

## Chapter RL 12

## APPLICATIONS

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**History:** Chapter REB 2 as it existed on April 30, 1972 was repealed and a new chapter REB 2 was created, Register, April, 1972, No. 196, effective May 1, 1972. Renumbered to be chapter RL 12, effective March 1, 1983.

**RL 12.01 Applications. (1) GENERAL. (a) Forms.** Applications for licenses and accompanying documents required by the provisions of ch. 452, Stats., and the rules of the department shall be made on forms provided by the department and shall be delivered through the mails or otherwise to the department's office.

(b) *Complete answers.* No application shall be processed until all questions appearing on the application are fully completed and affirmed or verified.

(c) *Verification.* 1. Individuals or partnerships. All applications for licenses shall be affirmed or verified by the applicant.

2. Corporations. Applications for a license made by a corporation must be verified by the president, except that in the event the president is unable to act and the vice-president has been authorized in his or her stead, the department may accept the application verified by the vice-president.

(e) *Fees prepaid.* No action shall be taken on any application until the prescribed fees are paid and deposited at the office of the department.

(f) *Previously licensed brokers and salespersons.* No action shall be taken on any new application of an applicant who has previously been licensed by the board or the department until the applicant furnishes sufficient proof to the department that the applicant has not acted as a salesperson or broker since the expiration of his or her license. The department may in its discretion waive this requirement.

**(2) NEW APPLICATIONS. (a) Non-resident brokers and salespersons.** No application for a real estate broker's or salesperson's license from any non-resident will be processed prior to receipt by this office of an irrevocable consent to be sued as specified in s. 452.11, Stats.

(b) *Minors.* No action shall be taken on any new application for a broker's or salesperson's license received from any applicant unless said applicant is a person of the age of 18 years or over.

**History:** Cr. Register, April, 1972, No. 196, eff. 5-1-72; am. (2) (b), Register, July, 1972, No. 199, eff. 8-1-72; renum. from REB 2.01, r. (1) (b), renum. (1) (c) and (d) to be (1) (b) and (c), Register, February, 1981, No. 302, eff. 3-1-81; renum. from REB 2.02 and am. (1) (a), (c) 2., (e) and (f) and (2), Register, February, 1983, No. 326, eff. 3-1-83.

**RL 12.015 Application requirements. (1) EDUCATIONAL REQUIREMENTS.** Each applicant for an original real estate

broker's license or an original real estate salesperson's license shall submit evidence that the educational requirements in ch. RL 25 were completed before taking the licensing examination.

**(2) BROKER'S ELIGIBILITY REQUIREMENT.** An applicant for examination to obtain an original real estate broker's license shall complete the education requirements specified in s. RL 25.02 (1) and shall either hold a Wisconsin real estate salesperson's license or shall have passed the salesperson's examination pursuant to s. RL 12.02.

**History:** Cr. Register, February, 1987, No. 374, eff. 6-1-87; am. (1), r. and recr. (2), Register, January, 1992, No. 433, eff. 2-1-92; rn. (2) (a) 1. to be (2) (a), r. (2) (a) 2., Register, September, 1993, No. 453, eff. 10-1-93.

**RL 12.02 Examinations. (1) WRITTEN EXAMINATIONS.** Each applicant for examination to obtain a broker's or salesperson's license shall read and write a comprehensive examination in English, testing that person's competency to transact the business of a real estate broker or salesperson. The examination shall be in conformity with s. 452.09 (3), Stats., and may consist of one or 2 parts. If the examination consists of 2 parts, the parts shall be designated as follows:

(a) Uniform part measures knowledge and skills relevant to the general practices and principles of real estate that are common to or "uniform" among all licensing jurisdictions.

(b) State part contains questions dealing with real estate laws, rules, and regulations, and other aspects of real estate practices appropriate to the state of Wisconsin.

**(2) COMPETENCY.** The grade of 75 or above on a one-part examination or each part of a 2-part examination may be evidence of competency and a grade below 75 in the one-part examination or either part of a 2-part examination shall be proof of incompetency. To pass a 2-part examination, applicants shall pass both parts. An applicant for examination, for the first time, who passes one part of a 2-part examination shall be conditionally credited with the part on which the passing grade was received, and may, upon application, be re-examined on the part failed at any examination administered during the following 12 months. A person who does not pass the part retaken at one of the examinations administered during the following 12 months shall revert to the status of a new applicant, and will rewrite both parts, if reapplication is made. In addition to a grade of 75, the department may require further supplemental proof of competency. In all cases, the grade below 75 received on the written examination shall be controlling on the question of competency and cannot be supplemented by other proof.

