidently identify and rate the various heating, plumbing and electrical components of a property. Length: 39:38.

**Home Essentials 105: Basements, Crawl Spaces and Attics**
Major defects in properties typically first appear in the basement, crawl space or attic — and Home Essentials 105 will provide you with the insight to spot such defects. Gain a professional edge with your ability to recognize structural defects and how to address them! Length: 38:19.

Register at [www.wra.org/HomeEssentials](http://www.wra.org/HomeEssentials)

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**Home Essentials Pricing**

- **Appraisal section members:** Courses included with your appraisal section membership.
- **REALTOR® members:** $9.95 per course
- **Nonmember:** $12.95 per course

**Bonus:** Register for all five courses for the price of four!
REALTORS® can further their professional development by choosing from an array of different study tracks to earn designations and certifications. These credentials are managed by the National Association of REALTORS® and affiliated councils. REALTORS® who earn designations and certifications earn more than their non-credentialed peers and enjoy higher credibility in the marketplace.

Most designation and certification courses are available in both online and classroom formats. Online courses are always offered directly through the national council that manages the credential, except for the GRI, which is managed at the state level. The WRA offers a variety of classroom offerings each year, which can be found at www.wra.org/CourseSchedule under the “Designations” category.
Career Development
Launch Your Career: WRA Quick Start Education

Your “crash course” for fast-tracking your real estate knowledge.

Quick Start Education
Move beyond the basics with the WRA’s Quick Start On Demand courses! This innovative activity-based program, designed for both new and veteran agents, is structured into four courses. Each module will teach you the tips, tools and strategies to launch and/or enhance your real estate career.

The four courses include:

Quick Start 101: Laws and Contracts
Law and business, fair housing and your clients, avoiding antitrust, the business of client representation, risk management, let the negotiations begin.
Instructor: Jennifer Lindsley

Quick Start 102: Building Your Business
Effective communications, creating a professional image and branding, prospecting, business strategy and planning, safety.
Instructor: Judy Hearst

Quick Start 103: Working with Sellers
Selecting the seller, preparing for the appointment, the listing presentation, principles of pricing, the comparative market analysis.
Instructor: Ryan Fulcer

Quick Start 104: Working with Buyers
Know your buyers, the buyer presentation, property search, writing the offer to purchase, the inspection process, closing a pending contract.
Instructor: Bonnie Dixon

Quick Start On Demand Features
• Integrated reinforcement boosts after class is over to implement what you learned.
• Shorter, more frequent exercises so you learn the content correctly the first time.
• Preprogrammed spreadsheets to download and use for budgeting, tracking expenses and other financial musts for your business.
• Editable checklists that you can customize with your content for your buyers.

Fees & Subscription Details

Quick Start fees for agents
Per Module:
Member $75/course
Nonmember $85/course
Broker Club* $55/course

Per Module:
Member $240 | Nonmember $260 | Broker Club* $170
*Agent registration price

Quick Start subscription for WRA member firms
Firm Size | Subscription Fee
< 30 agents | $350
30-50 agents | $600
51-70 agents | $800
71+ agents | $1,000

Course Details
Format: Courses are available in On Demand format, consisting of streaming video, an electronic course book, online activities and exams.

Credits: Completion of all four Quick Start courses counts as credit toward GRI On Demand.

Exam: Each course includes an exam at the end.
Learn more: wra.org/QuickStart
Career Development
Designations and Professional Development

Firms look for methods to improve the success of their company and their agents. The WRA helps by offering an education training track that aids new agents embarking on a real estate career. Check out the following information for more information about designations that agents can attain.

**ABR (Accredited Buyer Representative)**
The Accredited Buyer Representative (ABR) designation is the benchmark of excellence in buyer representation. The overall goals of the ABR designation program are to educate and prepare buyers’ representatives to provide the kind of service and fidelity to buyers that sellers have always enjoyed, and to offer methods for building a buyer representation business. This designation is awarded by the Real Estate Buyer’s Agent Council (REBAC), an affiliate of the National Association of REALTORS®, and identifies those real estate agents who have demonstrated a serious commitment to the practice of buyer agency.

**CRB (Certified Real Estate Brokerage Manager)**
This designation, awarded by the Council of Real Estate Brokerage Managers, is one of the oldest and most renowned designations in the industry. CRB designees are an elite group comprised of efficient, effective and profitable leaders in real estate. Since 1968, the Council has awarded this prestigious designation only to REALTORS® who have met specific requirements and completed advanced professional training.

**CRS (Certified Residential Specialist)**
The prestigious and nationally recognized CRS designation is awarded by the Residential Real Estate Council. REALTORS® with the CRS designation are acknowledged for advanced study in listing, selling, investment and taxes, and a proven record of experience in applied residential marketing. CRS designees receive several valuable member benefits, including education perks and a powerful referral network.

**GRI (Graduate, REALTOR® Institute)**
The GRI designation offers comprehensive training in topics such as inspections and testing, branding, agency and more. Each state manages its own GRI curriculum, and since 2016, the WRA has required that half of the credits be completed online and the other half in the classroom through qualifying designation and certification courses.
Career Development
Designations and Professional Development

PMN (Performance Management Network)
Managed by the Women’s Council of REALTORS®, the PMN designation focuses on leadership, negotiating, networking and business planning. PMN courses teach skills for keeping your business on top of an ever-changing market.

PSA (Pricing Strategy Advisor)
The PSA certification provides a framework for understanding CMAs, identifying appropriate comparables and making adjustments, pricing and valuation terminology, working with appraisers and much more. This certification is designed for real estate professionals at all experience levels and those working with either buyers or sellers.

RENE (Real Estate Negotiation Expert)
As the first and only negotiating certification recognized by NAR, the RENE certification equips you with the know-how of when and how to negotiate, crafting negotiation strategies, applying principles of persuasion and achieving optimum results with any party in a transaction.

