

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
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Ship To: 1400 E. Washington Avenue
Madison, WI 53703
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REAL ESTATE EXAMINING BOARD

INSTRUCTIONS FOR A NEW SALESPERSON OR BROKER LICENSE

To schedule an examination: Contact Pearson VUE by calling 1-888-204-6284 or visiting their web site at www.pearsonvue.com/wi/realestate/.

All non-resident applicants for Salesperson and Broker license: Complete the Irrevocable Consent by Nonresident Applicant for Service of Process (**Form #813**). Non-resident Salespersons and Brokers who will be employed by a licensed Wisconsin Broker located in this state must have Section B on the Application for New Salesperson or Broker License (**Form #809**) completed by the broker-employer prior to being issued a license by reciprocity.

IF YOU ARE APPLYING FOR A NEW SALESPERSON LICENSE:

If you are a resident of Wisconsin applying for a new license submit the following:

- Application for New Salesperson or Broker License (**Form #809**)
- \$75.00 initial credentialing fee must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
- Evidence that you satisfied the education requirement. Submit one of the following as proof of completion of the education requirement:
 - Completion, within 4 years of licensure, of real estate Salesperson's education under Wis. Admin. Code § REEB 25.033 through an education program that has been approved by the Board or nonresident salesperson education equivalency under Wis. Admin. Code § REEB 25.038.
 - Transcript showing 10 academic semester-hour credits completed at an institution of higher learning in real estate or real estate-related law. A quarter hour credit equals 2/3 of a semester hour credit.
- Evidence that you passed the Salesperson examination. Submit a copy of your certificate from Pearson VUE showing that you passed the Salesperson exam.

If you hold a credential in Illinois or Indiana submit the following to apply by reciprocity:

- Application for New Salesperson or Broker License (**Form #809**)
- \$72.00 reciprocity licensing fee must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
- Evidence that you passed the Salesperson examination. Submit a copy of your certificate from Pearson VUE showing that you passed the Wisconsin specific Salesperson examination.
- Evidence that you hold an active Salesperson* license in good standing obtained by examination in Illinois or Indiana.
***In Illinois, a Broker is the equivalent of a Wisconsin Salesperson.**

If you have held a Salesperson license issued by another state in the past two years you may apply by submitting:

- Application for New Salesperson or Broker License (**Form #809**)
- Verification of Registration (**Form #2688**)
- \$72.00 initial credentialing fee must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
- Evidence that you satisfied the education requirement. Submit one of the following as proof of completion of the education requirement:
 - Copy of certificate of completion of Salesperson's 13 hour education program from an approved school
 - Copy of transcript showing 10 academic semester hour credits completed at an institution of higher learning in real estate or real estate related law. A quarter hour credit equals 2/3 of a semester hour credit.
- Evidence that you passed the Salesperson examination. Submit a copy of your certificate from Pearson VUE showing that you passed the Salesperson exam.

All Salesperson Applicants: If you have a prospective Broker-employer, you must complete Section B of the application form. If the license is issued without registering a Broker-employer on this form, you will not be able to operate as a Salesperson until you submit a Notice of Real Estate Employment (**Form #812**) and a \$10.00 fee.

Wisconsin Department of Safety and Professional Services

IF YOU ARE APPLYING FOR A NEW BROKER LICENSE:

If you are a resident of Wisconsin applying for a new license submit the following:

- Application for New Salesperson or Broker License (**Form #809**)
- \$75.00 initial credentialing fee must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
- Evidence that you satisfied the education requirement. Submit one of the following as proof of completion of the education requirement:
 - Completion, within 4-years of Broker's licensure, of real estate Broker's education program in business management under Wis. Admin. Code § REEB 25.023 through an education program that has been approved by the board and evidence of any of the following:
 1. Licensure as a Real Estate Salesperson for at least 2-years within the last 4- preceding years under the direct supervision of a licensed Broker and have accumulated 40 points of experience (see Page 4 for more information).
 - Completion of non-resident Broker equivalency under Wis. Admin. Code § REEB 25.028.
 - Copy of transcript showing 20 academic semester hour credits completed at an institution of higher learning in real estate or real estate related law. A quarter hour credit equals 2/3 of a semester hour credit.
 - Evidence that you are licensed to practice law in Wisconsin.
- Evidence that you passed the Broker examination. Submit a copy of your certificate from Pearson VUE showing that you passed the Broker exam.

