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# State of Wisconsin REAL ESTATE

## Candidate Handbook

January 2015

# QUICK REFERENCE

## STATE LICENSING INFORMATION

Candidates may contact the state's real estate division with questions about obtaining or maintaining a license after the examination has been passed.

### Wisconsin Department of Safety & Professional Services (DSPS)

1400 E. Washington Ave  
Room 166 PO Box 8935  
Madison, WI 53708-8935

#### Phone

(608) 266-2112

#### Web

<http://dsps.wi.gov>

## EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

### Pearson VUE

Wisconsin Real Estate  
5601 Green Valley Dr.  
Bloomington, MN 55437

#### Phone

(888) 204-6284

#### Website

[www.pearsonvue.com/wi/realestate/](http://www.pearsonvue.com/wi/realestate/)

#### Email

pearsonvuecustomerservice@pearson.com

## RESERVATIONS

### Before making an exam reservation

Candidates should thoroughly review this handbook, which contains content outlines and important information regarding eligibility and the examination and licensing application process.

### Making an exam reservation

Candidates may make a reservation with Pearson VUE by:

- Visiting the Pearson VUE website at [www.pearsonvue.com/wi/realestate/](http://www.pearsonvue.com/wi/realestate/)
- Calling Pearson VUE at (888) 204-6284

Candidates should make a reservation online or by phone at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on page 7). **Walk-in examinations are not available.**

## SCHEDULES & FEES

### Test centers

A list of test centers appears on the back cover of this handbook. Candidates should contact Pearson VUE to confirm specific locations and schedules.

### Exam fees

The examination fee (detailed on page 6) must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. **Payment will not be accepted at the test center. Examination fees are non-refundable and non-transferable except as detailed in *Change/Cancel Policy* (page 7).**

## EXAM DAY

### What to bring to the exam

Candidates should bring to the examination materials as dictated by the state licensing agency. A complete list can be found in *What to Bring* (page 9).

### Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins. The time allotted for the examination is detailed on page 10, and candidates will leave the test center with an official score report in hand.

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**The candidate handbook is a useful tool in preparing for an examination.**

It is highly recommended that the Wisconsin Real Estate Candidate Handbook be reviewed, with special attention given to the content outlines, before taking the examination.

**Individuals who wish to obtain a real estate license must:**

**1. Complete Prelicensing Education.**

Candidates must complete all pre-licensing education as a requirement of licensure, however you are permitted to take the examination prior to completion of education. Contact the Wisconsin Department of Safety & Professional Services (DSPS) for more details.

**2. Make a reservation and pay the examination fee.**

Make a reservation (by phone or online) with Pearson VUE for the examination. (*See page 6.*)

**3. Go to the test center.**

Go to the test center on the day of the examination, bringing along all required materials. (*See page 9.*)

**4. Apply for a license.**

After passing the examination, candidates must submit the proper application forms and fees to the Wisconsin Department of Safety & Professional Services (DSPS), as set forth on the Score Report issued at the test center. Contact the Wisconsin DSPS for more details.

**Candidates must read state-specific information carefully for important information regarding examination procedures in their jurisdictions.**

## CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or an examination.

Live Chat is available to address your support inquiries and is the quickest way to reach a customer service agent. It's available Monday–Friday, 7:00 a.m.–10:00 p.m. CT, Saturday, 7:00 a.m.–4:00 p.m. CT, and Sunday, 9:00 a.m.–3:00 p.m. CT; closed on local holidays.

Please visit [www.pearsonvue.com/wi/realestate/contact](http://www.pearsonvue.com/wi/realestate/contact) for further information.

Candidates may contact the Wisconsin Department of Safety & Professional Services (DSPS) with questions about obtaining or maintaining a license.

### **PEARSON VUE/WISCONSIN REAL ESTATE**

5601 Green Valley Dr.

Bloomington, MN 55437

**Phone:** (888) 204-6284

**Website:** [www.pearsonvue.com/wi/realestate/](http://www.pearsonvue.com/wi/realestate/)

**Email:** [pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com)

### **WISCONSIN DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES (DSPS)**

1400 E. Washington Ave, Room 166 PO Box 8935

Madison, WI 53708-8935

**Phone:** (608) 266-2112

**Website:** <http://dsps.wi.gov>

## THE LICENSURE PROCESS

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing, a particular profession, vocation, or occupation. By ensuring a minimum level of competence, the licensure process protects the general public. The state regulatory agency is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard.