RSPS (Resort and Second-Home Property Specialist)
RSPS is recognized as an official NAR certification, and allows buyers and sellers to have confidence in the ability of a REALTOR® who specializes in buying, selling or management of properties for investment, development, retirement or second homes in a resort, recreational and/or vacation destination to assist them.

SRES (Senior Real Estate Specialist)
The SRES Council trains REALTORS® to meet the special needs of senior Americans when selling, buying, relocating or refinancing residential or investment properties. The Council tracks senior-specific lifestyle and housing issues and educates REALTORS® who are making 50+ clients a part of their overall business plan. By earning the SRES designation, REALTORS® are prepared to approach senior clientele with the best options and information for them to make life-changing decisions.

SRS (Seller Representative Specialist)
The Seller Representative Specialist (SRS) designation is the premier credential in seller representation. It is designed to elevate professional standards and enhance personal performance. The designation is awarded to real estate practitioners by the Real Estate Business Institute who meet specific educational and practical experience criteria.
Career Development
Designation GRI Overview

Graduate, REALTOR® Institute

GRI Designation Training Course
REALTORS® who hold the GRI are nationally recognized as top performers in the real estate industry.

What is the GRI designation?
Succeeding in today’s competitive environment takes more than just motivation. The Graduate, REALTOR® Institute (GRI) designation helps you stand out in the crowd as a REALTOR® who is well-versed in all fundamentals of real estate. The highly coveted designation shows your commitment to excellence, professionalism and exceptional customer service.

Benefits
GRI designees stand out as REALTORS® who are prepared to serve clients with the highest ethical standards, navigate the market no matter the condition, and work with sophisticated clients who understand new technologies and regulatory changes.

GRI curriculum
GRI curriculum is the most comprehensive real estate training available. Each state establishes its own curriculum based on NAR requirements, providing students with the most relevant and state-specific material. The WRA’s GRI curriculum requires 10 total credits, and you’re required to complete half in a live classroom setting and half online.

Pricing
On Demand core courses: $300 and approximately 25 hours of education.
Live elective courses: $125 – $250
(please check WRA Calendar for upcoming elective courses)

Broker Club discounts
Member agents of firms subscribing to the WRA Broker Club receive automatic discounts on GRI live elective courses! Discounts vary from $25 to $50 depending on the course. Many firms do extensive training for new agents and submit their curriculum to the WRA to seek approval toward part of the GRI designation. Once a program receives approval, agents have 60 days from the time they complete the program to take the equivalency exam at a reduced rate of $20. Please note: Previously completed designation courses may apply toward GRI elective credits. Visit the WRA website to learn more or speak with an education consultant to determine which courses you will need for GRI credit.

Requirements
To earn the GRI designation, REALTORS® must complete both On Demand and live coursework for a total 10 credits. You have five years to complete the required coursework.

1. On Demand Core Courses
On Demand education provides instructional videos and supplemental reading materials that you can access anytime at your own pace and schedule.

• Course credit: The On Demand coursework counts as five credits toward the GRI designation. New GRI students may receive six hours of 2019-20 CE credit in lieu of courses 5 and 6.
• Time frame for completion: Students have six months from the date of purchase to complete the On Demand coursework.
• Note: Completing the On Demand portion is not required prior to taking the live portion.

2. Live Elective Courses
A combination of live designation/certification courses are required to fulfill the five credits toward the elective course requirements.

• Course credit: The live coursework counts as five credits toward the GRI designation.
• Note: Completing the On Demand portion is not required prior to taking the live portion.

Elective course options (must total 5 credits)
• ABR designation core course (2 credits)
• CRS 201: Listing Strategies (2 credits)
• CRS 202: Selling — Effective Buyer Strategies (2 credits)
• CRS 204: Buying and Selling Income Properties (2 credits)
• CRS 206: Technologies to Advance Your Business (2 credits)
• SRES designation core course (2 credits)
• SRS designation core course (2 credits)
• ABR: Effective Negotiating for Real Estate Professionals (1 credit)
• CRB: Show Me the Money (1 credit)
• CRS: Converting Leads into Closings (1 credit)
• CRS: Mastering Relevant, Consumer-focused Marketing (1 credit)
• CRS: Power Up on Smart Home Technologies (1 credit)
• CRS: Zero to 60 Home Sales in a Year (and Beyond) (1 credit)
• GREEN: Green designation — two-day course (2 credits)
• PMN: Effective Negotiating for Real Estate Professionals (1 credit)
• PSA: Mastering the CMA (1 credit)
• RENE: Power Negotiators Playbook (1 credit)
• RSPS: Home Sweet (Second) Home: Vacation, Investment, Luxury Properties (1 credit)

3. Membership must be in good standing with the National Association of REALTORS®
Career Development

Line by Line Form Training Videos

Contract confusion?
The Line by Line video series explores forms used in Wisconsin real estate practice and offers a line-by-line evaluation to offer you best practice tips so you can draft your paperwork properly and professionally.

Line by Line Company Subscription
Take advantage of the WRA’s Line by Line company subscription and give your agents instant access to all of the Line by Line episodes for one easy price. Subscription rates vary based on office size. To subscribe, contact Chris Dregne at the WRA.

See the full Line by Line episode descriptions and register at wra.org/LinebyLine.

Line by Line Form Training Videos Episode Guide

Episode 1: WB-1 Residential Listing Contract
• Five different ways to earn a commission.
• When your commission is based on list price vs. purchase price.
• Delivery, protected buyers and the extension of listing.

Episode 2: WB-36 Buyer Agency/Tenant Representation Agreement
• When a client can give a firm exclusive right to act as an agent.
• Excluded properties subject to a prior agreement.
• Various compensation models such as flat-fee, hourly and retainer.

Episode 3: WB-4 Residential Condominium Listing Contract – Exclusive Right to Sell
• Correctly describe the condominium offered for sale
• Help the seller identify what will be included in or excluded from the sale.
• Description of the unit, common elements and limited common elements.

Episode 4: WB-11 Residential Offer to Purchase (2020)
• Review how to satisfy the Financing Contingency.
• Consider how seller financing might influence terms in a transaction.
• Evaluate how to use the Right to Cure provision with the Appraisal Contingency.

