2022 BROKER BLUE BOOK

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

NEW IN THE 2022 BROKER BLUE BOOK EDITION:
• Line by Line Forms Training Now a Member Benefit
• 2022 Real Estate Law Manual
WELCOME

Your resource for WRA professional development and 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 Broker Blue Book provides an overview of the WRA’s education and product offerings, including the Broker Club subscription, professional development training, office management products and 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 CE courses as well as CE for inactive licensees)
- Designation and certification courses

2022 Real Estate Law Manual

Just released, the 2022 edition of Wisconsin Real Estate Law completely updates the prior 2017 edition. It emphasizes the many changes resulting from new forms, new legislation and recent court decisions. Each chapter of the respected treatise is updated to reflect changes and trends in Wisconsin real estate practice.

The new edition contains the current versions of many common real estate forms and provides thorough explanations of legal issues and practice problems that commonly arise in Wisconsin transactions.

New issues in the 2022 edition include regulatory takings, vested rights, racial steering, racial covenants, remote online notarization, commercial cooperative agreements and much more.
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## CONTACT

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4801 Forest Run Road, Suite 201  
Madison, WI 53704-7337

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Main email: wra@wra.org  
Office hours: 8:30 a.m. – 5:00 p.m. Monday – Friday

Professional Development Department  
Email: educate@wra.org

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### WRA Professional Development and Member Experience Staff

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kristi Mikalsen</strong></td>
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<td>Vice President, Professional Development</td>
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<td>Vice President, Member and Customer Experience</td>
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<td>Director of Training/Staff Attorney</td>
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<td></td>
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<td><strong>Kelly Stahl</strong></td>
<td>608-242-2286</td>
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</tr>
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<td>Education Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Carter Angelo</strong></td>
<td>608-240-8256</td>
<td><a href="mailto:carter@wra.org">carter@wra.org</a></td>
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<tr>
<td>Event and Member Benefits Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Alissa Haugh</strong></td>
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<td><a href="mailto:alissa@wra.org">alissa@wra.org</a></td>
</tr>
<tr>
<td>Professional Development Assistant</td>
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<tr>
<td><strong>Tim Luebke</strong></td>
<td>608-240-8265</td>
<td><a href="mailto:tim@wra.org">tim@wra.org</a></td>
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<tr>
<td>Member and Customer Experience Representative</td>
<td></td>
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<tr>
<td><strong>Marc Mittleider</strong></td>
<td>608-240-8240</td>
<td><a href="mailto:marcm@wra.org">marcm@wra.org</a></td>
</tr>
<tr>
<td>Products Assistant</td>
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</table>
How long is 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.

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.
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 sales 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 scheduling licensing exam).

Broker’s license
Applicants must satisfy both education and experience requirements prior to applying for their broker’s license.

1. Broker Education Requirements
Applicants must satisfy one of the following before taking the examination:

- Completion of the required 72 hours of broker 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

The WRA Broker Club helps you recruit and retain agents with perks and WRA course discounts. Join the Broker Club by subscribing to the WRA sales and/or broker pre-license program, which allows you to register students for courses at a discounted rate.

Pre-license formats

Live
An eight-day accelerated classroom course provides in-person instruction, taking place live at the WRA headquarters in Madison.

On Demand

Blended learning
The best of both worlds, combined into one: livestreamed instruction and online education. Students tune in at scheduled times to watch live instruction, and complete other online components of the course at their leisure.

Set up your subscription

1. Use the moderator agreement, available at the back of the Broker Blue Book, or request a copy from the WRA
2. Sign and return your moderator agreement

More club perks

<table>
<thead>
<tr>
<th>CE On Demand</th>
<th>Designation &amp; Certification Courses</th>
<th>Quick Start On Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration discount</td>
<td>$20 per day discount</td>
<td>As low as $42.50 per course</td>
</tr>
</tbody>
</table>

Sales Pre-exam Webinar
Registration discount

Brand Your Online Course
Add your logo to the course portal
Broker Club
Sales & Broker Pre-license Subscription Overview

Sales Pre-license
Program Fees
Initial Subscription Fee  $299
Annual Renewal Fee  $129

Per Student Course Fee
On Demand  $145
Blended Learning  $145*
Live Classroom  $145*

Broker Pre-license
Completely revamped for 2022!