(3) **EXAMINATION REQUIREMENTS FOR APPLICANTS LICENSED IN ANOTHER STATE.** (a) An applicant for a license as a salesperson who submits proof to the department that he or she held a salesperson's license in another state at any time during the 2 years immediately preceding the date of application in Wisconsin is required to take and pass either a single-part salesperson's examination or only the state part of a 2-part salesperson's examination, depending on whether a single-part or a 2-part examination is made available by the department.

(b) An applicant for a license as a broker who does not hold a salesperson's license in Wisconsin and who submits proof to the department that he or she held a broker's license in another state within 2 years prior to the date of application in Wisconsin is required to complete the education requirement in s. RL 25.02 (1) and take and pass only a single-part salesperson's examination or only the state part of a 2-part salesperson's examination, depending on whether a single-part or a 2-part examination is made available by the department, and either a single-part broker's examination or only the state part of a 2-part broker's examination, depending on whether a single-part or a 2-part examination is made available by the department.

(c) An applicant for a license as a broker who holds a salesperson's license in Wisconsin and who submits proof to the department that he or she holds a broker's license in another state within 2 years prior to the date of application in Wisconsin is required to take and pass either a single-part broker's examination or only the state part of a 2-part broker's examination, depending on whether a single-part or a 2-part examination is made available by the department.

(4) **WRITTEN EXAMINATIONS WAIVED.** (b) Individuals previously licensed as salespersons or brokers under this department, but who have not been the holder thereof during the calendar year immediately preceding the date of such application, because of service in the armed forces of the United States of America, must make application to the department to be licensed in their previous capacity, to wit: as a salesperson or broker, respectively, within 6 months from the date of discharge or separation of such applicant from active military service and such application shall be granted to such individual upon payment of the usual fee, without written examination, subject to proof of trustworthiness.

(5) **ORAL EXAMINATION.** (a) Upon filing the application in proper form, and paying the proper fee pursuant to ss. 452.09 and 452.10, Stats., an applicant may be given an oral exam pursuant to s. 452.09 (3) (b), provided that the applicant shall produce a statement by a duly licensed Wisconsin physician on a form to be prescribed by the department which certifies that:

1. The applicant has been examined by said physician within 30 days of the date of said application; and

2. The applicant is unable to fairly compete in a written examination because of a physical handicap that impairs the applicant's ability to write.

(b) The department shall pass upon each request for an oral examination and shall grant it unless good cause is shown why it should be denied. If denied, the department

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shall advise the applicant in writing of the reasons for said denial. The applicant may appeal the denial.

(c) If the application for oral examination is granted, the applicant shall be notified in writing of the time and place for said examination.

(d) The contents of the oral examination shall be determined by the department and shall be substantially equivalent to the contents of the written examination.

(e) The oral examination shall be conducted by the department.

(f) The questions and answers shall be taken in shorthand or on tape and preserved as confidential records of the department. The applicant and/or his or her representative shall, upon a showing of good cause, have access to the applicant's records.

(g) The department shall review the transcript of the examination and shall determine upon standards set by the department whether an applicant is competent to receive a real estate license. Competency shall be based on a grade of 75 or above. The provisions of subs. (2), (3) and (4) as well as the provisions of s. 452.09 (3), Stats., shall be controlling in determining the standards of competency.

(h) Copies of the examination or the transcript shall not be available for inspection by anyone except that the department shall, upon a showing of good cause, authorize only the applicant or his or her representative to review the transcript. In the event the applicant is blind the department may authorize another person to accompany the applicant provided said person is not a potential applicant or instructor in real estate.

**History:** Cr. Register, April, 1972, No. 196, 5-1-72; r. (4) renum. (5) to be (4), Register, November, 1974, No. 227, eff. 12-1-74, emerg. cr. (5), eff. 5-1-75; cr. (5), Register, June, 1975, No. 234, eff. 7-1-75; am. (1) and (2), Register, June, 1979, No. 282, eff. 7-1-79; renum. from REB 2.03, am. (2), (4) (a) and (5) (g), Register, February, 1981, No. 302, eff. 3-1-81; r. (4) (b), renum. (4) (c) to be (4) (b), Register, December, 1981, No. 312, eff. 1-1-82; renum. from REB 2.02 and am. (1) (intro.) and (2) to (5), Register, February, 1983, No. 326, eff. 3-1-83; r. and recr. (3), Register, August, 1983, No. 332, eff. 9-1-83; r. (4) (a), Register, November, 1985, No. 359, eff. 12-1-85; am. (1) and (2), r. and recr. (3), Register, January, 1992, No. 433, eff. 2-1-92.