Episode 5: WB-14 Condominium Offer to Purchase
• Learn how to determine exactly what’s included in a condominium sale.
• Discover how important deadlines for condominium documents can affect your transactions.
• Master the different purposes of an amendment and notice.

Episode 6: WB-28 Cooperative Agreement
• Learn when and how you can cooperate with licensees from other states.
• Review the Wisconsin firm’s role when cooperating with out-of-state licensees.
• Explore how to use the WB Cooperative Agreements to control an out-of-state licensee’s participation in a transaction.

Episode 7: WB-3 Vacant Land Listing Contract
• Learn how to determine exactly what’s included in a vacant land sale.
• Review deadlines for the delivery of the vacant land disclosure report.
• Consider how rights of first refusal, zoning and utility connections affect the transaction.

Episode 8: WB-13 Vacant Land Offer to Purchase
• Learn to correctly identify the property when a portion of an existing property is being offered for sale.
• Consider how the purchase price may be affected by the survey.
• Consider how zoning and subdivision restrictions affect a property’s use.
Career Development
Line by Line Form Training Videos

Line by Line Form Training Videos Episode Guide

Episode 9: WB-5 Commercial Listing Contract
• Identify how to make sure your seller has the ability to sell a commercial building.
• Consider how zoning classification can help you market a property.
• Review agency and how to properly protect buyers.

Episode 10: WB-38 and WB-47 Buyer Agency/Tenant Forms
• When a client can give a firm exclusive right to act as an agent.
• Excluded properties subject to a prior agreement.
• Various compensation models, such as flat-fee, hourly and retainer.

Episode 11: WB-15 Commercial Offer to Purchase
• Learn how to determine whether a seller has the authority to sell on behalf of an entity.
• Discover when a seller provides estoppel letters to a buyer and why they are important.
• Master how a buyer can use the document review contingency to request inventories, authority to sell and rent rolls.

Episode 12: WB-37 Residential Listing Contract
Exclusive Right to Rent
• Learn how to list a property when the owner wants to rent the property instead of selling it.
• Distinguish between duties of a listing agent and a property manager.
• Consider how to expand a listing for rent into property management.

Episode 13: WB-24 Option to Purchase
• Learn how to use the WB-24 Option to Purchase to lock in a buyer’s right to buy a property without the obligation to actually purchase it.
• Review how an option differs from an offer when it comes to the timing of inspections, testing and financing.
• Explore scenarios when an option is a better fit than an offer for your buyer.

Episode 14: WB-2 Farm Listing Contract and WB-42 Amendment to Listing Contract
• Consider how use value taxation might affect a transaction.
• Explore how to accurately identify government programs that might restrict land use on a farm.
• Discuss when post-closing occupancy might occur if there are existing crops on the property.

Episode 15: WB-12 Farm Offer to Purchase
• Identify complexities an agent may encounter in a farm transaction including use restrictions from government programs.
• Review the use of contingencies to investigate water and waste treatment systems.
• Consider how zoning is going to affect the buyer’s intended use.

Episode 16: WB-6 Business Listing Contract
• Identify how to make sure your seller has the ability to sell the business.
• Review how to identify items of personal property included in the sale.
• Consider how including or excluding the real property will affect the transaction.
Member Benefits

WRA PDF Forms Library

WRA PDF Forms Library Subscription

The use of transaction management software is now more prevalent than ever in real estate, resulting in an increased demand for electronic versions of WRA copyrighted forms outside of zipForm and traditional hard-copy formats. The WRA’s subscription-based PDF Forms Library features over 100 forms, including all current state-approved (WB) and WRA-copyrighted forms.

How It Works

The WRA forms library is offered as an annual subscription service exclusively available for purchase by the designated REALTOR® (DR) of a member office. Upon purchase, a licensing agreement will be signed by the DR who will be responsible for overseeing the use of the library as all of the DR’s member agents will gain unlimited access to the library through a WRA website portal. The subscription allows users to download the entire forms library at once or any specific form in PDF format. In addition to providing the most current WB and WRA-copyrighted forms, the forms library includes revision updates as well as email revision notifications to DRs.

Pricing

Member office DRs can purchase a forms library subscription for an annual fee of $300 plus tax.

Additional Questions

For additional questions, contact the WRA’s business services department at 800-279-1972.

The library features all state-approved (WB) and WRA-copyrighted forms. Examples include:

Newest Additions

- WRA-GMA — GMAR Addendum A to Offer to Purchase (Updated December 2019)
- WRA-SCNFS — Seller Certification of Non-Foreign Status (Updated December 2019)
- WB-11 (2020) — Residential Offer to Purchase (Updated November 2019)
- WRA-DOS — Delegation of Supervision (New September 2019)
- WRA-QST — Listing Questionnaire Regarding Title Issues and Property Conditions (Updated July 2019)
- WRA-CLOI — Commercial Letter of Intent (New July 2019)
- WRA-CFL — Contract to Lease Commercial Property — Exclusive Right to Lease (Updated January 2019)
- WRA-SMK — Smoke and Carbon Monoxide Detector (Updated January 2019)

WRA Form

- WRA-14DN — Fourteen Day Notice Terminating Tenancy
- WRA-28DN — Twenty Eight Day Notice Terminating Tenancy
- WRA-30DN — Thirty Day Notice For Leases Of More Than One Year
- WRA-SDDCA — Five Day Notice To Vacate — Criminal Activity
- WRA-SDDV — Five Day Notice To Vacate — Nuisance Or Threat Of Harm
- WRA-ACL — Addendum CL (Notice Of Broker Commission Lien Rights)
- WRA-AAD — Addendum A To The Offer To Purchase
- WRA-ADB — Addendum B To The Offer To Purchase
- WRA-ADD — Addendum D — Electronic Document Delivery
- WRA-ADL — Addendum L To Lease — Lead Based Paint Disclosures and Acknowledgments
- WRA-ADO — Addendum D To The Offer To Purchase — Occupancy Agreement
- WRA-ADP — Lead/Arsenic Pesticide Addendum
- WRA-ADR — Addendum R To The Offer To Purchase — Rental Properties
- WRA-ADS — Offer Addendum S — Lead Based Paint Disclosures and Acknowledgments
- WRA-ADV — Addendum W — Wetlands