Program Fees
Initial Subscription Fee  $299
Annual Renewal Fee  $129

Per Student Course Fee
On Demand  $145


WRA pre-license course formats

<table>
<thead>
<tr>
<th></th>
<th>ON DEMAND</th>
<th>BLENDED LEARNING</th>
<th>LIVE/VIRTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Delivery</td>
<td>Video and digital book</td>
<td>Livestream and video</td>
<td>Live lecture</td>
</tr>
<tr>
<td>Course Review</td>
<td>Video</td>
<td>Livestream and video</td>
<td>In class</td>
</tr>
<tr>
<td>Vocabulary</td>
<td>Quiz</td>
<td>Quiz</td>
<td>Reviewed in class</td>
</tr>
<tr>
<td>Case Studies</td>
<td>Quiz</td>
<td>Quiz</td>
<td>Reviewed in class</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>Textbooks</td>
<td>Digital*</td>
<td>Digital and physical</td>
<td>Physical</td>
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<tr>
<td>Student Access to Instructor</td>
<td>Email</td>
<td>Live chat and email</td>
<td>In class and email</td>
</tr>
</tbody>
</table>

*In addition to the digital book for the On Demand course format, students enrolled in On Demand may also purchase a physical book.
Pre-license Course Formats

Pre-license On Demand Course Overview

The WRA’s exclusive On Demand education platform offers quality real estate training entirely online and covers real estate fundamentals to prepare students for a career in real estate. Students can watch instructor videos, read the digital book, or both.

Students have six months from the date of registration to complete the On Demand course. Due to frequent changes in the law, it is recommended 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](http://www.wra.org/CompEdPrograms).

Pre-license education on demand

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. The certificate 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.

Access the course

2. Click the “Sales Pre-License” or “Broker Pre-License.”
3. Click “Click Here to Launch Course.”

System requirements

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

Supported browsers:
Google Chrome (Recommended)
Apple Safari
Microsoft Edge
Mozilla Firefox

Bandwidth requirements:
3 Mbps and higher. Test bandwidth at [Speedtest.net](http://Speedtest.net).

Other:

Course fees

**SALES PRE-LICENSE:** $345*  
**BROKER PRE-LICENSE:** MEMBERS: $345 * NONMEMBERS: $365  
**BROKER CLUB STUDENT:** $145*  

*Plus tax
Pre-license Course Formats

Live/Blended Training (sales pre-license only)

The WRA offers real estate pre-license training in person as well as entirely online in a blended format. Blended learning offers the best of both worlds, combined into one: livestreamed instruction and online education. Students tune in at scheduled times to watch live instruction and complete other online components of the course at their leisure.

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.

2022 scheduled pre-license training

LIVE TRAINING
July 11-15; 18-20, 2022
Course location: WRA headquarters in Madison

BLENDED TRAINING
February 2023
Course location: Virtual

Course fees

SALES PRE-LICENSE: $345 (course) + $59.99 (books)*
BROKER CLUB STUDENTS: $145 (course) + $59.99 books*

*Plus tax & shipping.
Out-of-State Sales & Broker Pre-license 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 licensing 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.

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 courses for out-of-state licensees

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>13-Hour Sales Course On Demand</td>
<td>$230*</td>
</tr>
<tr>
<td>Sales Reciprocity Pre-exam Review On Demand (Illinois and Indiana)</td>
<td>$169*</td>
</tr>
<tr>
<td>6-Hour Broker Course On Demand</td>
<td>$140*</td>
</tr>
<tr>
<td>Broker Reciprocity Review On Demand (Illinois and Indiana)</td>
<td>$110*</td>
</tr>
</tbody>
</table>

*Plus tax

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 broker 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.
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/EducationStudyAids](http://www.wra.org/EducationStudyAids).

**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 can 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**
Miss the live 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

**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.

*MOCKEXSALES $20

**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

**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

**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

*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).