The state of Wisconsin has retained the services of Pearson VUE to develop and administer its real estate examination program. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

## PRACTICE TESTS – NATIONAL PORTION ONLY

National-portion practice tests are offered exclusively online at [www.pearsonvue.com](http://www.pearsonvue.com), giving candidates even more opportunity to succeed on real estate examinations. The national-portion practice tests will not only help prepare candidates for the types of questions they will see on the national portion of the licensure examination but also familiarize them with taking computer-based examinations.

Pearson VUE offers a practice test for real estate that contains questions developed by subject matter experts using concepts found in the national portion of the licensure examination. The test closely reflects the format of the national portion of the licensure examination, can be scored instantly, and provides immediate feedback to help candidates identify correct and incorrect answers. Candidates can purchase national-portion practice tests anytime by visiting [www.pearsonvue.com/practicetests/realestate](http://www.pearsonvue.com/practicetests/realestate)

# REAL ESTATE LICENSING REQUIREMENTS

## APPLYING FOR A LICENSE

Applicants for a real estate license must pass the appropriate licensing examination. Applicants must submit the license application and required documentation to the DSPS before their examination scores are one (1) year old. They must have completed their education within five (5) years of application for license.

The license application includes questions concerning the applicant's criminal convictions (if any), including driving while intoxicated, probation or parole status, and actions against any other license the applicant holds. Convictions could be cause for denial of application or limitation of license. The Department considers the following:

- If the crime substantially relates to the practice of real estate
- How recently the crime was committed
- Evidence of rehabilitation

The licensing application must also include proof that education requirements were met. Nonresident applicants holding active licenses in another state for the last two (2) years may take reduced-length approved programs. They must submit a copy of their out-of-state license with the Wisconsin license application.

### Out-of-state Reciprocal Licensees

Nonresident applicants holding active licenses obtained as original licenses by examination in Illinois or Indiana are exempt from the education requirements and may take the Wisconsin examination directly. Broker applicants must have two (2) years of active broker experience immediately before they take the Wisconsin broker examination, and they need not take the sales examination. Salesperson applicants need have only an active sales license to take the sales examination. (Applicants from other states may qualify for this option as reciprocal agreements are finalized.)

## EDUCATION REQUIREMENTS

**Candidates must complete all pre-licensing education as a requirement of licensure, however you are permitted to take the examination prior to completion of education. Contact the Wisconsin Department of Safety & Professional Services (DSPS) for more details.**

### Salesperson Applicants

Salesperson applicants must have satisfied one (1) of the following education requirements to be eligible for licensure:

- Completion of an approved educational program from an approved provider, a list of which appears on pages 4-5 and at <http://dsps.wi.gov>, and is available from the Department. Resident applicants must take seventy-two (72) hours. Out-of-state applicants who hold a salesperson's license in a state without a reciprocal agreement with Wisconsin must take thirteen (13) hours.
- Completion of ten (10) semester-hour credits in real estate or real-estate-related law courses at an accredited institution of higher education. Transcripts must be submitted for Department approval.
- Hold a license to practice law in Wisconsin.

## Broker Applicants

Broker applicants must have satisfied the salesperson education and examination requirements, or be licensed as a salesperson in Wisconsin. Plus, they must complete one (1) of the following education requirements to be eligible for licensure:

- Completion of an approved educational program from an approved provider, a list of which appears on pages 4-5 and at <http://dsps.wi.gov>, and is available from the Department. Resident applicants must take seventy-two (72) hours. Out-of-state applicants who hold a broker's license in a state without a reciprocal agreement with Wisconsin must take three (3) hours, and if the applicant does not hold a Wisconsin salesperson's license, must take thirteen (13) hours of salesperson education requirements.
- Completion of twenty (20) semester-hour credits in real estate or real-estate-related law courses at an accredited institution of higher education. Transcripts must be submitted for Department approval.
- Hold a license to practice law in Wisconsin.

## RENEWING A LICENSE

Licenses must be renewed by December 14th of each even-numbered year. The first license issued applies until this renewal date. Applicants who wish to receive renewal application materials must keep the Department informed of their current address.