WB Forms

- WB-1 — Residential Listing Contract Exclusive Right to Sell
- WB-2 — Farm Listing Contract — Exclusive Right to Sell
- WB-3 — Vacant Land Listing Contract — Exclusive Right to Sell
- WB-4 — Residential Condominium Listing Contract — Exclusive Right to Sell
- WB-5 — Commercial Listing Contract — Exclusive Right to Sell
- WB-6 — Business Listing Contract — Exclusive Right To Sell
- WB-12 — Farm Offer to Purchase
- WB-13 — Vacant Land Offer to Purchase
- WB-14 — Residential Condominium Offer To Purchase
- WB-15 — Commercial Offer to Purchase
- WB-16 — Offer to Purchase — Business With Real Estate
- WB-17 — Offer to Purchase — Business Without Real Estate
- WB-24 — Option to Purchase
- WB-25 — Bill of Sale
- WB-26 — Timeshare Contract (Sale by Developer)
- WB-27 — Time Share Contract (Resale by Non-Developer)
- WB-28 — Cooperative Agreement
- WB-35 — Simultaneous Exchange Agreement
- WB-36 — Buyer Agency/Tenant Representation Agreement
- WB-37 — Residential Listing Contract — Exclusive Right to Rent
- WB-38 — Commercial Buyer Agency/Tenant Representation Agreement
- WB-40 — Amendment to Offer to Purchase
- WB-41 — Notice Relating to Offer to Purchase
- WB-42 — Amendment to Listing
- WB-44 — Counter Offer
- WB-45 — Cancellation Agreement & Mutual Release
- WB-46 — Multiple Counter Proposal
- WB-47 — Amendment to Buyer Agency/Tenant Representation Agreement
Member Benefits
An Inside Look at the Benefits of a WRA Membership

A WRA membership benefits you and your business. Learn how the WRA can help you be successful in your career.

The WRA is Invested in You
The WRA is at the core of Wisconsin real estate and has been for over 110 years. As one of the largest trade associations in Wisconsin with more than 16,000 members statewide, the WRA strives to help you enjoy a successful career by offering products and services such as a legal hotline, a legislative voice in the lawmaking process, professional development training and more.

Access to a Legal Staff
As a WRA member, the WRA’s full-time legal staff helps answer your real estate-related questions on the WRA Legal Hotline. Many members say membership “pays for itself with one hotline call.”
wra.org/LegalHotline

Technical Support Helpline
With the real estate industry becoming increasingly mobile and tech-driven, technology is critical to your success. Your WRA membership includes free access to a toll-free technical support team to assist you with technical issues.
wra.org/TechHelpline

Membership Options

REALTOR® Membership
From legal services to course discounts to members-only publications, a WRA REALTOR® membership is critical to your success in Wisconsin real estate practice.

Affiliate Membership
Be part of the most extensive network of real estate professionals in Wisconsin. Affiliate memberships are individual and not corporate; one individual per board jurisdiction needs to join.

Learn more about membership options at www.wra.org/Membership.

Many benefits are available to you as a WRA member. The WRA also offers additional benefits through third-party providers.

Legal Services
Toll-free WRA Legal Hotline
Weekly Legal News email
Legal Update publication
LegalTalks video resources

Real Estate News
Wisconsin Real Estate Magazine
Weekly real estate news email
Inman Select subscription

Legislative & Public Affairs
Advocacy for real estate
Member updates / calls to action
REALTORS® Political Action Committee

Housing Statistics
Online housing analytics
Press releases and data
Housing Market Video

Technology Products
Toll-free tech helpline
Access to digital forms
Webinars and online training

Professional Development
Education and event discounts
On Demand online education
Webinars and online training
# Member Benefits

## REALTOR® Memberships & Benefits Overview

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Member Benefits
Exclusive Group Benefits from WRA Partners

Enjoy exclusive group discounts through our partner companies on a wide variety of products and services, including business apparel, health insurance, IT solutions, insurance and marketing support. Here are just a few you receive as a WRA member.

**Health, Dental & Life Insurance | Spectrum Insurance**
Save on health insurance premiums with Spectrum Insurance without compromising coverage. Spectrum's program provides access to customizable insurance plans to meet your needs. Spectrum is the WRA endorsed partner for health, dental and life insurance. Since 1960, Spectrum has served the real estate industry and will continue to work hard for you.

**Errors and Omissions Insurance | Pearl Insurance**
Pearl Insurance is the WRA-endorsed carrier for Errors and Omissions (E&O) Insurance. Pearl's E&O program has earned sponsorships from over 30 national, state and local real estate associations — including the WRA — since 1994. The program is designed for the real estate industry and the risks REALTORS® face. Pearl's policy includes valuable protection for real estate professionals, such as coverage for network and privacy claims, open house property damage, personal injury, lockbox liability, fair housing discrimination and more.

**Expense Tracking | Taxbot**
Track your expenses the easy way with Taxbot's expense-tracking system designed to save you money. CPA, tax attorney and former IRS trainer Sandy Botkin developed Taxbot with REALTORS® in mind. Regardless of how much you make, Taxbot can help you keep more of what you earn. WRA members will be able to access Taxbot's premium features at no extra charge, including mileage tracking, photo receipts, cloud storage, bank/credit card integration, and the Taxbot online training library.

**CRM Software | Realtyzam CRM**
Manage leads, stay in touch with clients and track sales activity with Realtyzam CRM, an easy-to-use CRM software program designed for real estate agents. Realtyzam's features can help you keep in touch with clients; stay organized with client communications; and track commission activity, prospecting rates and more. And with Realtyzam's free mobile app, you can manage your sales activity on the go!

