

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 8935  
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**FAX #:** (608) 251-3036  
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**Office Location:** 4822 Madison Yards Way  
Madison, WI 53705  
**E-Mail:** [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
**Website:** <http://dsps.wi.gov>

## REAL ESTATE EXAMINING BOARD

### INFORMATION FOR COMPLETING APPLICATION FOR REAL ESTATE BROKER LICENSE

**To schedule an examination:** Contact Pearson VUE directly at [www.pearsonvue.com/wi/realestate/](http://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 have page 3 on the Application for Real Estate Broker License (**Form #809**) completed by the firm prior to being issued a license by reciprocity.

**All Broker Applicants:** If you have a prospective firm, you must complete the top section of page 3. If the license is issued without registering a firm on this form, you will need to submit a Notice of Licensee Associated with Firm (**Form #812**) and \$10.00 fee.

### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

#### **Initial License – Applicants Who Never Held a Broker License**

1. **Application for Real Estate Broker License (Form #809)**
2. **\$75.00 Initial Credentialing Fee** - Must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
3. **Proof of Education Completion** - 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 a Board approved 72-hour pre-license education program for Salespersons.
  - 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** - Submit a copy of your certificate from Pearson VUE 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 (Form #809)**
2. **\$75.00 Reciprocity Fee** - Must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
3. **Evidence of Passing the WI Broker Examination** - Submit 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** – submit **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 (Form #809)**
2. **\$75.00 Initial Credentialing Fee** - Must accompany the completed application. Please make check or money order payable to Department of Safety and Professional Services.
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** - 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 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** - Submit a copy of your certificate from Pearson VUE 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** – submit **Form #813** for Irrevocable Consent for Nonresidents.

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## REAL ESTATE EXAMINING BOARD

### APPLICATION FOR REAL ESTATE BROKER LICENSE

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stat. §§ 440.12 and 440.13).

<b>PLEASE TYPE OR PRINT IN INK</b>		<input type="checkbox"/> Your name, address, telephone number, and email address are available to the public. Check box to withhold address, telephone number, and email address from lists of 10 or more credential holders (Wis. Stat. § 440.14).	
<b>Last Name</b> <input style="width:90%;" type="text"/>	<b>First Name</b> <input style="width:90%;" type="text"/>	<b>MI</b> <input style="width:90%;" type="text"/>	<b>Former / Maiden Name(s)</b> <input style="width:90%;" type="text"/>
<b>Address</b> (street, city, state, zip) <input style="width:95%;" type="text"/>		<b>Daytime Telephone Number</b> <input style="width:95%;" type="text"/>	
<b>Mailing Address</b> (if different) <input style="width:95%;" type="text"/>		<b>Date of Birth</b> <input style="width:95%;" type="text"/>	
<b>Social Security #</b> <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.			
<b>Ethnicity:</b> <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 <b>Sex:</b> <input type="checkbox"/> M <input type="checkbox"/> F			
<b>Have you ever been licensed in Wisconsin as a Real Estate Broker?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, list your credential number: <input style="width:95%;" type="text"/>			
<b>Email Address</b> <input style="width:95%;" type="text"/>			
<b>Occupation(s) during the last two (2) years</b> <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)
- Initial License** (never held Broker license)  
\$75.00 Total Fee Attached
- Reciprocal License** (currently hold Broker license in Illinois or Indiana)  
\$75.00 Total Fee Attached
- Endorsement License** (held Broker license in another state for at least two (2) of the last four (4) years)  
\$75.00 Total Fee Attached
- Reinstatement** (credential expired for more than five (5) years)  
\$ 75.00 Renewal Fee  
\$ 25.00 Late Renewal Fee  
\$100.00 Total Fee Attached

**For Receiving Use Only (90)**

# Wisconsin Department of Safety and Professional Services

**ARE YOU A VETERAN?** If yes, please view the Department website at <https://dps.wi.gov/Pages/Professions/MilitaryLicensureBenefits.aspx> 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.WISVETS.com](http://www.WISVETS.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://dps.wi.gov> and select “Professions” and “Real Estate Broker.”

**PREDETERMINATION APPLICATION:** If you applied for predetermination, 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? <b>If yes, give details on an attached sheet, including the name of the profession and the agency.</b>	<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? <b>If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Is disciplinary action pending against you in any jurisdiction? <b>If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you ever been convicted of a misdemeanor, felony, or other violation of federal, state, or local law or do you have any felony, misdemeanor or other violation of federal, state, or local law charges pending against you in this state or any other? This includes municipal ordinances resulting only in monetary fines or forfeitures and convictions resulting from a plea of no contest, a guilty plea, or verdict. <b>If yes, submit Convictions and Pending Charges (Form #2252).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are you incarcerated, on probation, or on parole for any conviction? <b>If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are you registered or licensed in any other profession(s)? <b>If yes, state what profession(s) and in what state(s):</b> <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)? <b>If yes, state name(s) credentialed under:</b> <input style="width: 650px; height: 25px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**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's 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.