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Member Price</th>
<th>Nonmember Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Policy Manual</strong></td>
<td>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.</td>
<td>$33**</td>
<td>$36**</td>
</tr>
<tr>
<td><strong>Broker Mock Exam</strong></td>
<td>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.</td>
<td>$20*</td>
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</tr>
<tr>
<td><strong>Real Estate Law Manual</strong></td>
<td>This manual explores changes resulting from new forms, new legislation and recent court decisions. The new edition contains the current versions of many common real estate forms and provides thorough explanations of legal issues and practice problems that commonly arise in Wisconsin transactions.</td>
<td>$50**</td>
<td>$58**</td>
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<tr>
<td><strong>Broker-in-a-Box</strong></td>
<td>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.</td>
<td>$215**</td>
<td>$285**</td>
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<tr>
<td><strong>Broker Desk Reference</strong></td>
<td>Our newly updated “how to” for starting a new brokerage, the Broker Desk Reference contains checklists and resource materials beneficial for a 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. Binder, WRA, 2016.</td>
<td>$75**</td>
<td>$125**</td>
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<tr>
<td><strong>Real Estate Trust Accounts in Wisconsin</strong></td>
<td>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. Softcover, 101 pages, 2014, Debra Peterson Conrad &amp; Scott C. Minter.</td>
<td>$22**</td>
<td>$28**</td>
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*Plus tax. **Plus tax & shipping.
Real Estate Continuing Education
2021-22 Biennium Residential CE Curriculum Overview

To maintain real estate licenses in the state of Wisconsin, real estate licensees must complete 18 hours of continuing education (CE) every two years, as mandated by the Wisconsin Department of Safety and Professional Services. For the 2021-22 CE biennium, all real estate licensees must take all six courses.

Trusted since 1909, the WRA is the leading expert in Wisconsin real estate. Our CE is developed by attorney-level instructors, many of whom are active in the forms creation process and are experts on Wisconsin rules and regulations. Industry expertise plus flexible options sets the WRA apart.

Course 1: Wisconsin Listing Contracts
Provides licensees mandatory instruction on protected buyers, exclusions and extension of the listing contract. Additional topics include modifying the listing contract, commission, cooperation and offers of compensation, marketing, and agency.

Course 2: Wisconsin Offers to Purchase
Provides licensees mandatory instruction in the financing commitment and appraisal contingencies. Additional topics include inspection and testing, multiple offers, closing of buyer’s property and secondary offer contingencies, and avoiding mistakes that can threaten your transactions.

Course 3: Wisconsin New Developments
Provides licensees mandatory instruction on technology tools for your Wisconsin transactions. Additional topics include Wisconsin real estate statutes and administrative code, Wisconsin real estate case law, Wisconsin approved forms, both new and revised, and federal legal real estate issues update.

Course 4: Wisconsin Risk Reduction Through Professionalism
Provides licensees mandatory instruction on fair housing. Additional topics include management and supervision, disclosures by licensees, competent practice, and risk reduction. Review management and supervision responsibilities for a firm.

Course 5: Wisconsin Real Estate Law and Practice
Provides licensees eight different topics from which licensees choose three to complete their course. Topics include independent contractors, financing, trust funds and trust accounts, seller disclosure, 1031 exchanges, landlord tenant law, emerging issues in Wisconsin, and the Wisconsin condominium listing.

Course 6: Wisconsin Real Estate Transactions
Provides licensees eight different topics from which licensees choose three to complete their course. Topics include working with representatives, options and rights of first refusal, buyer agency/tenant representation, vacant land transactions, Wisconsin condominium offer to purchase, short sale and foreclosure basics, environmental matters, and cooperation with out-of-state licensees.
Real Estate Continuing Education

Company-sponsored CE: Classroom/Virtual

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.

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.
- CE courses through Onsite are not approved for Minnesota real estate CE credit.

CE module prices

Live full day
$1,000 plus $12/student
($9 if student only attends 1 course)

Virtual full day
$750 plus $12/student
(covers hosting, administration)

Virtual half day
$500 plus $9

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. The firm is responsible for reserving the meeting room, monitoring student attendance and registrations, and coordinating AV requirements. Some firms also provide refreshments.
Real Estate Continuing Education
On Demand Overview

With flexible topics, attorney-level instructors and a program suitable for any device, CE On Demand is the most relevant, most convenient and most cutting-edge CE on the market!

It’s your CE. Make it your own.
Learn what you want. With CE On Demand, you can tailor your course content so your CE is relevant for you. The platform gives you quality real estate training, completely at your fingertips with an internet connection.

Watch the Videos
Read the Digital Course Book
Or Both!

