

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 8935  
Madison, WI 53708-8935  
**FAX #:** (608) 251-3036  
**Phone #:** (608) 266-2112

**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 SALESPERSON 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 Salesperson License:** Complete the Irrevocable Consent by Nonresidents ([Form #813](#)). Nonresident Salespersons who will be associated with a licensed Wisconsin Firm located in this state must have the top section of Page 3 on the Application for Real Estate Salesperson License ([Form #3166](#)) completed by the firm prior to being issued a license by reciprocity.

**All Salesperson 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 Salesperson License**

1. **Application for Real Estate Salesperson License (Form #3166)**
2. **Initial Credentialing Fee** - Must accompany the completed application. Please make check or money order payable to DSPS.
3. **Proof of Education Completion** - Submit 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** - Submit a copy of your certificate from Pearson VUE showing that you passed the Salesperson exam.
5. **Nonresident applicants** – submit [Form #813](#) for Irrevocable Consent for Nonresidents.

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

1. **Application for Real Estate Salesperson License (Form #3166)**
2. **Reciprocity Fee** - Must accompany the completed application. Please make check or money order payable to DSPS.
3. **Evidence of Passing the WI Salesperson Examination** - Submit a copy of your certificate from Pearson VUE 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 or Indiana. \*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 (Form #3166)**
2. **Initial Credentialing Fee** - Must accompany the completed application. Please make check or money order payable to DSPS.
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 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 certificate from Pearson VUE showing that you passed the Wisconsin Salesperson exam.
6. **Nonresident applicants** – submit [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 (Form #3166)**
2. **Fees (\$60.00 Renewal Fee + \$25.00 Late Renewal Fee = \$85.00)** Please make check or money order payable to DSPS.
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 certificate from Pearson VUE 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.)

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 8935  
Madison, WI 53708-8935  
**FAX #:** (608) 251-3036  
**Phone #:** (608) 266-2112

**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

### APPLICATION FOR REAL ESTATE SALESPERSON 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, phone number, and e-mail address are available to the public. Check box to withhold street address, phone number, and e-mail address from lists of 10 or more credential holders (Wis. Stat. § 440.14).	
<b>Last Name</b> <input type="text"/>		<b>First Name</b> <input type="text"/>		<b>MI</b> <input type="text"/>	<b>Former / Maiden Name(s)</b> <input type="text"/>
<b>Address (street)</b> (city) (state) (zip code)					<b>Daytime Telephone Number</b> <input type="text"/> - <input type="text"/> - <input type="text"/>
<b>Mailing Address (if different)</b> (street) (city) (state) (zip code)					<b>Date of Birth</b> <input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Social Security Number</b> <input type="text"/> - <input type="text"/> - <input type="text"/>			Your Social Security Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete <a href="#">Form #1051</a> . The Department may not disclose the Social Security Number collected except as authorized by law.		
<b>Ethnicity/gender status information is optional.</b>					
<b>GENDER</b> <input type="checkbox"/> M <input type="checkbox"/> F		<b>ETHNICITY</b> <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Other			
<b>Have you ever been licensed in Wisconsin as a Real Estate Salesperson?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list your credential number: <input type="text"/>					
<b>E-mail Address</b> <input type="text"/>					
<b>Occupation(s) during the last two (2) years</b> <input type="text"/>					

**APPLICATION FEES:** Please check applicable box. Attach check or money order (payable to DSPS) or credit card form ([#3071](#)) to this application. (Form #3071 may be faxed with application to 608-251-3036. Multiple submissions will result in duplicate credit card charges.)

- ☐ **I am seeking a Veteran Fee Waiver** (for Initial Credential Fee only, see Page 2 for further information)
- ☐ **Initial License** (never held Salesperson license)  
\$60.00 Total Fee Attached
- ☐ **Reciprocal License** (currently hold Salesperson license in Illinois or Indiana)  
\$60.00 Total Fee Attached
- ☐ **Endorsement License** (held Salesperson license in another state within the last two (2) years)  
\$60.00 Total Fee Attached
- ☐ **Late Renewal After Five or More Years** (license expired more than 5 years)  
\$ 60.00 Renewal Fee  
\$ 25.00 Late Renewal Fee  
\$ 85.00 Total Fee Attached

**For Receipting Use Only (94)**

# Wisconsin Department of Safety and Professional Services

**ARE YOU A VETERAN?** If yes, please view the Department website at <https://dsps.wi.gov/Pages/Professions/MilitaryLicensureBenefits.aspx> for information and eligibility requirements for veterans, service members, former service members, and their spouses.

**If you qualify, are you requesting a waiver of your initial credentialing fee?** ☐ Yes ☐ No

If Yes, provide copy of WI Dept of Veterans Affairs (WDVA) voucher code and list your WDVA Voucher Code #:

**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.

(You may contact the WDVA at 1-800-947-8387 or [dva.wi.gov](http://dva.wi.gov) for assistance in obtaining your WDVA Voucher Code and/or documents related to your training.)

**If you qualify, are you a service member, former service member, or spouse requesting a reciprocal credential?** ☐ Yes ☐ No

If Yes, do not complete this form. You must complete and return the Reciprocal Credential Application for Service Members, Former Service Members, and Their Spouses ([Form #3982](#)).

**CONTINUING EDUCATION AND RENEWAL REQUIREMENTS:** Please view the Department website at <http://dsps.wi.gov> and select "Professions," then "Real Estate Salesperson."

**ANSWER THE FOLLOWING QUESTIONS:** (Attach additional sheets 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 or state law or do you have any felony, misdemeanor, or other violation of federal or state law charges pending against you in this state or any other? This includes convictions resulting from a plea of no contest, a guilty plea, or verdict. <b>If yes, submit Convictions and Pending Charges Form #2252 and required documentation.</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 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 type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Wisconsin Department of Safety and Professional Services

## SALESPERSON APPLICANT INDICATING ASSOCIATION WITH A FIRM:

**Type of Firm (check one):** ☐ Sole Proprietor Broker ☐ Broker Business Entity (Corporation, Partnership or Limited Liability Company)

**Name of Associated Firm** (exactly as it appears on license)

**License Number:**

**Business Address of Firm's Main Office** (street, city, state, zip code)

**Main Office Telephone Number:**

I certify that the firm listed above will be associated with and assume responsibility for the licensee and that failure to comply with the statutes and rules of the Department may be cause for disciplinary action.

**Print Name of Broker Signing Below:**

**Date:**

**Signature of Sole Proprietor Broker or Representative Broker of Business Entity: (Print and Sign Form)**

## CERTIFICATION OF LEGAL STATUS:

I declare under penalty of law that I am (check one):

☐ A citizen or national of the United States, or

☐ A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

## CONTINUING DUTY OF DISCLOSURE:

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect, or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

## AFFIDAVIT OF APPLICANT:

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension, or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I have provided to the Department of Safety and Professional Services change.

Signature:

Date:

(Print and Sign Form)