

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTION PACKET FOR NEW SALESPERSON OR BROKER LICENSE

Enclosed are the forms for applying for a real estate salesperson or broker license.

APPLICATION – All applicants for licensure as a real estate salesperson or broker must complete the application (form #809). Please type or print all information when completing the application. If the mailing address is PO Box, the zip code # must be that of the PO Box, not the street address. **The application must be signed in the presence of a notary.**

EDUCATION – Proof of completion of the education requirement must be submitted.

Salesperson – Enclose one of the following as proof of completion of the education requirement:

1. A photocopy of a certificate issued by an approved school certifying completion of the salesperson's 72 hour education program.

NON-RESIDENTS HOLDING AN ACTIVE REAL ESTATE SALESPERSON LICENSE IN ANOTHER STATE:

- a. Submit proof of completion of 13 designated hours at a Wisconsin-approved school.
 - b. Submit verification of registration (form #2688) from resident state.
2. A photocopy of transcript showing 10 academic semester-hour credits completed at an institution of higher learning in real estate or real estate-related law.
 3. A photocopy of current bar membership card or a certificate of good standing in the Wisconsin State Bar.

Broker – Enclose one of the following as proof of completion of the education requirement:

1. A photocopy of a certificate issued by an approved school certifying completion of the 36-hour educational program in business management.

NON-RESIDENTS HOLDING AN ACTIVE REAL ESTATE BROKER LICENSE IN ANOTHER STATE:

- a. Submit proof of completion of 3 designated hours at a Wisconsin-approved school.
 - b. Submit verification of registration (form #2688) from resident state.
 - c. If you do not presently hold a Wisconsin sales license, also submit proof of completion of salesperson's education requirements.
2. A transcript showing 20 academic semester-hours credit completed at an institution of higher learning in real estate or real estate-related law.
 3. A photocopy of current bar membership card or a certificate of good standing in the Wisconsin State Bar.

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OUT OF STATE LICENSED BROKER AND SALESPERSON RECIPROCAL LICENSE

OPTION - Non-resident 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. Wisconsin currently has reciprocal agreements with Illinois and Indiana. The original license in the reciprocal state must have been issued on the basis of passing that state's required examinations. Applicants for the broker license must have had two years of active status as a licensed broker immediately prior to taking the broker exam. Applicants for the broker license are only required to take the broker exam.

Applicants for the salesperson license do not need to have 2 years of active status as a salesperson and are required to take only the salesperson exam.

All 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.

BROKER APPLICANTS – All broker applicants must complete Section A on the Application For New Salesperson or Broker License (Form #809).

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 fee. The form will be sent to you with your license to register the name of the broker-employer.

NON-RESIDENT APPLICANTS – All non-resident applicants must complete the Irrevocable Consent by Nonresident Applicant for Service of Process (form #813).

LICENSE RENEWAL AND CONTINUING EDUCATION – All licenses expire and must be renewed by December 14th of the even-numbered years. Renewal notices are mailed in November of even-numbered years. If this application is for your FIRST real estate license and is received by the department after November 1 of an even-numbered year, your license will expire at the end of the following biennium and you will not be required to renew until the end of the following biennium. You will be required to complete 18 hours of continuing education courses during the following biennium.

NAME AND ADDRESS CHANGES – You are required by sec. 440.11, Stats., to notify the department of any name or address changes within 30 days. Failure to comply may subject you to a \$50 fine.

IMPORTANT – This application must be submitted within ONE YEAR following the date you passed the examination.

A copy of the Wisconsin Statutes and Administrative Code relating to the practice of real estate is available on the web at <http://dsps.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://dsps.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.