How it works
STEP 1: Complete required topics

<table>
<thead>
<tr>
<th>Course 1: Wisconsin Listing Contracts (Pick 2)</th>
<th>Course 2: Wisconsin Offers To Purchase (Pick 2)</th>
<th>Course 3: Wisconsin New Developments (Pick 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protected Buyers, Exclusions, and Extension of the Listing Contract</td>
<td>Financing Commitment and Appraisal Contingencies</td>
<td>Wisconsin Approved Forms – New and Revised; Wisconsin Real Estate Case Law; Wisconsin Real Estate Statutes and Administrative Code; Federal Legal Real Estate Issues Update</td>
</tr>
<tr>
<td>Course 4: Wisconsin Real Estate Law &amp; Practice (Pick 3)</td>
<td>No required topics</td>
<td>No required topics</td>
</tr>
<tr>
<td>Independent Contractors; Financing; Trust Funds and Trust Accounts; Seller Disclosure; 1031 Exchanges; Landlord Tenant Law; Emerging Issues in Wisconsin; Wisconsin Condominium Listing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP 2: Select the choice topics you find most relevant for you

<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>Proposition of the Listing Contract; Cooperation, and Offers of Compensation; Marketing; Agency</td>
<td>Financing Commitment and Appraisal Contingencies; Closing of Buyer’s Property and Secondary Offer Contingencies; Drafting Right: Avoid Mistakes that Can Threaten Your Transaction</td>
<td>Wisconsin Approved Forms – New and Revised; Wisconsin Real Estate Case Law; Wisconsin Real Estate Statutes and Administrative Code; Federal Legal Real Estate Issues Update</td>
</tr>
<tr>
<td>Course 4: Wisconsin Real Estate Ethics &amp; Consumer Protection</td>
<td>No required topics</td>
<td></td>
</tr>
<tr>
<td>Management and Supervision; Disclosure by Licensees; Competent Practice; Risk Reduction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP 3: Complete the course
After completing all three topics and exams, download your course completion certificate or grab it later at www.wra.org/EducationHistory. Your WRA education records are available in your online account so your license renewal will be a breeze in 2022.
Real Estate Continuing Education

Self Study Booklets Overview

Self-study books with 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, contact WRA to be granted another attempt at completing the exam.

| Course 1: Wisconsin Listing Contracts 2021-22 | Course 2: Wisconsin Offers To Purchase 2021-22 | Course 3: Wisconsin New Developments 2021-22 |
| Course 4: Wisconsin Risk Reduction Through Professionalism 2021-22 | Course 5: Wisconsin Real Estate Law & Practice 2021-22 | Course 6: Wisconsin Real Estate Transactions 2021-22 |
Real Estate Continuing Education

Commercial CE On Demand

If you’re a residential practitioner interested in testing the commercial waters, the WRA’s Commercial CE On Demand is your answer. You’ll still earn your required CE credits but with a commercial twist in course content. It’s a win-win!

With flexible topics, attorney-level instructors and a program suitable for any device, CE On Demand is the most relevant, most convenient and most cutting-edge CE on the market! With CE On Demand, you can tailor your course content so your CE is relevant for you. The platform gives you quality real estate training, completely at your fingertips with an internet connection. Watch instructor videos, read the digital book, or do both.

Get started today at www.wra.org/CCE.

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.

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 visit [dsps.wi.gov](http://dsps.wi.gov)
Appraisal

Appraisal Pre-license Education Requirements

Effective January 1, 2015, 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>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed</td>
</tr>
<tr>
<td>Certified Residential</td>
</tr>
<tr>
<td>Certified General</td>
</tr>
</tbody>
</table>

Curriculum for Each Appraiser Level

<table>
<thead>
<tr>
<th>Course</th>
<th>Licensed</th>
<th>Certified Residential</th>
<th>Certified General</th>
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<tbody>
<tr>
<td>Basic Appraisal Principles</td>
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<tr>
<td>Basic Appraisal Procedures</td>
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<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>15</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>15</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>
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<td>General Appraiser Site Valuation and Cost Approach</td>
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<tr>
<td>General Appraiser Income Approach</td>
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<tr>
<td>General Appraiser Report Writing and Case Studies</td>
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<tr>
<td>Appraisal Subject Matter Electives</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>150</strong></td>
<td><strong>200</strong></td>
<td><strong>300</strong></td>
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</table>

For additional information, visit the "Licensed Appraiser" DSPS webpage: [dsps.wi.gov/Pages/Professions/AppraiserLicensed/Default.aspx](http://dsps.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 in various education formats.