**Business and Custom Apparel | Lands’ End Business**
You place your name on your business cards, your website and your ads — now it’s time to add it to your favorite apparel! The WRA's new partnership with longtime Wisconsin-based business Lands’ End Business provides you with custom clothing for your real estate practice. WRA members will receive a 10% discount on all Lands’ End Business products and logos. Also, as part of the member benefit, Lands’ End Business will set up your company’s logo for free — a savings of almost $100.

**Real Estate Marketing | Paperless Agent Marketing Club**
The Paperless Agent Marketing Club is a powerful resource that delivers easy, convenient and consistent marketing training and done-for-you resources to maximum your business results. As a WRA member, you have access to all of the Club's premium features for a standard monthly fee, including marketing agentID sites, two training sessions per month, an exclusive Facebook community, monthly digital marketing campaigns, training tools and a digital marketing suite.

**Inman Select News Service**
A WRA membership includes a subscription to Inman Select to connect you to the latest news, insights, and a community of real estate leaders. Inman Select gives you everything you need to know to be smarter about real estate, such as daily news, award-winning commentary, special reports, webinars and more.
Member Benefits

zipForm Member Benefits Overview

The National Association of REALTORS® and zipLogix partner together to provide zipForm Plus and zipTMS as a member benefit at no cost to all NAR members. As a WRA REALTOR® or section member, you will also gain access to zipForm Mobile and have an unlimited subscription to zipLogix Digital Ink free of charge.

zipFormPlus® is designed for members who want to experience the flexibility and mobility that only an online program can offer. With a sleeker and more intuitive interface, the program provides access to forms from any computer, anytime, anywhere via the internet. And with the program entirely online, there is nothing to install. REALTOR® and Legal Section members of the WRA receive zipForm programs as a benefit of membership.

zipLogix Digital Ink is designed specifically for the real estate professional and offers a digital signature solution to revolutionize the customer experience, offering clients a truly secure and trusted paperless electronic process.

zipForm Mobile zipForm Mobile Web Edition lets you connect to that important information contained in your zipForm online account. Get property information, seller and buyer information, and list and offer dates along with listing price and deposit. You can quickly list the forms within a transaction, add a new form to a transaction and fill in all of the information for a transaction with the edit feature. This means you can now efficiently manage your transactions on the go, directly from your mobile device.

WRA zipForm Clause Library The zipForm Clause Library is the electronic version of the 2019 Wisconsin Real Estate Clause Manual. This is the go-to resource for drafting ideas when standard forms need to be modified to reflect the intent of the parties. You can purchase the Clause Library directly through your zipForm account.

Annual Program Renewal (Maintenance)

Every February, zipForm requires subscription renewal to verify membership with the WRA and NAR. When opening your zipForm account in February, you’ll see a notification to renew your subscription.

Renewal is easy when you follow along with one of the zipForm renewal instructions online at wra.org/zipform.

zipForm 6 Standard is not a member benefit but can be purchased at a rate of $29.95 rather than the zipLogix normal rate of $59.95.

If you have questions during the registration process, contact zipForm at 800-383-9805.

Software for nonmembers

Individuals who are not members of the WRA may purchase the program from zipLogix by calling 800-383-9805. The content of this program, including all forms, is copyrighted by zipForm, the WRA and other persons. Users of this software are granted a limited license to use the forms with customers and clients for individual transaction purposes but may not distribute forms to any other person without advance written approval of the WRA. If you would like to distribute forms for purposes other than those expressly permitted, please send an email request to the WRA.

Visit wra.org/zipform for more information.
Products and Publications

New to the WRA Products Library

3 Clients in 30 Days
Krista Mashore

PUB2002 | Member $26.95 | Nonmember $28.95

What exactly are the top real estate agents doing to sell more houses and close more deals?

Krista Mashore asked 23 top-producing agents what they would do if they moved to a new city and had to start from scratch. This book will show you what national top producers would do from Day 1 through Day 30 to get three clients in 30 days if they had no clients, no listings, no deals and no reputation to rely on.

You’ll learn proven, tangible, step-by-step marketing and business strategies to master digital marketing and effective lead strategies that don’t require large upfront investment, buying leads, chasing clients or using old-school strategies no one likes to do anyway!

Every real estate agent needs this book! Here’s a sample of what you’ll find in 3 Clients in 30 Days:

• Complete blueprints for catapulting your business — in just 30 days!
• The fastest and most thorough methods to list homes, find buyers and close deals.
• Different social media and digital marketing strategies that help top agents position themselves as experts in their market.
• Referral and partnership opportunities available in almost every geographic area in the nation as well as the best techniques to garner new leads and build your brand visibility.
• Determine your “unique selling position” and walk through exercises to help you set a strong foundation for your business, your brand identity and establishing your market.

You Don’t Have To Be Ruthless to Win
Jonathan Keyser

PUB353 | Member $19.99 | Nonmember $21.99

When Jonathan Keyser entered the cut-throat, dog-eat-dog world of commercial real estate brokerage, he became the worst version of himself and hated himself because of it. Then one day, he decided he’d had enough. He realized he was sacrificing his values in pursuit of success, and that he needed to stop. He abandoned his ruthless ways and reinvented himself as a selfless leader, which skyrocketed his brokerage firm to eight figures.

In this brave and raw book, you’ll go inside the ferocious world of commercial real estate, and see Jonathan transition from a ruthless, money-hungry broker to a selfless servant at the helm of a rapidly growing, industry-disrupting brokerage firm.

But this book isn’t really about him — it’s about you. In this book, you’ll learn how you can activate selflessness in your life, and see how and why this counter-intuitive strategy can create extraordinary, long-term success in your own business.

Mindset, Model and Marketing!
Tom Ferry

PUB2110 | Member $26.99 | Nonmember $28.99

Real estate is a tricky business. Some agents dominate the market while others can barely keep their heads above water. There are secrets the top producers possess that every agent needs to know. This invaluable guidebook from No. 1 New York Times best-selling author Tom Ferry explores the systems and strategies that can transform you and your team into real estate rockstars.