Continuing education is not required for the partial biennium when first licensed, but it is required each biennium thereafter. The current requirement for continuing education is eighteen (18) hours of approved courses from an approved school.

## STUDY MATERIALS

Wisconsin Statutes and Administrative Code for the Practice of Real Estate contains essential information for the examinations and is available at <http://dsps.wi.gov>, by calling Document Sales at (800) 362-7253, or by emailing [docsales@doa.state.wi.us](mailto:docsales@doa.state.wi.us). Approved schools are also a source of the Code (list on pages 4-5).

More in-depth information may be found in other texts such as those listed below. The Department does not recommend particular texts. Schools may advise on other texts.

Wisconsin Real Estate Law (2014 ed.), published by the University of Wisconsin Law School in cooperation with the Wisconsin Realtors Assn. Authors: Scott C. Minter and Debra Peterson Conrad. Book may be ordered from either the University of Wisconsin Law School at 975 Bascom Mall, Room 2348, Madison, WI 53706-1399, 1-800-355-5573, or from the Wisconsin Realtors Association, 4801 Forest Run Road, Madison, WI 53704, (608) 241-2047.

Wisconsin Real Estate: Practice and Law, 10th Edition, published by Dearborn Real Estate Education Company, Dept. E, 500 North Dearborn, Chicago, IL 60610, (800) 621-9621. Author: Lawrence Sager.



# SCHOOL CODES

0201	ABC/School of Real Estate, Appleton	0272	Madison Area Technical College, Madison (Downtown)
0001	Affiliated School of Real Estate, Madison	0228	Madison Area Technical College, Ft Atkinson
0207	Blackhawk Technical College, Janesville	0229	Madison Area Technical College, Watertown
0267	Blackhawk Technical College, Monroe	0230	Madison Area Technical College, Reedsburg
1254	Buyer's Fund/Neighborhood Gold	0231	Madison Area Technical College, Portage
1205	Central WI School of Real Estate, Stevens Point	0232	Madison Junior College of Business, Madison
1228	Century 21 Herget & Plavsic, Brookfield	0233	Mid-State Technical College, Wisconsin Rapids
0212	Century 21 Savaglio & Cape School of Real Estate	0234	Mid-State Technical College, Stevens Point
0215	Coldwell Banker School of Real Estate, Mequon	0235	Mid-State Technical College, Marshfield
1284	Common Sense Real Estate Services, LLC	0236	Mid-State Technical College, Adams
1285	Continuing Ed Express LLC	1217	Midwest Center for Career Education, Neenah
1286	Cooke Real Estate School Headquarters, Inc.	0237	Milwaukee Area Technical College, Milwaukee
1293	ClickCE LLC	0238	Milwaukee Area Technical College North, Mequon
0216	Empire School of Real Estate, Madison	0239	Milwaukee Area Technical College South, Oak Creek
0003	E.X.C.E.L. by Training, Appleton	0240	Milwaukee Area Technical College West, West Allis
1287	First Class Real Estate School, LLC	0241	Moraine Park Technical College, Fond Du Lac
1232	First Weber School of Real Estate, Madison	0242	Moraine Park Technical College, West Bend
0218	Fox Valley Technical College, Appleton	0243	Moraine Park Technical College, Ripon
1211	Fox Valley Technical College, Oshkosh	0244	Moraine Park Technical College, Beaver Dam
1212	Fox Valley Technical College, Wautoma	0245	Nicolet College & Technical Institute, Rhineland
1265	Jean Abegglen School of Real Estate	0246	North Central Technical College, Wausau
1288	Kaplan Professional Schools	0275	North Central Technical College, Antigo
0224	Kenosha School of Real Estate, Kenosha	0276	North Central Technical College, Phillips
0226	Lakeshore Technical College, Cleveland	0277	North Central Technical College, Medford
0009	Laurel Stone School of Real Estate, Larsen		
1292	Lorick School of Real Estate		
0227	Madison Area Technical College, Madison		