Online option

The Appraisal Foundation offers online appraisal CE. Visit the Appraisal Foundation website for more details: www.appraisalfoundation.org.
Career Development

Designations and Certifications Overview

Succeeding in a real estate career involves becoming a true expert to better serve the client in a particular or specialized area of real estate. Acquiring new skills, learning new listing methods, or gaining expert knowledge about a client niche can keep you on the cutting edge of new developments to succeed in real estate to ultimately take a seat at the closing table. And holding a designation can get you there.

The WRA offers designation and certification courses throughout the year so you be on the road to differentiating your business and empowering your client relationships. Get started with training for your new level of success at www.wra.org/Designations.
Career Development
Designations and Professional Development

Gain a competitive edge by developing new skills and earning real estate credentials.

**ABR (Accredited Buyer Representative)**
Homebuyers need a REALTOR® with knowledge and expertise to represent them throughout a real estate transaction. With the ABR designation, that REALTOR® is you! The ABR equips you with skills for representing buyers during the buying process. ABR training provides you with the tools and know-how to provide buyers the same level of service that sellers typically enjoy.

**AHWD (At Home With Diversity)**
By developing a business rooted in inclusion and equality with the At Home With Diversity (AHWD) certification, you can help buyers of all cultural backgrounds achieve the dream of homeownership. The AHWD explores how to work effectively with diverse populations so you can build business success in today’s multicultural real estate market.

**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 helps you stand out in the crowd as a REALTOR® well-versed in all fundamentals of real estate. The highly coveted designation shows your commitment to excellence, professionalism and exceptional customer service. GRI designees 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.
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 gives you the necessary expertise to be your sellers’ trusted advisor when it comes to pricing their home to sell. The key to competitive home pricing is proficiency with your competitive market analysis (CMA), and the PSA certification gives you exactly that. The PSA enhances your CMA knowledge so you can master listing properties at the appropriate price.

RENE (Real Estate Negotiation Expert)
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)
Become a dedicated expert in lifestyle real estate with the RSPS certification. The RSPS gives you the tools to buy, sell and manage resort properties and second homes for recreation, investment and development. With RSPS training, you’ll develop the know-how for helping buyers and sellers make informed decisions about second-home properties for vacation or investment.

SRES (Senior Real Estate Specialist)
Baby boomers … they’re not your average grandparents! They’re also not your average real estate clients. The SRES designation helps you tap into a generation of potential so your business can “boom.” SRES training helps you build key skills in counseling adults ages 50+ through selling their family home, buying rental property, moving to a senior community and other real estate-related transitions.

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
GRI Designation Overview

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 is the most comprehensive real estate training available, providing a broader scope of depth and training. Each state establishes its own curriculum based on NAR requirements, providing students with the most relevant content available.

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.

To earn the GRI, you must complete both On Demand and live/virtual electives for a total of 10 credits. You have five years to complete the required coursework but most students complete the coursework in less time.

Pricing
On Demand core courses: $300; approximately 25 hours of education.
Live/virtual elective courses: $125 – $250 per course
(Consult the WRA’s GRI webpage for upcoming course dates.)

Discounts
Member agents of WRA Broker Club firms receive automatic discounts, ranging from $20 to $40, on GRI live/virtual elective courses through the WRA. Many firms offer extensive new agent training and submit their curriculum to the WRA for approval toward part of the GRI. 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.

1. On Demand Core Courses
Online education, reimagined. Access quality real estate training, completely at your fingertips with an internet connection. Watch instructor videos, read the digital book, or both. Watch whenever and wherever you want!
• Course credit: The On Demand coursework counts as five credits toward the GRI designation. New GRI students may receive six hours of 2021-22 CE credit in lieu of courses 5 and 6.
• Time frame: Students have six months from the date of purchase to complete the On Demand coursework.

2. Live/virtual WRA Elective Courses
A combination of WRA live/virtual designation and certification courses are required to fulfill the five credits toward the elective course requirements.
• Course credit: The WRA live/virtual coursework counts as five credits toward the GRI designation.

Elective course options (must total 5 credits)
• ABR designation core course (2 credits)
• AHWD: At Home With Diversity (1 credit)
• CRS 201: Listing Strategies (2 credits)
• CRS 202: Selling — Effective Buyer Strategies (2 credits)
• SRES designation core course (2 credits)
• GREEN: Green designation — two-day course (2 credits)
• MRP: Military Relocation Professional (1 credit) as of 2016
• PSA: Mastering the CMA (1 credit)
• RSPS: Home Sweet (Second) Home: Vacation, Investment, Luxury Properties (1 credit)

The list above is only a partial list of qualifying courses.