In Mindset, Model and Marketing, you’ll learn how to:

• Take the massive action necessary to become the dominant agent in your marketplace.
• Win listings by presenting and closing with confidence.
• Profit from your database and geographic farm.
• Implement one of four team models to scale your business.
• Take control of your time to work smarter; not harder.
• With Tom’s proven business-building techniques, you can become a force to be reckoned with in the real estate industry and secure the future you’ve always wanted.
New to the WRA Products Library

**NEW! WI Real Estate Clauses, 2019 Edition**
Scott C. Minter, UW Law School, Debra P. Conrad, Cori Lamont, Tracy Rucka
PUB280 | Member $25 | Nonmember $30

The Wisconsin Real Estate Clause Manual, authored collaboratively between the UW Law School and the WRA, is the go-to drafting resource for licensees when standard forms need to be modified to be consistent with the instruction of the parties.

**Manual updates at a glance:**
- Clarified and freshened the language.
- Updated terminology.
- Added default provisions for time frames and “strike one” features.
- Made provisions more concise whenever possible.

**Manual update specifics**
The 2019 manual includes the following items:
- Four different versions of a radon contingency, which were not covered in the 2012 manual.
- Provisions to create different types of listings: exclusive agency, limited service and one-party.
- Updated price escalation/acceleration clauses.
- Various appraisal contingencies.
- Assignment of offer language.
- Wire transfer warning language.
- Land contract drafting provisions when residential sellers and licensees are in compliance with the updated Wisconsin SAFE Act.
- Variations of home warranty provisions.
- Alternative provisions for private on-site wastewater treatment systems (POWTS) and wells.

**Real Estate Trust Accounts in Wisconsin**
Softcover, Debra Peterson Conrad and Scott C. Minter, 2014
PUB2753 Member $22 | Nonmember $28

The 2014 edition of Real Estate Trust Accounts in Wisconsin explains a real estate broker’s duties to account for money received or disbursed on behalf of a party in a real estate transaction. The handbook provides real estate licensees with a clear, concise and practical explanation of a broker’s duty to handle trust funds in conformance with procedures established by the Wisconsin Department of Safety and Professional Services and the Real Estate Examining Board. The 2014 edition retains the features that made this publication a popular and useful professional resource since 1998. Such features include updated text, helpful practice recommendations, sample trust accounting forms, and a handy compilation of current statutory and administrative rule provisions.

**Selected Wisconsin Real Estate Statutes and Administrative Rules**
Softcover, WRA, June 2018
PUB282 | Member $12.25 | Nonmember $12.25

Statutes and rules relevant to the regulation and practice of real estate in Wisconsin.

**Brochures:**

**Buyer Agency Consumer Brochure**
2017 | BRBA | $7 for package of 20

**Protect Your Family from Lead in Your Home**
2013 | BRLP | $9 for package of 20

**Protect Your Family from Lead in Your Home (Spanish)**
BRSLP | $9 for package of 20

**Other Products:**

**Real Estate Trust Account Journal**
50 pages | OS137 | $10

**Real Estate Trust Account Ledger**
50 pages | OS140 | $10

**REALTOR® Image Pins**
(More pins available here)

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Products and Publications

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### Products and Publications

**Order Form**

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For orders larger than 7 items, call for quote.

**SHIPPING & HANDLING** *(Orders over $400 ship free.)*

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For orders larger than 7 items, call for quote.

Name__________________________

Firm__________________________

Billing address__________________________

Shipping address__________________________

City/State/Zip__________________________

Phone__________________________ Email__________________________ Purchase order number__________________________

**Student Information (required for self-study/online courses; broker must register the student to get the pricing)**

Student name__________________________

Address__________________________ City/State/Zip__________________________

**Payment**

MC/VISA Card Number__________________________ Exp. Date__________________________ CVC Code:__________________________

or make checks payable to **WRA**: 4801 Forest Run Road, Suite 201, Madison, WI 53704

Retain this form as your original. Make copies to place orders.

Cancellation policy: Refer to the WRA website at [wra.org/CancellationPolicy](http://wra.org/CancellationPolicy) for specific policies.
Products and Publications

WRA Moderator Agreement Sample
WISCONSIN REALTORS® ASSOCIATION
BROKER CLUB AGREEMENT

This Broker Club Agreement hereinafter referred to as (Agreement) is entered into by and between ___________________________________________ (Firm) and the Wisconsin REALTORS® Association, Inc. (WRA). The WRA, a not-for-profit corporation, has developed, maintains, advertises and conducts a pre-license program for prospective real estate students (Program). The Program is approved and supervised by the Department of Safety and Professional Services (DSPS) under the authority of Wis. Admin. Code section REEB 25.06. Under the terms of this Agreement, the WRA retains the services of the Firm to supervise and facilitate the delivery of the Program. In consideration of the mutual promises set forth in this Agreement, the WRA and the Firm agree as follows:

Sales Pre-license Program - $249* with an annual renewal fee of $100 plus tax. Student would have access to one of the following Sales Pre-license programs:

1. On Demand $125 plus tax (video-based course with PDF book - no hard copy)
2. Online $142* (includes hard copy books and online activities - NOT a video course)
3. Attend WRA live Class $142 (plus $83.75* for books)

* Plus tax and shipping

WRA DUTIES
PROGRAM DEVELOPMENT: The WRA shall be solely responsible for the development of the Program. Program development shall include preparation of the course of instruction including textbooks and other study materials. The WRA shall develop all ancillary materials including, but not limited to an online registration platform, student instructions, and Certificates of Completion.

PROGRAM MAINTENANCE: The WRA shall be solely responsible for maintaining the currency, accuracy and efficacy of the video and text components of the Program.

PROGRAM MARKETING: All marketing of the Program shall be under the supervision and control of the WRA. Advertisement guidelines are specified below. Any advertising materially inconsistent with these guidelines shall be submitted to the WRA in writing for written approval prior to dissemination.

