



**GUIDELINES ON
CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
FOR REGISTERED VALUERS, APPRAISERS AND
ESTATE AGENTS
(THIRD EDITION 2017)**

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GUIDELINES ON CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR REGISTERED VALUERS, APPRAISERS AND ESTATE AGENTS

1. POWER TO IMPOSE CPD

Pursuant to Section 16 of the Valuers, Appraisers and Estate Agents Act 1981, the Board is empowered to impose conditions for the annual renewal of an Authority to Practice. One of the conditions for renewal of the Authority to Practice is the requirement to submit the CPD hours.

2. SHORT TITLE AND COMMENCEMENT

These Guidelines may be cited as Guidelines on Continuing Professional Development (CPD) for Registered Valuers, Appraisers and Estate Agents and shall come into force on 1 January 2017.

3. INTERPRETATION

In these Guidelines, unless the context otherwise requires:-

“Board” means the Board of Valuers, Appraisers and Estate Agents.

“Continuing Professional Development,” means “a programme for systematic maintenance, improvement and enhancement of knowledge and skills for the development of personal qualities necessary for execution of relevant professional and technical duties throughout the practitioner’s working life.”

“Credit Hours” means the number of hour or hours, accredited to a particular CPD activity, as stated in the guidelines or as decided by the Board.

“Institution of Higher Learning” means any institution, college or university, recognised by the Board.

“Meetings” means meetings as prescribed in Appendix 1.

“Registrant” means Registered Valuers, Appraisers and Estate Agents.

“Year” means a calendar year.

4. OBJECTIVES

Real estate industry is dynamic whereby skills and knowledge are constantly challenged by new technologies, new solutions to new problems, new business cultures, fluctuating market conditions and amendments to the laws.

It is thus considered important and pertinent to keep abreast with such developments through training and retraining or other means and form. It is therefore imperative that the professionals rise to the challenge and respond to the impact of evolution on them and their businesses positively.

CPD is the mechanism by which professionals may attain vast knowledge on current issues and this in turn will promote their credibility and enhance their professional skills further.

5. BENEFITS OF CONTINUING PROFESSIONAL DEVELOPMENT

The Board seeks to promote, develop and achieve the following;

- i. For the registrants;
 - a) Opportunities to enhance knowledge and skills;
 - b) Improve the quality of service to clients;
 - c) Develop and maintain professional competence;
 - d) Reduce risk of negligence or professional liabilities;

- ii. For the profession;
 - a) Higher profile vocation;
 - b) Clearer professional identity;
 - c) Highly skilled registrants;
 - d) Enhance professional ethics;

6. PERSONS REQUIRED TO PARTICIPATE IN CPD PROGRAMMES.

The following persons are required to participate in CPD programmes:

- a) Registered valuers or registered appraisers;
- b) Registered estate agents;
- c) Retired persons who intend to renew their Authority to Practice;
- d) Registered valuers, appraisers and estate agents who have been suspended and is desirous of reinstatement.

7. NON-COMPLIANCE OF CPD REQUIREMENTS

The Board shall not renew an Authority to Practice if it is satisfied that the registrant has not complied with the CPD requirement, unless such non-compliance falls within the exemption granted by the Board under clause 21.

8. CPD CREDIT HOURS

8.1 Notwithstanding clauses 16.0 and 20.0, all registrants are required to obtain a minimum of ten (10) CPD credit hours per annum in order to renew their Authority to Practice. Registrants must endeavour to use a range of activities to achieve their CPD credits.

8.2 Respective registrants are required to record their participation in CPD activities according to the guidelines issued by the Board.

9. CPD ACTIVITIES

The Board recognises the following forms of CPD activities, namely;

- a) Attendances at Seminars, Conferences, Congresses, Conventions, Colloquiums, Symposiums, Courses, Workshops, Forums and Talks, and similar activities;
- b) Invited speaker or/and presentation of papers at learning platforms and/or forums;

- c) Attendance at Board, RISM, PEPS, MIEA, MIPPM, FIABCI and other related and relevant professional meetings;
- d) Part-time and full time studies at Institutions of Higher Learning;
- e) Practical training approved or recognised by the Board at any firm, organisation or institution other than one's own firm or organisation;
- f) Research undertaken, informative papers produced, columnist in national newspapers, articles written for journals/publications on professional matters, all of which are related to the property industry;
- g) Private studies/reading;
- h) Appointed as Panel of Experts/ Advisors/ Committee members or any similar appointments in recognised institutions or organizations;

(Refer to Appendix 1)

10. CREDIT HOURS

Each CPD activity has a maximum number of credit hours awarded. The award of Credit Hours shall be final (Refer to Appendix 1).

