

Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way
Madison, WI 53705
Phone Number: (608) 266-2112

LicensE Portal: [License.wi.gov](https://license.wi.gov)
Email: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

REAL ESTATE EXAMINING BOARD REAL ESTATE BROKER LICENSE APPLICATION INFORMATION

To schedule an examination: Contact Pearson VUE directly at www.pearsonvue.com/wi/realestate/ or 1-888-204-6284.

Nonresident Applicants Applying for a Broker License: Complete the Irrevocable Consent by Nonresidents ([Form 813](#)). Nonresident Brokers who will be associated with a licensed Wisconsin firm located in this state must note this in their applications. [Form 3036](#) is required.

All Broker Applicants: If you have a prospective firm [Form 3036](#) is required. If the license is issued without registering a firm [Form 812](#) and a \$10.00 fee are required to associate with a firm. See "[Guide for Employer/Association for a Real Estate Salesperson and Real Estate Broker](#)" for further information.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE INDICATED DOCUMENTS HAVE BEEN RECEIVED:

Initial License – Applicants Who Never Held a Broker License

1. **Application for Real Estate Broker License** - Apply online via LicensE, <https://license.wi.gov/>.
2. **Initial Credentialing Fee** - Pay \$60.00 credential fee online via LicensE.
3. **Proof of Education Completion** - Upload one of the following as proof of completion of the education requirement:
 - Copy of certificate of completion of a Board approved 72-hour pre-license education program for Broker.
 - Completion of nonresident 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.
4. **Evidence of Passing the Broker Examination** - Upload a copy of your Pearson VUE certificate showing that you passed the Broker exam.
5. **Nonresident applicants** – Submit [Form 813](#) for Irrevocable Consent for Nonresidents.

Reciprocity – Applicants Holding a Current Broker License in Illinois or Indiana

1. **Application for Real Estate Broker License** - Apply online via LicensE, <https://license.wi.gov/>.
2. **Reciprocity Fee** - Pay \$60.00 credential fee online via LicensE.
3. **Evidence of Passing the WI Broker Examination** - Upload a copy of your certificate from Pearson VUE showing that you passed the Wisconsin Broker exam.
4. **Active Broker License** - 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.**
5. **Nonresident applicants** – Upload [Form 813](#) for Irrevocable Consent for Nonresidents.

Endorsement - Applicants Who Have Held a Broker License in Another State for at Least Two (2) Years within the Last Four (4) Years

1. **Application for Real Estate Broker License** - Apply online via [LicensE](#).
2. **Initial Credentialing Fee** - Pay \$60.00 credentialing fee online via LicensE.
3. **Verification of Examination or Registration ([Form 2688](#))** - Completed by each state in which you have been issued a license.
4. **Proof of Education Completion** - Upload 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 a 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.
5. **Evidence of Passing the WI Broker Examination** - Upload a copy of your Pearson VUE certificate showing that you passed the Wisconsin Broker exam.
6. **Salesperson License or Exam** - Evidence that you are a licensed Wisconsin 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.
7. **Nonresident applicants** – Upload [Form 813](#) for Irrevocable Consent for Nonresidents.

TRUST ACCOUNT: You are not required to maintain a Trust Account before you receive monies in the capacity of a firm. However, Real Estate Trust Funds must be deposited in a Wisconsin bank, savings and loan association or credit union within 48 hours of receipt (**or the next business day of a depository institution if it is closed on the day of receipt**), and a Consent to Examine and Audit Trust Account ([Form 814](#)) must be completed by you and the depository institution and submitted to the Department within 10-days after opening the account.