# SCHOOL CODES

0278	North Central Technical College, Wittenberg	1223	Western Wisconsin Technical College, Black River Falls
0247	Northeast Wisconsin Technical College, Green Bay	0257	Western Wisconsin Technical College, La Crosse
0279	Northeast Wisconsin Technical College, Marinette	0298	Western Wisconsin Technical College, Independence
1219	Northeast Wisconsin Technical College, Mountain	0299	Western Wisconsin Technical College, Mauston
0290	Northeast Wisconsin Technical College, Sturgeon Bay	1201	Western Wisconsin Technical College, Viroqua
0291	Northeast Wisconsin Technical College, Shawano	1202	Western Wisconsin Technical College, Tomah
1289	Precision School of Real Estate	0258	Wisconsin Indianhead Technical College, Shell Lake
1233	Prudential Lovejoy School of Real Estate, Onalaska	0259	Wisconsin Indianhead Technical College, Ashland
1273	Prudential Valley Real Estate	0260	Wisconsin Indianhead Technical College, New Richmond
1274	Real Estate Academy	0261	Wisconsin Indianhead Technical College, Superior
1290	The Real Estate Institute	0262	Wisconsin Indianhead Technical College, Rice Lake
1218	The Real Estate School, Schofield	1291	Wisconsin Real Estate Academy
0206	Robbins & Lloyd School Career Training Institute, Milwaukee	0263	Wisconsin Realtors Association, Madison (Video)
0256	Shorewest Real Estate Institute, Inc.	1231	Wisconsin Realtors Association, Madison (Internet)
0253	Southwest Wisconsin Technical College, Fennimore	1230	Wisconsin Realtors Association, Madison (Live Class)
0295	Southwest Wisconsin Technical College, Dodgeville	8888	Reciprocity candidates
1220	Stark Company School of Real Estate, Madison	9999	Other
0254	University of Wisconsin, Whitewater		
0255	Waukesha County Technical College, Pewaukee		

# EXAM RESERVATIONS

**PHONE RESERVATIONS**  
(888) 204-6284

**ONLINE RESERVATIONS**

Candidates may make an examination reservation online by visiting the Pearson VUE website at [www.pearsonvue.com/wi/realestate/](http://www.pearsonvue.com/wi/realestate/). First-time users are required to create an account. The candidate will need to fill in all required fields, which are preceded by an asterisk, on the online form in order to create an ID and be assigned a password. Step-by-step instructions will follow on how to make a reservation for an examination.

Candidates who wish to make an online reservation should do so at least twenty-four (24) hours before the desired examination date.

**PHONE RESERVATIONS**

**Walk-in examinations are not available.** Candidates may call (888) 204-6284 to make a reservation.

CALL CENTER HOURS	
Monday – Friday	7 am – 10 pm
Saturday	7 am – 4 pm
Sunday	9 am – 3 pm

*Central Standard Time*

**Before calling, candidates should have the following:**

- Legal name, address, Social Security number, daytime telephone number, and date of birth
- The name of the examination(s)
- The preferred examination date and test center location (a list appears on the back cover of this handbook)
- The school code (from the list on pages 4-5)

Candidates are responsible for knowing which examination they need to take. A Pearson VUE representative will help candidates select a convenient examination date and location, and will answer questions. The reservation will be made based on the next available examination date.

Candidates who wish to make a phone reservation **MUST** do so at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed below).

**EXAM FEES**

The examination fee (\$76) must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. **Payment will not be accepted at the test center.** Examination fees are non-refundable and non-transferable except as detailed in the *Change/Cancel Policy*.

## Electronic Checks

Candidates who choose to pay the examination fee by electronic check must have a personal checking account, and must be prepared to provide to Pearson VUE at the time of reservation the following information:

- Bank name
- Account number
- Routing number
- Social Security number, state ID number or driver's license number
- Name and address on the account

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

Candidates paying by electronic check must register at least five (5) days before the examination date in order for their check to be processed.

## Vouchers

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at [www.pearsonvue.com/vouchers/pricelist/widrl.asp](http://www.pearsonvue.com/vouchers/pricelist/widrl.asp) by credit card either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate voucher as the payment method and provide the voucher number. All vouchers are pre-paid. Vouchers are non-refundable and non-returnable.

Vouchers expire twelve (12) months from the date they are issued. Voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

## CHANGE/CANCEL POLICY

Candidates should call Pearson VUE at (888) 204-6284 at least forty-eight (48) hours before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer their fees to a new reservation or request a refund. **Candidates who change or cancel a reservation without proper notice will forfeit the examination fee.** Refunds for credit/debit cards are immediate, while refunds for electronic checks and vouchers will be processed in two to three (2-3) weeks.