If you hold a credential in Illinois or Indiana submit the following to apply by reciprocity:

- Application for New Salesperson or Broker License (**Form #809**)
- \$72.00 reciprocity licensing fee must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
- Evidence that you passed the Broker examination. Submit a copy of your certificate from Pearson VUE showing that you passed the Wisconsin specific Broker examination.
- Evidence that you hold an active Broker* license in good standing obtained by examination in Illinois or Indiana.
***In Illinois, a Broker-manager is the equivalent of a Wisconsin Broker.**

If you have held a Broker license issued by another state in the past two (2) years you may apply by submitting:

- Application for New Salesperson or Broker License (**Form #809**)
- Verification of Registration (**Form #2688**)
- \$72.00 initial credentialing fee must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
- Evidence that you satisfied the education requirement. Submit one of the following as proof of completion of the education requirement:
 - Copy of certificate of completion of a board approved Broker's 6-hour education program and the Board approved 13-hour pre-license education program for Salespersons.
 - Copy of transcript showing 20 academic semester hour credits completed at an institution of higher learning in real estate or real estate related law. A quarter hour credit equals 2/3 of a semester hour credit.
 - Evidence that you are licensed to practice law in Wisconsin
- Evidence that you passed the Broker examination. Submit a copy of your certificate from Pearson VUE showing that you passed the Wisconsin specific Broker exam.
- Evidence that you are a licensed Salesperson or have passed the Salesperson exam. If you are not a licensed Salesperson, you will also have to submit a copy of your certificate from Pearson VUE showing you passed the Salesperson exam.

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REAL ESTATE EXAMINING BOARD

APPLICATION FOR NEW SALESPERSON OR BROKER LICENSE

Applying for: (see definitions below and check one)

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Broker-Initial | <input type="checkbox"/> Broker-Reciprocal | <input type="checkbox"/> Broker -Endorsement | <input type="checkbox"/> Broker-Reinstatement |
| <input type="checkbox"/> Salesperson-Initial | <input type="checkbox"/> Salesperson-Reciprocal | <input type="checkbox"/> Salesperson-Endorsement | <input type="checkbox"/> Salesperson-Reinstatement |

Under Wisconsin law, the Department must deny your application if you are liable for delinquent State Taxes or Child Support (Wis. Stats. § 440.12).

PLEASE TYPE OR PRINT IN INK		<input type="checkbox"/> Your name and address are available to the public. Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14).	
Last Name <input style="width: 95%;" type="text"/>	First Name <input style="width: 95%;" type="text"/>	MI <input style="width: 95%;" type="text"/>	Former / Maiden Name(s) <input style="width: 95%;" type="text"/>
Address (street, city, state, zip) <input style="width: 95%;" type="text"/>		Daytime Telephone Number <input style="width: 95%;" type="text"/>	
Mailing Address (if different) <input style="width: 95%;" type="text"/>		Date of Birth <input style="width: 95%;" type="text"/>	
Social Security # <input style="width: 95%;" type="text"/>		Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.	
Ethnicity/gender status information is optional.			
Ethnicity: <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> Hispanic <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other			
Sex: <input type="checkbox"/> M <input type="checkbox"/> F			
Have you ever been licensed in Wisconsin as a Real Estate Salesperson or Broker? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list your credential number: <input style="width: 150px;" type="text"/>			
If you held real estate licenses in other states, those states must send verification of licensure to the Department. Proof of education must be submitted with this application.			
Email Address <input style="width: 95%;" type="text"/>			

APPLICATION FEES: Please check applicable box. Make check payable to DSPS and attach to this application.

- I am seeking a Veteran Fee Waiver** (for Initial Credential Fee only, see page 2 for further information)
- Sales/Broker Initial License** (never held type of license for which you are applying)
\$ 75.00 Initial Credential Fee
- Sales/Broker Reciprocal License** (currently hold type of license for which you are applying in **Illinois** or **Indiana**)
\$ 72.00 Reciprocal Credential Fee
- Salesperson Endorsement License** (in last **2 years**, held type of license you are applying in a state other than Wisconsin)
\$ 72.00 Endorsement Credential Fee
- Broker Endorsement License** (during **2 of the last 4 years**, held type of license you are applying in a state other than Wisconsin)
\$72.00 Endorsement Credential Fee
- Sales/Broker Reinstatement** (renewing Wisconsin license which has been expired for **5 years** or more)
\$107.00 Reinstatement Fee

For Receiving Use Only (90/94)

Wisconsin Department of Safety and Professional Services

ARE YOU A VETERAN? If yes, please view the Department website at <http://dsps.wi.gov> under "License, Permits, and Registrations" and select "Military Benefits Related to Licensure for Eligible Veterans Services Members and Spouses" for eligibility requirements.