PROGRAM IMPLEMENTATION: The WRA shall establish, distribute and enforce the procedures necessary to implement the Program consistent with the approval of the DSPS.

CERTIFICATE: The WRA shall be solely responsible for issuance of Certificates of Completion. The Certificate of Completion shall be available upon completion of the course and stored online in the student's account. Students shall be able to print their own Certificate of Completion.

RECORD KEEPING: The following records shall be maintained by the WRA: registrations, Certificates of Completion and Program fee payment records. As per Wis. Admin. Code REEB 25.07(2)(d), the WRA shall maintain the Certificate of Completion for at least five years after the Program has been conducted.
FIRM DUTIES

OVERSIGHT BY DESIGNATED REALTOR®: The Firm’s Designated REALTOR® (DR) is responsible for overseeing that the Program is delivered according to the terms of this Agreement. Under NAR policy, the DR is the firm's principal broker or the principal designated by the firm to serve. Firms with multiple principals (broker/owners) must designate one principal in writing to serve as the DR.

AUTHORIZED PROGRAM ADMINISTRATORS: Authorized Program administrators (Admins) are given access to the Firm's online student registration platform and education-related reports, as well as permitted to communicate with the WRA regarding student registrations for the Program. The firm's DR is the default Admin and may notify the WRA if they wish to designate additional Admins, who must be office staff.

COLLECTION OF REGISTRATION INFORMATION AND FEES: Admins shall register students online and provide the following: student name, primary phone number, email address and payment information.

LEARNING FACILITIES: This program is subject to the ADA and if the Firm is unable to provide, a student's requested accommodation, the WRA should be contacted as to any specific requested accommodations the Firm cannot fulfill. Note: These standards apply when the student is reading course materials or studying, etc. at the Firm’s site.

PROGRAM ADVERTISING STANDARDS
All advertising of the Program shall comply with the following Program advertising standards. These standards are not applicable to any agent recruitment advertising that does not refer to the Program.

All advertising referencing the Program must describe the Program as the “Wisconsin REALTORS® Association Pre-license Education Program”. The Program may be further described as a DSPS-approved pre-licensing course. Firms may indicate that the program is available at the the Firm’s business location in cooperation with the Wisconsin REALTORS® Association. The Firm may not indicate that the Program is being offered by the Firm's “school” unless all necessary approvals have been obtained for the Firm’s direct delivery of the Program, i.e. DSPS approvals. Comparing course fees with those of the WRA or of any other company is prohibited.

PROGRAM FEES
The fee includes the textbooks (electronic or hard copy), student guide, and other Program study materials (outlined above). The Firm shall be responsible for payment of all student fees to the WRA. The WRA may modify Program course materials and program fee structures upon prior notice to the Firm. The Firm may not charge students any additional fees associated with the supervision and facilitation of the delivery of the Program, unless the WRA is notified in writing as to the specific fee.

STUDENT QUESTIONS
Students with general or technical support questions regarding the Program may contact the WRA Education Department at educate@wra.org or 608-241-2047 or 1-800-279-1972, Monday through Friday from 8:30 a.m. - 5:00 p.m. Students should indicate that they are taking the pre-license course. Students with questions regarding course content should email the Trainer at trainer@wra.org or call at the number mentioned above. The Trainer will respond to emails at the instructor’s earliest convenience, however, students should anticipate a response during the same hours referenced above.

CERTIFICATE OF COMPLETION
After completing all the online chapter quizzes, students must complete a story problem and an online final practice exam. The final practice exam signifies course completion. Students are able to download and print their Certificate of Completion after finishing the final practice exam. Students do not need the Certificate of Completion to take the licensing exam. However, they will need to provide a copy of the Certificate of Completion to the DSPS upon passing the exam and applying for their license. The DSPS will not process
applications without the Certificate of Completion. All questions relating to licensure, including the license application, should be directed to the DSPS.

**TERM OF AGREEMENT**
This Agreement shall be for a term of one year from the date of execution and shall be automatically renewed for additional one-year terms unless either party gives notice of termination prior to the date of renewal. Either party may terminate this Agreement upon 30 days' written notice without cause. Termination for cause shall not be subject to the thirty-day notice requirement. Each notice of termination by either party to the other party pursuant to this Agreement shall be in writing, and shall be personally delivered or sent by U.S. Certified Mail, return receipt requested, postage prepaid, addressed to the address of the receiving party set forth in this Agreement. All other notices may be provide by either party in writing, and shall be personally delivered or sent via email to the email addresses provided in this Agreement.

**ASSIGNMENT AND AMENDMENT**
This Agreement shall be binding on both the Firm and the WRA. It is not transferable or assignable without joint written consent. This Agreement represents the entire understanding between the Firm and the WRA. This Agreement cannot be canceled, altered or amended except by an instrument of writing signed by both parties.

**PROGRAM ADMINS (MUST BE OFFICE STAFF):**

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WRA CONTACT INFORMATION:

For questions and communications related to this Agreement, the Firm may contact the WRA Education Department from 8:30 a.m. - 5:00 p.m. Monday through Friday at:

Phone: (800) 279-1972 or (608) 241-2047
Email: educate@wra.org

Wisconsin REALTORS® Association
4801 Forest Run Road, Suite 201 Madison, WI 53704
(800) 279-1972 or (608) 241-2047

SIGNATURES

Authorized Representative of WRA:

Date:

Vice President, Business Services

Authorized Representative of Firm:

(First and Last Name)

(Firm Name)

(Street Address - Office)

(City, State, ZIP Code)

(Office Phone)

(Email address)

Date:

Designated REALTOR®
Products & Publications

**WRA Class Rules & Cancellation Policy**

**WRA Classroom Policy**
Check-in opens 30 minutes before class (may vary depending on location). Late students are not allowed into class.

**WRA cancellation and refund policy**

**Live Classes:** The WRA reserves the right to cancel the course or event if not filled. Should a course be canceled, registration fees will be refunded in full. Student cancellations must be in writing prior to the start of the course or event and will be refunded minus a $25 cancellation fee. Some conferences and conventions have additional cancellation and refund restrictions. Registrations cannot be transferred between students or attendees.

