

## **Real Estate Salesperson – Licensing**

1) Complete required education.

A. All applicants for licensure as a salesperson must complete one of the following as proof of completion of the education requirement:

(a) a specific 72 hour salesperson course of approved educational programs from an approved school ; OR

(b) a transcript showing 10 academic semester-hour credits in real estate or real estate related law completed at an institution of higher education; OR

(c) a photocopy of current bar membership or a certificate of good standing in the Wisconsin State Bar.

### **B. Out of state applicants holding a salesperson's license in a state without a reciprocal agreement with Wisconsin**

-- Out of state applicants holding an active real estate salesperson's license in another licensing jurisdiction within the 2 year period prior to filing an application for an original real estate salesperson's license in this state must submit one of the following as proof of completion of the education requirements:

(a) 13 designated hours at a Wisconsin-approved school; OR

(b) a transcript showing 10 academic semester-hours credit in real estate or a real estate related law course completed at an accredited institution of higher education.

C. **Out of state licensed salesperson reciprocal license option** -- Out of state applicants holding an active license in a state that has a signed reciprocal agreement with Wisconsin may waive the education requirement and take the exam directly. The original license in the reciprocal state must have been issued on the basis of passing that state's required examinations. At the current time, Wisconsin has reciprocal agreements with Illinois and Indiana.

2) Pass the salesperson's examination.

The Department has contracted with PearsonVue to conduct its examination program. Examinations are administered by computer upon appointment.

3) Obtain employment from a licensed Wisconsin broker.

A salesperson must be employed by a Wisconsin licensed broker. The initial application contains a section that is to be completed by a broker if the applicant has a prospective broker-employer. If the license is issued without registering a broker-employer on the initial application, the applicant will not be able to operate as a salesperson until submitting a Notice of Real Estate Employment Form (form #812). The licensee can only be paid referral fees when not registered under a broker.

4) Application for licensure.

Receive Application for New Salesperson or Broker License (form #809) at the exam center after passing the exam. The application must be submitted within one year following the date the applicant wrote and passed the examinations. Failure to submit the application within one year of passing the examination will result in a denial of licensure. The certificate of completion of education must be submitted with the application. No exceptions will be made.

## **REINSTATEMENT OF CREDENTIAL**

### **Less than 5 years:**

If an applicant files an application for renewal of the real estate salesperson credential less than 5 years after the expiration date, the applicant shall pay the renewal fee and late fee and provide evidence of having satisfied the continuing education requirement.

### **More than 5 years:**

If an applicant files an application for renewal of the real estate salesperson credential more than 5 years after the expiration date, the applicant must:

1) Complete the 72 hour broker pre-licensing education course.

2) Pass the salesperson exam. Contact PearsonVue to schedule the examination.

3) Submit the Application for New Real Estate Salesperson or Broker (form #809) to the Department with proof of completion of education and reinstatement fee.

**Biennial renewal:** Due by December 14 of even-numbered years **Common Denial Reason:** Does not meet criteria above. Convictions of crimes or pending charges may be grounds for denial of license if the circumstances of the conviction or charge are substantially related to professional practice.

**For more information and access to necessary forms, visit the DSPS website at <http://drl.wi.gov/>**