

## Real Estate – Continuing Education Courses

All licensees, except those who were issued either a Wisconsin broker's or a salesperson's license after January 1, 2011, must satisfy the continuing education requirement during 2011-2012 in order to renew their license in a timely manner in the fall of 2012.

The license renewal deadline is December 14, 2012.

Effective 12/15/10, all licensees must complete 18 hours of continuing education in each biennium through six approved three-hour courses.

Courses 1, 2, 3 and 4 and two elective courses are required. NWTWC is offering the four required courses as well as all four electives from which learners can choose. Each module concludes with a required test that must be successfully completed.

The cost of each class is \$27.00. Out of state residents may be responsible for additional fees.

### Cost of class subject to change without notice.

In addition to the registration fee, you will be required to purchase material from the bookstore for each module.

Please be sure to purchase these materials prior to class for use in class. For bookstore hours, please call (920) 498-5407.

### Required (Must take all four courses)

Class No.	Class Title	Catalog No.	Date	Day	Time
23437	Real Estate Listing Contracts	47-194-471	2/3/12	Friday	8:30 AM-12:00 PM
23438	Real Estate Listing Contracts	47-194-471	5/5/12	Saturday	8:30 AM-12:00 PM
23439	Real Estate Listing Contracts	47-194-471	2/29/12	Wednesday	3:00 PM-6:30 PM
23440	Real Estate Listing Contracts	47-194-471	4/10/12	Tuesday	8:30 AM-12:00 PM
23441	Real Estate Offer to Purchase	47-194-472	2/3/12	Friday	1:00 PM-4:30 PM
23442	Real Estate Offer to Purchase	47-194-472	5/5/12	Saturday	1:00 PM-4:30 PM
23443	Real Estate Offer to Purchase	47-194-472	3/7/12	Wednesday	3:00 PM-6:30 PM
23444	Real Estate Offer to Purchase	47-194-472	4/10/12	Tuesday	12:30 PM-4:00 PM
23445	Real Estate New Developments	47-194-473	2/4/12	Saturday	8:30 AM-12:00 PM
23446	Real Estate New Developments	47-194-473	5/4/12	Friday	8:30 AM-12:00 PM
23447	Real Estate New Developments	47-194-473	3/14/12	Wednesday	3:00 PM-6:30 PM
23448	Real Estate New Developments	47-194-473	4/17/12	Tuesday	8:30 AM-12:00 PM
23449	Real Estate Business Ethics	47-194-474	2/4/12	Saturday	1:00 PM-4:30 PM
23450	Real Estate Business Ethics	47-194-474	5/4/12	Friday	1:00 PM-4:30 PM
23451	Real Estate Business Ethics	47-194-474	3/21/12	Wednesday	3:00 PM-6:30 PM
23452	Real Estate Business Ethics	47-194-474	4/17/12	Tuesday	12:30 PM-4:00 PM

### Electives (Choose two courses)

Class No.	Class Title	Catalog No.	Date	Day	Time
23453	Real Estate Short Sales & Foreclosures	47-194-475	2/10/12	Friday	8:30 AM-12:00 PM
23454	Real Estate Short Sales & Foreclosures	47-194-475	3/28/12	Wednesday	3:00 PM-6:30 PM
23455	Real Estate Environmental Matters	47-194-476	2/10/12	Friday	1:00 PM-4:30 PM
23456	Real Estate Environmental Matters	47-194-476	4/4/12	Wednesday	3:00 PM-6:30 PM
23457	Real Estate Other Approved Forms	47-194-477	5/11/12	Friday	8:30 AM-12:00 AM
23460	Real Estate Other Approved Forms	47-194-477	4/24/12	Tuesday	8:30 AM-12:00 AM
23458	Real Estate Financing	47-194-478	5/11/12	Friday	1:00 PM-4:30 PM
23459	Real Estate Financing	47-194-478	4/24/12	Tuesday	12:30 PM-4:00 PM

## Real Estate – Pre-Licensing Courses

**Real Estate Exam Prep (Pre-Licensing)** ...this course provides the opportunity for the student to develop the knowledge, skills, and understanding of the concepts, principles, and practices necessary to begin a real estate sales career. Completion of this course meets the 72 hours education requirement in real property for the *Salesperson's License*, Wisconsin Act 305.

Class No.	Class Name	Catalog No.	Dates	Day	Time
23365	Real Estate Exam Prep	10-194-165	1/23/12-4/11/12	Monday/Wednesday	5:30 PM-8:20 PM

**Real Estate Broker Management** ...this course provides the opportunity for the student to develop the knowledge, skills, and understanding of contracts, approved forms, trust accounts, escrow, closing statements, business management and marketing, financial and office management, personnel, business ethics, consumer protection, and specialty areas. Completion of the course meets the 36 hour education requirement for the Broker's license.

Class No.	Class Name	Catalog No.	Dates	Day	Time
24243	Real Estate Broker Mgmt	10-194-155	5/21/12-5/24/12 5/25/12	M/T/W/R Friday	8:30 AM-5:00 PM 8:30 AM-12:30 PM

**FOR FURTHER INFORMATION**, contact the Business and Information Technology Department at (920) 498-5435.

Payment of all non-credit classes will be required at the time of registration.

## REGISTRATION

### ONLINE Registration

Use my.NWTWC to access online registration and other services. All you need is your Social Security Number or Student ID. Please have a credit card available for payment of all non-credit classes.

- Go to <http://www.nwtc.edu>
- Click the orange "Sign Up" button near the top of the page.
- Select "Register for a Class."
- Follow the on-screen instructions to create an account (for first-time users) or log in.  
NOTE: When you see your Student ID and choose a password, write them down – you will need them!
- Once you are logged in to my.NWTWC, select "Student Center" near the top of your screen, then the "Search for Classes" button on the right.

To protect your privacy, we may need your permission to "reactivate" your account. For immediate activation, please call (920) 498-5444 or (800) 422-NWTWC, ext. 5444 during the "Green Bay Regular Hours" listed. We regret any inconvenience, and we look forward to serving you!

### Phone-In Registration

To register with one of our friendly Enrollment Services staff, please call: (920) 498-5444 or (888) 385-NWTWC. Please have your Student ID and a credit card available for payment of all non-credit classes. **Green Bay Regular Hours:** Mon.-Thurs. 8:00 a.m.-7:00 p.m., Fri. 8:00 a.m.-5:00 p.m., Sat. 8:00 a.m.-11:00 a.m.

### Mail-In Registration

Registrations are processed by postmark dates. Checks should be made payable to Northeast Wisconsin Technical College and mailed WITH REGISTRATION FORM to:  
Northeast Wisconsin Technical College  
P.O. Box 19042,  
Green Bay, WI 54307-9042

### Walk-In Registration

Register at – NWTWC Green Bay Campus, enter off Country Club Road and come to our Welcome Center, on Level 2 of the Student Center.

### Additional Information

Business and Information Technology: (920) 498-5435

NWTWC accepts