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether paid individually or by a third party.

## ABSENCE/LATENESS POLICY

Candidates who are late to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

**Candidates who are late to an examination will not be admitted and will forfeit the examination fee. Candidates who are absent from an examination and have not changed or canceled the reservation according to the Change/Cancel Policy will forfeit the examination fee.** Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

## **WEATHER DELAYS AND CANCELLATIONS**

If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

## **ACCOMMODATIONS**

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at [accommodationspearsonvue@pearson.com](mailto:accommodationspearsonvue@pearson.com).

## WHAT TO BRING

### Required Materials

All candidates are required to bring identification that is deemed acceptable, as detailed under *Acceptable Forms of Candidate Identification*, to the test center on the day of examination.

**Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.**

### Acceptable Forms of Candidate Identification

Candidates must present **two (2)** forms of current signature identification. The name on the identification must exactly match the name on the registration. The primary identification must be government issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English.

#### Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- U.S. Department of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

#### Secondary ID (signature, not expired)

- U.S. Social Security card
- Debit (ATM) Card or Credit Card
- Any form of ID on the Primary list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

## EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. (Candidates should allow themselves sufficient time to find the test center.) The candidate's identification and other documentation will be reviewed and he/she will be photographed for the score report.

Candidates are required to review and sign a ***Candidate Rules Agreement*** form. If the ***Candidate Rules Agreement*** is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as decertification.

### REQUIRED ITEMS

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure. Candidates are responsible for determining which examinations they must take.

Candidates may begin the examination once they are familiar with the PC. The examination begins the moment a candidate looks at the first examination question. The time allotted for each examination is as follows:

Salesperson.....	4 hours
Broker.....	3.25 hours

The examination will end automatically after the examination time has expired, and candidates will leave the test center with their official scores in hand.

**Some examination questions include narratives (scenario situations) and/or WB forms. These materials will be available on the computer as part of the examination question. These materials will be available only on questions dealing specifically with scenarios (narratives) or WB forms.**

## SCORE REPORTING

When candidates complete the examination, they will receive a score report marked "pass" or "fail." Candidates who pass the examination will receive a score report that includes information on how to apply for a license. Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information relating to the examination, as well as information about reexamination.

## RETAKING THE EXAM

Candidates who fail the broker or sales examination may retake it, but study between attempts is recommended to increase the chance of passing.

**Candidates must wait twenty-four (24) hours before making a reservation to retake an examination. Reservations cannot be made at the test center.**

## SCORE EXPLANATION

There are multiple versions, known as forms, of each of the Wisconsin Real Estate licensing examinations. While all of these *forms* are developed from the content outlines printed in this handbook, the levels of difficulty of the forms may vary slightly because different questions appear on different forms. Since it would be unfair to require a candidate taking a slightly more difficult form to answer as many questions correctly (in order to pass) as a person taking an easier form, a statistical procedure known as equating is used to correct for differences in form difficulty.

The passing score of an examination was set by the Wisconsin Department of Safety & Professional Services (DSPS) (in conjunction with Pearson VUE) after a comprehensive study was completed for each examination. The examination score is reported as a scaled score on a scale of 0-100. It should not be interpreted as the percentage or number of questions answered correctly on the examination. With a passing score of 75, any score below 75 indicates how close the candidate came to passing, rather than the actual number or percentage of questions the candidates answered correctly.

### RETAKING AN EXAMINATION

Candidates should contact Pearson VUE to make a reservation to retake the examination, and should have their failing score report available when they call.

## TEST QUESTION REVIEW

Examination materials are not available for candidates' review. However, candidates who have concerns regarding the examination content should submit them in writing to Pearson VUE. Include candidate name, candidate ID number, Social Security number, exam title, date tested, candidate signature, and the general details of the concern. Candidates should provide a rationale of why a test question(s) impacted their pass/fail status and warrants further review by Pearson VUE staff. There is no need to include the test question(s) verbatim; instead, only a general description of the question(s). Candidates should include their return address in the letter.

