

Wisconsin Department of Safety and Professional Services

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REAL ESTATE EXAMINING BOARD

INFORMATION FOR REAL ESTATE SALESPERSON LICENSE APPLICATION

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

Nonresident Salesperson License Applicants: Complete Irrevocable Consent by Nonresidents ([Form 813](#)).

All Salesperson Applicants: To register with a firm, complete [Form 812](#). To prevent having to pay a \$10 fee, please complete and upload to your application.

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 FOLLOWING DOCUMENTS, AS INDICATED, ARE RECEIVED:

Initial License – Applicants Who Never Held Salesperson License

1. **Application for Real Estate Salesperson License** - Apply online via LicensE, <https://license.wi.gov/>.
2. **Initial Credentialing Fee** - Pay \$60.00 credential fee online in 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 Salesperson’s 72-hour education program from a Board 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.
4. **Evidence of Passing the Salesperson Examination** - Upload a copy of your Pearson VUE certificate showing that you passed the Salesperson exam.
5. **Nonresident applicants** – Upload [Form 813](#) for Irrevocable Consent for Nonresidents.

Reciprocity – Applicants Holding a Current Salesperson License in Illinois (License must remain current through WI licensing process.)

1. **Application for Real Estate Salesperson License** - Apply online via LicensE, <https://license.wi.gov/>.
2. **Reciprocity Fee** - Pay \$60.00 credential fee online in LicensE.
3. **Evidence of Passing the WI Salesperson Examination** - Upload a copy of your Pearson VUE certificate showing that you passed the Wisconsin Salesperson exam.
4. **Verification of Examination or Registration** ([Form 2688](#)) - Completed by each state in which you have been issued a license.
5. **Active Salesperson License** - Evidence that you hold an active Salesperson* license in good standing obtained by examination in Illinois.
*In Illinois, a Broker is the equivalent of a Wisconsin Salesperson.
6. **Nonresident applicants** – submit [Form 813](#) for Irrevocable Consent for Nonresidents.

Endorsement – Applicants Who Have Held a Salesperson License in Another State Within the Past Two (2) Years

1. **Application for Real Estate Salesperson License** - Apply online via LicensE, <https://license.wi.gov/>.
2. **Initial Credentialing Fee** - Pay \$60.00 credential fee online in LicensE.
3. **Verification of Examination or Registration** ([Form 2688](#)) - Completed by each state in where 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 Salesperson’s 13-hour education program from a Board 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.
5. **Evidence of Passing the WI Salesperson Examination** - Submit a copy of your Pearson VUE certificate showing that you passed the Wisconsin Salesperson exam.
6. **Nonresident applicants** – Upload [Form 813](#) for Irrevocable Consent for Nonresidents.

Late Renewal After Five or More Years - A licensee who renews a salesperson license more than 5 years after the license expiration may **not** reapply for the license using the initial application process and **shall submit evidence of all of the following**:

1. **Application for Real Estate Salesperson License** - Apply online via LicensE, <https://license.wi.gov/>.
2. **Fees (\$60.00 Renewal Fee + \$25.00 Late Renewal Fee = \$85.00)** Pay \$60.00 credential fee online in LicensE.
3. **Education** – Submit one of the following as proof of completion of the education requirement:
 - a) Real estate salesperson education under § [REEB 25.033](#) within 5 years of renewal of license;
 - b) Ten semester hour credits in real estate or real estate law courses from an accredited institution of higher education; **or**
 - c) Real estate salesperson education under § [REEB 25.038](#). (Option “c” only applies to a licensee who held an active license in another jurisdiction within 2 years of renewal of Wisconsin license.)
4. **Evidence of Passing the WI Salesperson Examination** – submit a copy of your Pearson VUE certificate showing that you passed the Wisconsin Salesperson exam.
5. **Continuing Education (CE)** - Completion of the CE required by [Wis. Stat. § 452.12](#) for the biennium preceding the date of renewal of the license. (A licensee completing Education in 3a and 3c above meets the continuing education requirement.)