11. APPLICATION BY CPD ORGANISERS

11.1 Any party who wishes to organise CPD activities may apply to the Board not less than three (3) weeks before the proposed date.

11.2 Application shall be made using Form A and Form A1 together with the processing fee. Application shall be made at any time but shall not be later than the 15th of each month to obtain approval within the same month.

11.3 The application shall include the presenter's or speaker's background details including:

- i. The speaker's or presenter's designation in his organisation;
- ii. The academic qualification(s);

- iii. The speaker's/presenter's experience in the real estate industry;
- 11.4 The Board will decide on the number of hours to be approved. The decision of the Board shall be **FINAL**.
- 11.5 The Board may refuse to endorse or approve any programme carried out by the same organiser if the programme failed to achieve the objectives of CPD.
- 11.6 The Board shall not be held responsible for any delay in approving any programme if the application is incomplete.
- 11.7 The Board may review or withdraw the approved credit hours given to the organisers if they fail to comply in accordance to their application.
- 11.8 The organiser **MUST** submit to the Board within two (2) weeks after the programme:
- (i) the list of attendees;
 - (ii) a copy of the papers presented;

12. APPLICATION BY REGISTRANTS

- 12.1 Any registrant may request for CPD credit hours provided the key criterion of relevance to the professional objective is attained.
- 12.2 Application shall be made using Form B.
- 12.3 All applications shall be accompanied with the portfolio of evidence including an enrolment date, time, venue, title of topic, brochure, programme outline, certificate of attendance and course notes.
- 12.4 All requests for CPD credit hours shall be made within the same year attended.

13. ADMINISTRATION OF CPD COMPLIANCE

Every registrant shall maintain a record of CPD attendance as the Board may from time to time request a registrant to substantiate his claim of attendance at any CPD programme. Registrants are advised to keep all relevant documents.

- i. Any application for the renewal of Authority to Practice shall be submitted using Form B1 together with all relevant documents;
- ii. All registrants applying for renewal for Authority to Practice shall obtain the necessary credit hours during that year, and each year, preceding the year of renewal of an Authority to Practice;
- iii. Registrants who have recorded in excess of ten (10) credit hours, is allowed to carry forward the excess hours to the subsequent year;
- iv. Only a maximum of five (5) credit hours are allowed to be carried forward. Registrants are required to submit their current and preceding year's CPD records to the Board using Form B1;
- v. Registrants may be granted an extension of time for a period not exceeding three (3) calendar months in the year preceding the year of renewal of an Authority to Practice.

14. ENFORCEMENT

- 14.1 The Board has the power to carry out random audit during any of the approved programme being conducted.
- 14.2 The registration book shall be opened for inspection to the Board.
- 14.3 The Board may examine all approved programmes without any notification.

15. BASIS OF APPROVAL FOR CPD ACTIVITIES

- 15.1 One (1) CPD hour accrued for each hour spent directly on the CPD activity subject to a maximum of five (5) credit hours per day.
- 15.2 Credit hours are calculated to the nearest half hour **EXCLUDING** meal, refreshment breaks, Q&A and time allocated for keynote/welcoming speech.
- 15.3 Computation of credit hours would include relevance of the topics to the profession and time allotted to the subject matter.

16. CPD FOR NEW REGISTRANTS

16.1 The CPD credit hours requirement shall not be applicable to newly registered persons during their current year.

16.2 Notwithstanding paragraph 16.1, renewal of an Authority to Practice for the subsequent year shall be proportionate to the period the registrant is in practice in the preceding year.

17. TEMPORARY DISCONTINUATION OF PRACTICE

Clause 16.2 shall apply *mutatis mutandis* in cases where registrants have been allowed temporary discontinuation or who has been on full-time study leave.

18. SUSPENSION AND REINSTATEMENT

Any registrant who has been suspended from practice by the Board shall be required to submit ten (10) CPD hours for reinstatement.