Letters should be sent to:

**Pearson VUE/Wisconsin Real Estate Candidate Services**  
Test Question Review  
*Regulatory Program Coordinator*  
5601 Green Valley Dr.  
Bloomington, MN 55437

## DUPLICATE SCORE REPORTS

Candidates may request a duplicate score report by completing the appropriate form found in this handbook and enclosing the proper fee.

## TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens, or pencils.
- **A calculator is available as part of the exam and personal calculators are permitted only if they are silent, hand-held, nonprinting, and without an alphabetic key pad.** Financial calculators are not permitted. Calculator malfunctions are not grounds for challenging examination results or requesting additional examination time.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**
- Studying **is not** allowed in the test center. Visitors, children, family, and/or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. When the candidate enters and is seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**



- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise his/her hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building, he/she will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary—for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including but not limited to cellular phones, PDAs, exam notes, and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

# PREPARING FOR THE EXAM

## EXAM CONTENT

The content of the examination is based upon information obtained from a job analysis performed by the Wisconsin Department of Safety & Professional Services (DSPS). Responses from real estate professionals were analyzed to determine the nature and scope of tasks they perform, and the knowledge and skills needed to perform them. This information is the basis upon which examination questions are written and ensures that the examination reflects the actual practice of real estate. Questions are also reviewed and approved by recognized real estate professionals.

The examination has been developed to reflect the laws, regulations, and practice of real estate in Wisconsin, and has been reviewed and approved by real estate professionals in Wisconsin.

## MATH CALCULATIONS

**The information below is NOT available at the test center and should be memorized.**

Candidates may use the following information in making mathematical calculations on the general section of the real estate examinations unless otherwise stated in the text of the question:

- 43,560 square feet/acre
- 5,280 feet/mile
- Round off calculations (where applicable)

**The information below, if needed, will be contained within the test itself:**

*If a question requires the calculation of prorated amounts, the question will specify:*  
*a) whether the calculation should be made on the basis of 360 or 365 days a year; and*  
*b) whether the day of closing belongs to the buyer or seller*

## PRETEST QUESTIONS

Many of the examinations will contain “pretest” questions.

Pretest questions are questions on which statistical information is being collected for use in constructing future examinations. Responses to pretest questions do not affect a candidate's score. Pretest questions are mixed in with the scored questions and are not identified.

**The number of pretest questions are listed in the content outline heading of each examination for which they are available. If a number is not present then there are no pretest questions for that particular examination.**

Click below for the appropriate content outline.

WISCONSIN

## Salesperson Real Estate Content Outlines

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WISCONSIN

## Broker Real Estate Content Outlines

for Wisconsin Broker Examinations

# Wisconsin Salesperson Real Estate Content Outline

Effective date: July 1, 2016

The state portion of the salesperson examination consists of 140 scored items, plus 5-10 pretest items. The pretest questions are not identified and will not affect a candidate's score in any way.

Note: All Wisconsin references are to the Wisconsin Statutes chapter number (e.g., Ch. 452) or to the Rules of the Department of Safety and Professional Services (e.g., REEB 16), unless otherwise noted.

## **I. OWNERSHIP AND TRANSFER OF PROPERTY (14 ITEMS)**

### **A. Property Ownership (6 Questions)**

1. Definition of an encumbrance (easements, liens, encroachments, property taxes, special assessments)
2. Differences between real and personal property
3. Types of ownership under Wisconsin law (e.g., joint tenancy, tenancy in common, marital property)

### **B. Transfer of Property (8 Questions)**

1. Title insurance (preliminary report, gap insurance)
2. Difference between warranty, quit claim, personal reps deed
3. Definition of a deed
4. Deeds, warranties, and defects in title
5. Definition of security interest and bills of sale
6. Conveyances of real estate property, recording titles

## **II. LAND USE CONTROLS AND REGULATIONS (5 ITEMS)**

### **A. Private controls (e.g. restrictions, deed conditions, covenants)**

### **B. Public controls of permitted use, conditional use, non-conforming use, variance, setbacks**

### **C. PUDS**

## **III. VALUING AND FINANCING PROPERTY; CALCULATIONS (20 ITEMS)**

### **A. Valuation and market analysis (3 Questions)**

1. Comparative market analysis
2. Definition of market value/assessed value/appraised value
3. Principles of value

### **B. Financing (8 Questions)**

1. Types of loans (fixed, adjustable rate mortgage, balloon mortgages)
2. Definitions (loan-to-value ratio (LTV), points, loan origination fees, private mortgage insurance (PMI))
3. RESPA (Illegal kickbacks)
4. Government programs (e.g. FHA, VA)
5. Lending requirements
6. Sources (seller/owner, land/installment contracts, primary market)
7. Regulation Z
8. TRID
9. Mortgage fraud and secondary market fraud