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

Note: Previously completed designation courses may apply toward GRI elective credits. Contact a WRA education consultant to determine which courses you need for GRI credit.

Requirements
To earn the GRI, REALTORS® must complete both On Demand and WRA live/virtual coursework for a total 10 credits. You have five years to complete the required coursework. Completing the On Demand portion is not required prior to taking the WRA live/virtual portion.
Career Development

Quick Start On Demand

New to the business? Launch your career with Quick Start: your virtual “crash course” for fast-tracking your real estate knowledge.

Overview

Once you’ve completed the sales pre-license course and earned your license, the WRA’s Quick Start program takes you beyond the books and dives into the fundamentals of launching your real estate career with greater success. This innovative program includes activity-based coursework in a highly interactive format. Training is online, so you can complete your coursework on your own schedule and at your own pace. Watch instructor videos, complete interactive activities and gear up for success. A PDF coursebook is provided as well as an exam at the end of each course. For veteran or returning agents, the Quick Start program is highly effective for updating skills and refreshing your knowledge on trending real estate-related topics.

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

Features

• Shorter, more frequent exercises so you learn the content correctly the first time.
• Downloadable spreadsheet for use with budgeting, tracking expenses and other financial tools for your business.
• Editable checklists that you can customize with your content for your buyers.

Fees and subscriptions

Quick Start fees for agents

Single course fee:
Member $75/course
Nonmember $80/course
Broker Club* $55/course

Full course suite fee:
Member $240
Nonmember $260
Broker Club* $170

*Agent registration price

Course details

Format: On Demand lets you complete Quick Start entirely online on your schedule.
Credits: Earn GRI credits after completing the full Quick Start suite.
Exam: Each Quick Start course concludes with an exam.
Learn more: www.wra.org/QuickStart
Career Development

Home Essentials Video Series

Designed for all licensees to gain insight into real estate appraisal, the Home Essentials video series helps 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 provide you with insight to identify and understand what a house is really trying to say.

Home Essentials 101: Exterior — Roof
This presentation provides 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 provides 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: [www.wra.org/HomeEssentials](http://www.wra.org/HomeEssentials)

Pricing

**REALTOR® members:** $9.95 per course  
**Nonmembers:** $12.95 per course  
**Bonus:** Register for all five courses for the price of four
Career Development
WRA PDF Forms Library

Library subscription
With transaction management software more prevalent than ever, you’ve probably noticed an increased need in your practice for digital forms. The WRA’s online PDF forms subscription gives you the tools to meet this growing demand of digital forms outside of zipForm.

How it works
The library is offered as an annual subscription for purchase by the Designated REALTOR® (DR) of a member office. Upon purchase, the DR will sign a licensing agreement and is responsible for overseeing the use of the library since all DR member agents will gain access to the library through the WRA website.

The subscription is available for office-wide use so all of your member agents can download forms as needed. Forms are provided in an easy-to-use PDF format, and simple form fields are contained throughout for ease of entry.

One price, all forms
With a forms library subscription, your agents gain unlimited access to over 100 forms. Users can download the entire forms library or any individual form in PDF format. You are also guaranteed to have the latest forms at your fingertips in case a form is revised — a huge advantage over other services available.

Exclusively available to DRs. Get started at www.wra.org/FormsLibrary.

The library features all state-approved (WB) and WRA-copyrighted forms. Some of the most commonly used WRA forms available in the library include:

WRA Forms
WRA-ADA — Addendum A to the Offer to Purchase
WRA-ADB — Addendum B to the Offer to Purchase
WRA-BDCL — Disclosure to Clients
WRA-BDCU — Disclosure to Customers
WRA-CES — Condominium Executive Summary
WRA-CR — Real Estate Condition Report
WRA-F — Real Estate Condition Report — Farm
WRA-LPA — Licensed Personal Assistant Agreement
WRA-MCR — Amendment to Condition or Disclosure Report
WRA-NRL — Residential Lease
WRA-RA — Referral Agreement
WRA-RCC — Seller Disclosure Report
WRA-RRC — Residential Rental Contract
WRA-SRR — Seller Refusal to Complete Condition Report
WRA-VLD — Vacant Land Disclosure Report

All forms included
To view a list of the 100+ WB and WRA-copyrighted forms included in the forms subscription service, visit www.wra.org/FormsLibraryList.
Member Benefits
An Inside Look at WRA Membership Benefits

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 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.”