If you qualify, are you requesting a waiver of your initial credentialing fee? Yes No

If Yes, provide a copy of your Department of Veterans Affairs voucher code and list your DVA Voucher Code Number:

If you qualify, are you requesting equivalency of your Military Training and experience? Yes No

If Yes, complete and return the Veteran Request Application Addendum (**Form #2996**). This form must be included with this application.

If you qualify, are you requesting Temporary Spousal Reciprocal License? Yes No

If Yes, do not complete this form. You must complete and return the Application for Temporary Spousal Reciprocal License (**Form #2982**).

You may contact the DVA at 1-800-WisVets or www.WISVET.com for assistance in obtaining your DVA Voucher Code and/or documents related to your training.

CONTINUING EDUCATION AND RENEWAL REQUIREMENTS: Please view the Department website at <http://dsps.wi.gov> and select the "Professional Credential Renewal Information."

PRE-DETERMINATION APPLICATION: If you applied for pre-determination, please include your letter of approval or denial from the Board with your application.

ANSWER THE FOLLOWING QUESTIONS (attach additional sheet(s) if necessary)

1.	Have you ever surrendered, resigned, canceled, or been denied a professional license or other credential in Wisconsin, or any other jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the agency.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to any warning, reprimand, suspension, probation, limitation, or revocation? If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Is disciplinary action pending against you in any jurisdiction? If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you ever been convicted of a misdemeanor or a felony, or do you have any felony or misdemeanor charges pending against you? If yes, submit Convictions and Pending Charges (Form #2252).	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are you incarcerated, on probation, or on parole for any conviction? If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are you registered or licensed in any other profession(s)? If yes, state what profession(s) and in what state(s): <input style="width: 650px; height: 25px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Have you ever been credentialed under any other name(s)? If yes, state name(s) credentialed under: <input style="width: 650px; height: 25px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

CERTIFICATION OF LEGAL STATUS:

I declare under penalty of law that I am (check one):

- A citizen or national of the United States, or
- A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

Wisconsin Department of Safety and Professional Services

AFFIDAVIT OF APPLICANT

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Signature:

Date: / /

BROKER OR SALESPERSON APPLICANT INDICATING EMPLOYMENT UNDER ANOTHER BROKER:

Broker-employer is: Sole Proprietor Broker Business Entity (Corporation, Partnership or Limited Liability Company)

Name of Employing Agency exactly as it appears on Agency License

Business Address of Employing Agency's Main Office (street, city, state, zip)

License # of Employing Agency

Main Office Telephone Number

 - -

I CERTIFY that the Broker-employer listed above will employ and assume responsibility for the licensee, and that failure to comply with the statutes and rules of the Department may be cause for disciplinary action.

Print Name of Broker Signing Below

 / /

Signature of Individual Broker or Representative Broker of Business Entity

Date

BROKER APPLICANTS ONLY: (check one):

- I presently hold a Salesperson's license in Wisconsin.
- I do not presently hold a Salesperson's license in Wisconsin. I have passed the Wisconsin Salesperson's exam and the Wisconsin Broker's exam. I have also enclosed evidence of having satisfied the Salesperson's education requirement.
- I presently hold a Broker's license from a state that has a signed reciprocal agreement with Wisconsin.

If you wish to register a Trade Name under which you intend to do business as an Individual Broker, list that name below:

If you will be a Broker Representative of a business entity (corporation, partnership, limited liability company) licensed to act as a Broker in Wisconsin, list below:

a) Name of Business Entity:

b) Your Title:

c) Business Entity License #:

If the business entity is a new company, which has not yet been licensed in Wisconsin, an Application For Real Estate Business Entity License (Form #815) and a \$75.00 fee must also be filed to obtain a license for the business entity.