19. FALSE DECLARATION

The Board shall withdraw the approval granted for the programme at any time, if it is satisfied that such an approval was obtained by means of false declaration.

20. EXEMPTION FROM CPD REQUIREMENT

The Board may grant full or partial exemption to the following registrants from CPD requirement:

20.1 Registrants who have attained the age of sixty (60) years shall be granted full exemption.

20.2 Registrants who are fifty five (55) years shall be required to submit a minimum of five (5) CPD hours.

20.3 Any person who is practicing under a special Authority to Practice for a period not exceeding one (1) year.

20.4 Registrants who are suffering from severe ailments.

20.5 Registrants who are on full-time study leave.

20.6 Registrants who have been granted exemption by the Board.

21. APPLICATION FOR EXEMPTION

21.1 Any application for exemption from the CPD requirements, shall be made in writing to the Board giving reasons and supporting evidences for such request.

21.2 An application shall be made at any time but shall not be later than 31st December of each calendar year.

21.3 The letter of exemption by the Board shall be submitted together with the application for renewal of Authority to Practice.

22. CORRESPONDENCE

Any correspondence relating to CPD shall be addressed to:

Registrar
The Board of Valuers, Appraisers and Estate Agents, Malaysia
A-19-13A, Level 19, Tower A
Menara UOA Bangsar
No. 5, Jalan Bangsar Utama 1
Bangsar
59000 KUALA LUMPUR

Telephone: 603 22876666 (Hunting line)
E-Mail : simone@lppoh.gov.my

APPENDIX 1

NO.	PROGRAMME/ACTIVITY	ORGANISER/INDIVIDUAL	CREDIT HOURS	MAX CREDIT HOURS ALLOWED
1.	Attendance at Professional Meetings	<ul style="list-style-type: none"> a) Board of Valuers, Appraisers and Estate Agents <ul style="list-style-type: none"> i) Full Board Meeting ii) Disciplinary Board Meeting iii) Committee Meeting b) Royal Institution of Surveyors Malaysia <ul style="list-style-type: none"> i) Council Meeting ii) Annual General Meeting iii) Branch Meeting iv) Sectional Meeting v) Branch Sectional Meeting c) Valuation Consultative Panel <ul style="list-style-type: none"> i) National Meeting ii) Regional General Meeting d) Estate Agency Consultative Panel <ul style="list-style-type: none"> i) National Meeting ii) Regional General Meeting e) Malaysian Institute of Estate Agents (MIEA) <ul style="list-style-type: none"> i) Branch Meeting ii) Council Meeting ii) Annual General Meeting f) Persatuan Penilai Swasta (PEPS) <ul style="list-style-type: none"> i) Council Meeting ii) Annual General Meeting 	<ul style="list-style-type: none"> $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ $\frac{1}{2}$ 	Maximum six (6) credit hours per year

		<ul style="list-style-type: none"> g) Penilai Sektor Awam Malaysia (PENILAISAMA) <ul style="list-style-type: none"> i) Council Meeting ½ ii) Annual General Meeting ½ h) Malaysian Institute Of Professional Property Managers (MIPPM) <ul style="list-style-type: none"> i) Council Meeting ½ ii) Annual General Meeting ½ i) ASEAN Valuers Association (AVA) <ul style="list-style-type: none"> i) Council Meeting ½ ii) Annual General Meeting ½ j) International Real Estate Federation (FIABCI) <ul style="list-style-type: none"> i) Council Meeting ½ ii) Annual General Meeting ½ k) International Valuation Standards Committee (IVSC) <ul style="list-style-type: none"> i) Board of Management Meeting ½ ii) Malaysian Valuation Standards Committee Meeting ½ iii) Annual General Meeting ½ l) Any other meetings approved by the Board ½ 		
2.	Attendance at Seminars, Conferences, Congresses, Workshops, Conventions, Courses, Forums and Talks	<ul style="list-style-type: none"> a) World Valuation Congress b) ASEAN Valuers Association (AVA) Congress c) Pan-Pacific Congress of Real Estates, Valuers, Appraisers and Counselors 	As approved by the Board	Maximum ten (10) credit hours per year