## **C. Mathematics (9 Questions)**

1. Basic mathematical skills involved in real estate calculations
2. Prorations
3. Calculation property tax payment - mill rate times assessed value
4. Loan-to-value (LTV) ratios
5. Calculation of transfer fee

## **IV. AGENCY (32 ITEMS)**

### **A. Laws of agency (17 Questions)**

1. Types of agencies and agents
2. Duties to customers and clients
3. Termination of agency
4. Creation of agency

### **B. Agency contracts (15 Questions)**

1. WB-1 - Residential Listing Contract
2. WB-4 - Residential Condominium Listing Contract
3. WB-36 - Buyer Agency/Tenant Representation agreement
4. Real estate agency contracts

## **V. DISCLOSURES (13 ITEMS)**

### **A. Environmental disclosures (e.g., asbestos, Underground Storage Tanks)**

### **B. Disclosure by owners of residential real estate and vacant land**

### **C. Condominium disclosure requirements**

### **D. Federal lead-based paint disclosure law**

### **E. Other disclosure obligations**

## **VI. CONTRACT LAW AND APPROVED FORMS (22 ITEMS)**

### **A. Contracts (6 Questions)**

1. Approved forms and legal advice
2. Obligation to furnish copies and maintain records

### **B. Offers to Purchase (16 Questions)**

1. WB-11 - Residential Offer to Purchase
2. WB-13 - Vacant Land Offer to Purchase
3. WB-14 - Residential Condominium Offer to Purchase
4. WB-40 - Amendment to Offer to Purchase
5. WB-41 - Notice Relating to Offer to Purchase
6. WB-44 - Counter-Offer
7. WB-46 - Multiple Counter Proposal

**VII. BUSINESS ETHICS (14 ITEMS)**

- A. Conduct and ethical practice for real estate licensees
- B. Real estate practice

**VIII. FAIR HOUSING (6 ITEMS)**

- A. Fair Housing Law
- B. Local equal opportunities
- C. Providing auxiliary services for the disabled  
(Americans with Disabilities Act)

**IX. FEDERAL ANTI-TRUST LAW (2 ITEMS)**

- A. Price fixing
- B. Group boycotts

**X. MISCELLANEOUS (12 ITEMS)**

- A. Trust accounts
- B. Fee splitting
- C. Responsibilities of firms and licensees
- D. Legal effects of leases as they pertain to approved forms
- E. Rental residential practices

# Wisconsin Broker Real Estate Content Outline

*Effective date: July 1, 2016*

The state portion of the broker examination consists of 100 scored items, plus 5-10 pretest items. The pretest questions are not identified and will not affect a candidate's score in any way.

## **I. REAL ESTATE PRACTICE (19 ITEMS)**

- A. Licenses
- B. Trust accounts
- C. Duties of licensees
- D. Confirmation and disclosure of relationships
- E. Firms providing services to more than one client in a transaction
- F. Changes in common law duties of brokers and parties
- G. Disclosures, investigations and inspections by brokers and salespersons
- H. Disclosure duty; immunity for providing notice about the sex offender registry
- I. Disclosure requirements for condominiums
- J. Responsibilities of firms and licensees
- K. Change of name or address on license, trade name, or form of organization

## **II. TRUST ACCOUNTS (12 ITEMS)**

- A. Definitions
- B. Deposits and types of accounts
- C. Number of real estate trust accounts
- D. Opening and Closing Trust Accounts
- E. Account designation
- F. Duty to notify the Department
- G. Authorization to examine real estate trust accounts and records
- H. Form for notification and authorization
- I. Authorization to sign trust account checks
- J. Receipt for earnest money received by the licensee
- K. Escrow agreement for earnest money not held by the broker
- L. After closing escrow agreements
- M. Disbursement of trust funds
- N. Commingling prohibited
- O. Non-depositable items
- P. Bookkeeping system
- Q. Violation of rules