Real estate forms training
The most in-depth Wisconsin real estate forms training available, the WRA’s Line by Line video series, is free with WRA membership. Line by Line is designed to help you facilitate smoother transactions, raise the bar on professionalism and enhance consumer protection.

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.

Legal services
Toll-free WRA Legal Hotline
Weekly Legal News email
Legal Update publication

Legislative & public affairs
Advocacy for real estate
Advocacy podcast and calls to action
REALTORS® Political Action Committee

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

Housing statistics
Online housing analytics
Press releases and data
Housing market video

Technology products
Access to digital forms
Webinars and online training
Tech Hottips tech articles

Professional development
Line by Line forms training
On Demand online education
Courses and events live and online
## Member Benefits

### WRA Memberships & Benefits Overview

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<th>MEMBERSHIP BENEFITS</th>
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<th>Affiliate Membership</th>
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<td>Discounts for WRA Education</td>
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<tr>
<td>Discounts for WRA Events</td>
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Member Benefits
Line by Line Forms Training

For years, the WRA’s Line by Line forms training video series has provided powerful, in-depth analysis of the WB forms commonly used in Wisconsin real estate practice … for a fee. But fee has changed to free! The Line by Line video series is now included with your WRA membership. That’s right, as long as you are a WRA member, the most comprehensive WB forms training in all of Wisconsin is completely free for you.

With Line by Line, you have access to hours of online training, hosted by WRA Attorney and Director of Training Jennifer Lindsley, walking through each line of the WB forms you use in your transactions. Not only does enhanced contract knowledge result in smoother transactions, your forms expertise benefits the industry overall by raising the bar of professionalism and enhancing consumer protection. This free training benefits your business, your clients and the industry — it’s a triple win!

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 Commitment 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.
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 waster treatment systems.
- Consider how zoning is going to affect the buyer’s intended use.

Episode 16: WB-6 Business Listing Contract – Exclusive Right to Sell
- 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.

Episode 17: WB-16 Offer to Purchase – Business with Real Estate Interest
- Learn how to draft an offer on a business that includes real estate.
- Determine when a buyer needs to consult tax advisers and attorneys in a business transaction.
- Compare different real estate interests that may be conveyed, including owned and leased property.

Episode 18: WB-17 Offer to Purchase – Business Without Real Estate Interest
- Learn how to draft an offer on a business that does not include real estate.
- Identify personal property a buyer wants to purchase or lease.
- Consider the tax implications for how personal property is identified in the offer.

Episode 19: WB-35 Simultaneous Exchange Agreement
- Learn the process for engaging in a simultaneous exchange.
- Consider whether a simultaneous exchange or deferred exchange is right for your parties.
- Identify when to use the WB-35 and evaluate those exchanges for which the WB-35 is not appropriate.
Member Benefits

WRA Exclusive 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 & 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.

**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.

**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 maximize 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 websites, two training sessions per month, an exclusive Facebook community, monthly digital marketing campaigns, training tools and a digital marketing suite.
Member Benefits

Transactions (zipForm Edition) Member Benefits Overview

Complete real estate forms with ease with Transactions (zipForm Edition), an electronic forms program. All DSPS-approved real estate forms, WRA-related forms and select State Bar forms are available on Transactions.

2022 Transactions (zipForm Edition) access for WRA members
While the National Association of REALTORS® (NAR) decided to discontinue its member benefit of the Transactions (zipForm Edition) transaction management product at the end of 2021, the WRA board of directors voted to keep the Transactions (zipForm Edition) as a free benefit for WRA members.

As a WRA member, in addition to the base forms service, you also gain access to zipForm Mobile and an unlimited subscription to zipLogix Digital Ink free of change.