**RL 12.025 Review of examinations and examination results. (s. 452.09 (3), Stats.) (1) REVIEW.** All applicants shall be offered the opportunity to review their examinations and make written comments and objections at the time and place that they take the examination.

(2) **REPORTS.** All applicants who obtain a failing grade shall receive, for facilitating further study, a report detailing the results in the major content areas of the examination.

(3) **WRITTEN REVIEW.** All applicants who receive failing grades may request a written review of the results of the examination.

**History:** Cr. Register, December, 1976, No. 252, eff. 1-1-77; r. and recr. Register, December, 1978, No. 276, eff. 1-1-79; renum. from REB 2.035, Register, February, 1981, No. 302, eff. 3-1-81; renum. from REB 2.025, Register, February, 1983, No. 326, eff. 3-1-83.

**RL 12.03 Time for completing licensure requirements.** An applicant for a broker's or salesperson's license who successfully completes both the uniform and state parts of the examination, as provided in this chapter, has one year following the date of examination to complete all other

requirements for licensure. No license shall be granted until all requirements are met. If the applicant fails to complete the requirements within the one-year period, he or she shall reapply and successfully complete the examination before a license may be granted.

**History:** Cr. Register, June, 1982, No. 318, eff. 7-1-82; renum. from REB 2.03, Register, February, 1983, No. 326, eff. 3-1-83.

**RL 12.04 Renewal after license expiration. (1) LESS THAN 5 YEARS.** If an applicant files an application for renewal of the applicant's real estate license with the department less than 5 years after the renewal date, as defined in s. 440.01 (1) (dm), Stats., and the applicant is not registered as an inactive licensee, the applicant shall pay the applicable renewal fee and penalty fee specified in s. 440.08, Stats., and provide evidence of having satisfied the continuing education required by s. 452.12 (5), Stats., in one of the following manners:

(a) The applicant shall either provide proof of having successfully completed the classroom education which was required during the biennium preceding the date of renewal of the applicant's license, provide proof of having successfully passed the test-out examination which was administered during the biennium preceding the date of renewal of the applicant's license, or provide proof of having successfully completed any 8 of the 15 hours of education in s. RL 25.03 (3) (h) and the 4 hours of education in s. RL 25.03 (3) (m). In this paragraph "successfully completed" means passing an examination pursuant to s. RL 25.066 (6) (d).

(b) The applicant who successfully completed a portion of, but not all of, the classroom education which was required during the biennium preceding the date of renewal of the applicant's license may obtain the additional required hours by successfully completing all or a portion of s. RL 25.03 (3) (h) and (m). In this paragraph "successfully completed" means passing an examination pursuant to s. RL 25.066 (6) (d).

(c) The applicant shall also before the next renewal date satisfy the continuing education required of all licensees

during the biennium in which the applicant renews his or her license.

(2) **MORE THAN 5 YEARS.** If an applicant files an application for renewal of a real estate license 5 or more years after the renewal date and the applicant is not registered as an inactive licensee, the applicant shall pay the fee specified in s. 440.05 (1), Stats., and satisfy education and examination requirements, as follows:

(a) *Education requirements.* 1. Except as provided in subd. 3, an applicant for a broker's license shall satisfy requirements specified in any one of the following: s. RL 25.02 (1) (b), (c), or (2). An applicant who obtains classroom education pursuant to s. RL 25.02 (2) must complete the education within 5 years preceding the date of the application for license.

2. Except as provided in subd. 3, an applicant for a salesperson's license shall satisfy requirements in s. RL 25.03. An applicant must complete the education within 5 years preceding the date of application for license.

3. An applicant who has held a real estate license in another licensing jurisdiction within the 2 years prior to filing an application for renewal is not required to obtain any education described in subds. 1 and 2.

(b) *Examination requirements.* 1. An applicant for a broker's license shall successfully pass both the salesperson's and the broker's examination pursuant to s. RL 12.02.

2. An applicant for a salesperson's license shall successfully pass the salesperson's examination pursuant to s. RL 12.02.

**Note:** The applicant shall apply to and pay the cost of the examination directly to the testing agency under contract with the department for administration of the examination pursuant to s. 440.07 (2), Stats.

**History:** Emerg. cr. 6-16-87; cr. Register, December, 1987, No. 384, eff. 1-1-88; r. and recr. Register, March, 1990, No. 411, eff. 4-1-90; r. and recr., Register, September, 1993, No. 453, eff. 10-1-93.