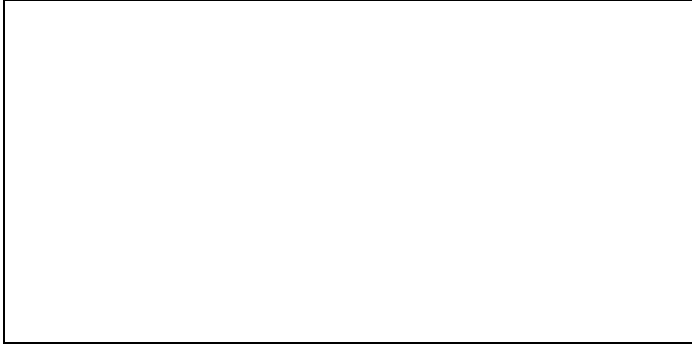
		<ul style="list-style-type: none"> d) International Real Estate Federations (FIABCI) Congress e) International Federation of Surveyors (FIG) Congress f) Commonwealth Association of Surveying and Land Economy (CASLE) Congress g) Commonwealth Head Of Valuation Department Congress (CHOVA) h) Asia-Pacific Real Estate (APREF) Congress i) International Real Estate Research Symposium (IRERS) j) Any other Seminars, Conferences, Congresses, Workshops, Conventions, Courses, Forums and Talks approved by the Board. 		
3.	Part time study or practical training related to property at recognised institutions	<ul style="list-style-type: none"> a) Part time study leading to Certificates, Diploma or Degree b) Practical training. c) Technical visits that are related to property. 	As approved by the Board	Maximum ten (10) credit hours per year
4.	Research, publication or presentation on professional matters related to property industry	<ul style="list-style-type: none"> a) Undertake and publish research papers b) Publication of papers in any magazines or journals 	As approved by the Board	Maximum ten (10) credit hour per year

		c) Present papers in any Seminars, Congresses, Conventions and Workshops d) Speaker at any forum		
5.	Private study and/or structured reading	Reading journals, books, magazines, articles and other publications related to the property industry.	1	Maximum one (1) credit hour per year

CPD APPLICATION FOR ORGANISER

<p>1. Organiser :</p>	<p>1.1 Address :</p> <p>1.2 Telephone Nos. :</p> <p>1.3 Fax Nos. :</p> <p>1.4 E-Mail Address :</p>
<p>2. Title of Programme :</p> <p>2.1 Date :</p> <p>2.2 Venue :</p> <p>2.3 CPD Hour Requested :</p> <p>2.4 Registration Fee :</p> <p>2.5 Target Groups :</p> <p>2.6 New/Repeat Seminar* : (if any, please state below the details)</p>	
<p>3. I/We enclosed the following documents :</p> <p>i) Form A;</p> <p>ii) A copy of Organiser's tentative brochures;</p> <p>iii) A copy of the detailed programme outline;</p> <p>iv) A summary of speaker's details/resume :</p>	

4. I/We hereby acknowledge that I have read and understood the terms and conditions in the CPD Guidelines Third Edition (2017).



Signature of Organiser
Company Chop

Date : _____

CPD FORM A1 (ORGANISER)

Title :	
Organiser :	

DETAILS OF PROGRAMME

No.	Individual Title of Paper	Duration of Each Paper (Hour/Minutes)	Speakers	Designation

(Use separate sheets for more details if any)

CPD APPLICATION FOR INDIVIDUAL

1.0 Name :

Registration Number :

Application for the year :

1.1 Name of Organisation :

1.2 Address of Applicant :

1.3 Contact Nos. :

Office

Mobile

E-Mail Address

2.0 Programme To Be Accredited :

2.1 Date :

2.2 Venue :

2.3 CPD Hour Applied :

3.0 I/We enclosed the following documents :

- i) Form B
- ii) A copy of the certificate of attendance;
- ii) A copy of the papers presented;
- iii) A copy of the organiser's brochure;
- iv) A copy of the detailed programme outline.

Signature of Applicant

Date : _____

**BOARD OF VALUERS, APPRAISERS AND ESTATE AGENTS MALAYSIA
CONTINUING PROFESSIONAL DEVELOPMENT
RECORD FOR THE YEAR**

The Registrar
Board of Valuers, Appraisers and Estate Agents Malaysia

Name :

Registration No. :

Address :

Tell Nos. :

I have attended the following CPD activities during the year

Activities	CPD Hours
1.
2.
3.
4.
Total

I hereby declare that the above information is correct and the Board may revoke my Authority to Practice, if it is found to be untrue.

Date :
Signature