## **III. CONDUCT AND ETHICAL PRACTICES FOR REAL ESTATE LICENSEES (22 ITEMS)**

- A. Definitions
- B. Competent services
- C. Advertising
- D. Disclosure of compensation and interests
- E. Inspection and disclosure duties
- F. Tie-in arrangements
- G. Agreements to be in writing

- H. Securing agency agreements
- I. Net listings prohibited
- J. Confidentiality of offers
- K. Drafting and submission of offers
- L. Availability of rules
- M. Miscellaneous requirements

## **IV. APPROVED FORMS AND LEGAL ADVICE (6 ITEMS)**

- A. Definitions
- B. Approved forms
- C. When to utilize approved forms
- D. Legal advice and practice of law
- E. How to use approved forms

## **V. DRAFTING AND SUPERVISION KNOWLEDGE (37 ITEMS)**

- A. Forms
  - 1. WB-1 Residential Listing Contract
  - 2. WB-11 Residential Offer to Purchase
  - 3. Real estate condition reports
  - 4. WB-25 Bill of Sale
  - 5. WB-36 Buyer Agency/Tenant Representation Agreement
  - 6. WB-40 Amendment to Offer to Purchase
  - 7. WB-41 Notice relating to Offer to Purchase
  - 8. WB-44 Counter-offer
  - 9. WB-45 Cancellation and Mutual Release
  - 10. WB-46 Multiple Counter-Proposal
  - 11. Agency disclosures
  - 12. Lead-based paint disclosures
- B. Issues related to forms
  - 1. Requirement to fax all pages of a contract
  - 2. Proper contingency drafting with stressing the optional contingencies in the offer
- C. Obligation to furnish copies and maintain records

## **VI. MISCELLANEOUS (4 ITEMS)**

- A. Fair Housing Law
- B. Federal lead-based paint law

# DUPLICATE SCORE REQUEST FORM

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**DIRECTIONS:** You may use this form to request that Pearson VUE send a duplicate copy of your score report to you. Please print all information on this form.

Please enclose a cashier's check or money order made payable to "Pearson VUE."

**DO NOT SEND CASH.**

**FEE:** For scores less than one year old there is a \$10.00 charge.  
For scores one or more years old there is a \$25.00 charge.

**SEND TO:** Pearson VUE  
**WISCONSIN REAL ESTATE**  
DUPLICATE SCORE  
62160 Collections Center Drive  
Chicago, IL 60693-0621

**Amount Enclosed:** \$ \_\_\_\_\_

I hereby authorize Pearson VUE to send to me at the address below a duplicate of my score report from the real estate examination.

Signature	Date
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Please complete the following with your current name and address.

Name:		
Address:		
City:	State:	ZIP:

If the above information was different at the time you tested, please indicate original information.

Name:		
Address:		
City:	State:	ZIP:

Exam Taken: <input type="checkbox"/> Salesperson <input type="checkbox"/> Broker	
State in which exam was taken:	Date Taken:
Date of Birth:	



# GENERAL INFORMATION

## RESERVATIONS

Candidates may make an examination reservation online by visiting the Pearson VUE website at [www.pearsonvue.com/wi/realestate/](http://www.pearsonvue.com/wi/realestate/) or reservations can be made by contacting a Pearson VUE representative at (888) 204-6284.

**Testing locations are also available in other states and jurisdictions.**

TEST CENTERS AND LOCATIONS	
LOCATION*	SCHEDULE*
Brookfield	3-4 days per week
Eagan	4-5 days per week
Eau Claire	3-4 days per week
Green Bay	Tuesdays plus one Saturday per month
Kenosha	2-3 days per week
Madison	3-4 days per week
St. Paul	3-4 days per week
Wausau	Schedule varies
Hermantown/Duluth, MN	3 days per week
Chicago, IL	Wednesday through Saturday

*\*Locations and schedules are subject to change.*

*Candidates should contact Pearson VUE to confirm specific locations and schedules.*

## PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays or holiday weekends:

New Year's Day

Memorial Day

Labor Day

Christmas Day

Martin Luther King, Jr. Day

Independence Day

Thanksgiving