Sales pre-license attendance policy: Attendance is mandatory. Missed hours must be made up and cannot be made up until conclusion of the classroom portion of the course. All make-ups must be completed within seven days after the conclusion of the classroom portion of the course. An individual will not receive a certificate of completion for the course until missed hours are completed. An absence of more than two days will result in termination of enrollment in the course with an option to attend the course at a later date or transfer to a distance learning format, which may involve a transfer fee. If absence results in termination of enrollment, no refund will be issued.

**Special events**
Special events including Appraisal Conference, Broker Summit, Annual Convention, Destination CE, A Home for Everyone Conference, REALTOR® & Government Day and Winter Convention may have additional cancellation restrictions.

**Distance learning programs**
Sales and broker pre-license students have six months from the date of registration to complete the course. Student cancellations for distance learning programs must be in writing within two weeks of registration and prior to accessing the course work. Students will be refunded minus a $25 cancellation fee. Course materials must be returned at a student’s expense and in reusable and resalable condition. The request for cancellation will not be processed until materials have been received by the WRA. Registrations cannot be transferred between students.

**Other WRA products and publications**
WRA products and publications must be returned at student’s expense within two weeks of purchase. Refunds will not be processed until materials have been received by the WRA in reusable and resalable condition.

**Technical colleges**
Returns may be made for a 100 percent credit if made within 30 days of purchase. There will be a 15 percent restocking fee on returns made after 30 days but before 60 days from the date of purchase. No credit will be given on orders 60 days or older or on outdated materials. Technical colleges will be notified of pending publication changes 60 days prior to publication. All products must be returned in reusable condition.

**WRA pre-license course format transfer and extension policy**
Sales and broker pre-license students can transfer between a classroom, On Demand or Online course with books for a $100 transfer fee. If the original registration was an On Demand or Online course with books, the transfer request must be received within six months of the original date of registration. A maximum of two transfers is allowed for each original course registration. After two transfers, the student needs to complete the course in the format in which the student last transferred to, or place an order and pay for a new course registration. There are no refunds on transfer fees. If additional time is needed to complete a pre-license course, the WRA will have sole discretion in determining whether or not an extension would be possible, with the maximum possible extension being 90 days from the original course expiration date for a $100 fee. The WRA reserves the right to revise these policies at any time. Students who have registered through a brokerage firm must contact the firm, as policies may vary.
Products & Publications

WRA Terms & Conditions

Photographs and Video
The Wisconsin REALTORS® Association reserves the right to photograph and videotape (including images, photographs, voice or likeness) the event and Participants and to use such photographs and videos in any internal and external communication referring to the WRA, such as on its websites and intranet, other publications, for promotion or any other purpose by the WRA and its affiliates and representatives without compensation and any right to royalties. By registering, you consent to such uses.

Video and Photo Usage
The WRA reserves the right to restrict audio and video recording at WRA meetings and events based on a speaker or performer’s contractual agreement with the WRA. Participants agree to adhere to any restrictions relating to the recording of conference events, such as special booth appearances or educational sessions. Failure to comply with such restrictions may result in a Participant’s removal from the venue, without a right of readmission, reimbursement or other compensation.

Personal Information
The personal information supplied in connection with this event will be held by the WRA as a record of Participants and parties expressing interest. By registering, the Participants concerned are agreeing that the WRA, its partners and affiliates may use that personal information to contact them by email, direct mail, telephone or fax, in order to supply information relevant to this event, about another event, conference, other opportunities associated with the WRA, or other products and services which may be of interest. By registering, Participants consent to such uses. If Participants do not want details to be used in this way, please contact the WRA by letter or email to confirm this. The WRA reserves the right at all times to change, amend, add or remove any of the above terms without prior notice if one or more of the conditions outlined in these Terms & Conditions should be or become invalid, the remaining conditions will continue to be valid and apply.

Conduct
The WRA strives to provide an event experience that is positive and rewarding for everyone. By attending this event, Participants agree that all Participants (including without limitation members, guests, speakers, instructors, exhibitors and vendors) are expected to conduct themselves professionally and with good judgment and common sense. That means at all times being respectful of others and of the venues in which events are held, including while in transit to and from such venues. The WRA aims to provide a safe event experience for all Participants and does not tolerate inappropriate behavior or harassment in any form. Inappropriate behavior includes harassing or defamatory verbal or written comments, displays of illicit images or use of illicit language, threats, intimidation and unwanted physical contact. If at any time, you feel threatened or harassed, you are encouraged to report the incident directly to police via 911. You may also contact educate@wra.org. Please include the date, time, location and a description of the incident being reported. Participants who violate this event conduct may be asked to leave the event without a refund. In addition, the Participants may not be permitted to participate in future WRA events at the discretion of the association management. We value your attendance and thank you for your cooperation to ensure a safe experience for all.

Unauthorized Solicitation and Distribution of Materials
Solicitation of business on the premises of the exhibit hall and supplemental areas other than official WRA conference exhibitors is strictly prohibited. Solicitation of business in sessions and meetings is entirely prohibited. Distribution of fliers, pamphlets, notices and brochures in any session of the WRA conference, without the prior written consent of the WRA, is expressly prohibited.

Speaker/Exhibitor Endorsements
The ideas and opinions offered at educational programs presented during this conference are solely those of the speakers and do not necessarily reflect the position, policy or opinion of the WRA. The ideas and opinions presented in these education sessions and the products and services displayed by exhibitors at the trade expo associated with the conference should not be construed as a recommendation or endorsement of the ideas, opinions, products or services by the WRA. In issues affecting legal, financial or accounting matters, members should also consult trained professionals to address their individual situations.

Allergens and Food Safety
Allergens may be present in food served at WRA events. It is the responsibility of each Participant to contact the catering staff or show management about specific food allergies.

Accommodating Disabilities
Companions or personal assistants may accompany deaf/blind Participants to education sessions, and special events at no cost as a reasonable accommodation.