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

Today’s tech-savvy consumers demand digital signatures, and Digital Ink’s automated and straightforward process enabled by digital signatures creates the competitive advantage you need to meet consumer demands.

zipForm Mobile
zipForm Mobile lets you connect to that important information contained in your Transactions 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 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 Transactions account.
## Products and Publications
### WRA Products Library Highlights

<table>
<thead>
<tr>
<th>Product</th>
<th>Price</th>
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<tbody>
<tr>
<td><strong>WI Real Estate Clauses, 2019 Edition</strong></td>
<td>PUBLISHING AVAILABLE</td>
</tr>
<tr>
<td>By Scott C. Minter, Debra P. Conrad, Cori Lamont, Tracy Rucka</td>
<td>PUB280</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>The 2019 manual includes the following items:</td>
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<td>- Four different versions of a radon contingency, which were not covered in the 2012 manual.</td>
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<td>- Provisions to create different types of listings: exclusive agency, limited service and one-party.</td>
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<td>- Updated price escalation/acceleration clauses.</td>
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<td>- Various appraisal contingencies.</td>
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<td>- Assignment of offer language.</td>
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<td>- Wire transfer warning language.</td>
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<tr>
<td>- Land contract drafting provisions when residential sellers and licensees are in compliance with the updated Wisconsin SAFE Act.</td>
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<td>- Variations of home warranty provisions.</td>
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<tr>
<td>- Alternative provisions for private on-site wastewater treatment systems (POWTS) and wells.</td>
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<tr>
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<tr>
<td><strong>Selected Wisconsin Real Estate Statutes and Administrative Rules</strong></td>
<td>PUBLISHING AVAILABLE</td>
</tr>
<tr>
<td>By Debra P. Conrad and Scott C. Minter</td>
<td>PUB282</td>
</tr>
<tr>
<td>Statutes and rules relevant to the regulation and practice of real estate in Wisconsin.</td>
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<th>Brochures</th>
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<td><strong>Protect Your Family from Lead in Your Home</strong></td>
<td>BRLP</td>
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<th>Other Products</th>
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<tr>
<td><strong>Real Estate Trust Account Journal</strong></td>
<td>OS137</td>
</tr>
<tr>
<td>50 pages</td>
<td></td>
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<tr>
<td><strong>Real Estate Trust Account Ledger</strong></td>
<td>OS140</td>
</tr>
<tr>
<td>50 pages</td>
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### Wisconsin Real Estate Law Manual

**Softcover, Debra P. Conrad and Scott C. Minter**

PUBLISHING AVAILABLE | PUB285 | Member $45 | Nonmember $53 |

Just released, the 2022 edition of Wisconsin Real Estate Law completely updates the prior 2017 edition. It emphasizes the many changes resulting from new forms, new legislation and recent court decisions. Each chapter of the respected treatise is updated to reflect changes and trends in Wisconsin real estate practice.

The new edition contains the current versions of many common real estate forms and provides thorough explanations of legal issues and practice problems that commonly arise in Wisconsin transactions.
Products and Publications

WRA Broker Club Agreement Sample
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 25.055. 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 - $299* with an annual renewal fee of $129 plus tax.
Student would have access to one of the following Sales Pre-license programs:

2. Attend WRA live Class $145* (plus $59.99* 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. Student 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 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-licensure 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 Firm’s business location in cooperation with the Wisconsin REALTORS® Association. Firm may not indicate that the Program is being offered by the Firm's “school” unless all necessary approvals have been obtained for 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). 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 Firm. 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 am - 5:00 pm. Students should indicate that they are a 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 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):**

Admin # 1:

<table>
<thead>
<tr>
<th>(First and Last Name)</th>
<th>(Job Title)</th>
<th>(Street Address - Office)</th>
<th>(City, State, ZIP Code)</th>
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<th>(Email address)</th>
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Admin # 2:

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<th>(Job Title)</th>
<th>(Street Address - Office)</th>
<th>(City, State, ZIP Code)</th>
<th>(Office Phone)</th>
<th>(Email address)</th>
</tr>
</thead>
</table>
WRA CONTACT INFORMATION:

For questions and communications related to this Agreement, the Firm may contact the WRA Education Department from 8:30 am - 5:00 pm 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:

[Signature]

Vice President, Business Services

Date:

Authorized Representative of Firm:

[First and Last Name]

[Company Name]

[Street Address - Office]

[City, State, ZIP Code]

[Office Phone]

[Email address]

[Signature]

Date:

Designated REALTOR®
Products & Publications

WRA Class Rules and 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.

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.


Special events including the ones listed above may have additional cancellation restrictions. Consult event details on event webpage(s) for policy information.

WRA pre-license course format 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.
Companions or personal assistants may accompany deaf/blind Participants to education sessions, and special events at no cost as a reasonable accommodation.

Accommodating disabilities

Allergens and food safety

Accounting matters, members should also consult trained professionals to address their individual situations.

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 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 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 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.