



**GUIDELINES ON
CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
FOR REGISTERED VALUERS, APPRAISERS,
ESTATE AGENTS, PROPERTY MANAGERS AND
PROBATIONERS
(FOURTH EDITION 2023)**

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

1. POWER TO IMPOSE CPD

Pursuant to Section 16 of the Valuers, Appraisers, Estate Agents and Property Managers Act 1981, the Board is empowered to impose conditions for the annual renewal of an Authority to Practice and Validity of Probationary Status. One of the conditions for renewal of the Authority to Practice and Validity of Probationary Status is the fulfilment of the CPD credit hour requirement.

2. SHORT TITLE AND COMMENCEMENT

These Guidelines may be cited as ***Guidelines on Continuing Professional Development (CPD) for Registered Valuers, Appraisers, Estate Agents, Property Managers and Probationers*** and shall come into force with immediate effect.

3. INTERPRETATION

In these Guidelines, unless the context otherwise requires: -

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

“Cessation of probationer” means a probationer who had deferred a practical training.

“Cessation of registrant” means registrant who had ceased to practice by surrendering the practicing certificate.

“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.

“Probationer” means Probationary Valuers, Probationary Estate Agents and Probationary Property Managers.

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

“Registered person” means Registered Valuers, Appraisers, Estate Agents, Property Managers and Probationers.

“Year” means a calendar year.

4. OBJECTIVES

The real estate industry is dynamic with changes arising from new technologies, issues, business practices, fluctuating economic conditions the introduction of new laws and regulations.

It is therefore imperative that the professionals rise to the challenge and respond positively.

CPD is the mechanism by which professionals may attain new 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 and probationers;
 - a) Opportunities to enhance knowledge and skills;
 - b) Improve the quality of service to clients;
 - c) Develop and maintain professional competence; and
 - d) Reduce risk of negligence or professional liabilities.

- ii. For the profession;
 - a) Higher profile vocation;
 - b) Clearer professional identity;
 - c) Highly skilled registrants; and
 - 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) Registered property managers;
- d) Probationary valuers/estate agents/property managers; and
- e) Registered valuers, appraisers, estate agents, property managers and probationary valuers/estate agents/property managers who have been suspended, ceased and are desirous of reinstatement.

7. NON-COMPLIANCE OF CPD REQUIREMENTS

The Board shall not renew the: -

- a. Authority to Practice for Registrant; and
- b. Validity of Probationary Status for Probationer

if it is satisfied that the registrant/probationer 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/probationers are required to obtain: -

A. Authority to Practice for Valuers, Appraisers, Estate Agents and Property Managers

- i) A total of ten (10) CPD credit hours per annum with a minimum of five (5) CPD credit hours to be attended physically for Registrants who are fifty-five (55) years old and below
- ii) A total of five (5) CPD credit hours per annum with a minimum three (3) CPD credit hours to be attended physically for Registrants who are above fifty-five (55) years old

B. Validity of Probationary Status for Probationers

- i) A total of five (5) CPD credit hours per annum with a minimum of three (3) CPD credit hours to be attended physically in order to continue the Validity of Probationary Status for Probationers.
- 8.2 Registrants/Probationers must endeavour to use a range of activities to achieve their CPD credits.
- 8.3 Respective registrants/probationers 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, MIPEAC, PEHAM, MIPFM, PENILAISAMA, FIABCI and other related and relevant professional meetings;
- d) Part-time and full-time studies at Institutions of Higher Learning;
- e) 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 professional 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; and
- i) Appointed as official Observer by the Board.

(Please 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 (Organiser) together with the processing fee. The 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); and
- 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 organiser if the programme does not comply with the objectives as stated in clause 4 of this Guideline.

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 with their application.

11.8 The organiser **MUST** submit to the Board within fourteen (14) days after the event: -

- a. a list of attendees; and
- b. a copy of each of the papers presented.

11.9 The organisers are not allowed to use or display the Board's Logo in any of their brochures, posters or any other type of presentation materials without prior approval from the Board. Organisers may

state the number of the credit hours applied/approved by the Board.

12. APPLICATION BY REGISTRANTS/PROBATIONERS

12.1 Any registrant/probationer may apply for CPD credit hours provided the CPD objective is attained.

12.2 Application shall be made using Form B (Individual).

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/probationer shall maintain a record of CPD attendance as the Board may from time to time request a registrant/probationer to substantiate his claim of attendance at any CPD programme.

13.1 Registrants are advised to comply with the following: -

- a. Any application for the renewal of Authority to Practice shall be submitted using Form B1 together with all relevant documents;
- b. 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;
- c. Registrants who have recorded in excess of ten (10) credit hours, are allowed to carry forward the excess hours to the subsequent year;
- d. Only a maximum of five (5) credit hours are allowed to be carried forward.
- e. 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.

13.2 Probationers are advised to keep all relevant documents as follows: -

- a. Any application for the renewal of Authority to Practice shall be submitted using Form B1 together with all relevant documents;
- b. All probationers applying for Validity of Probationary Status for Probationer shall obtain the necessary credit hours during that year, and each year, preceding the yearly renewal;
- c. Probationers are **not allowed** to carry forward the excess hours to the subsequent year; and
- d. Probationers 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 a Validity of Probationary Status for Probationer.

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 attendance/registration book shall be opened for inspection by the Board.

14.3 The Board may examine all approved programmes without any notification.

14.4 The Board may send observer(s) to attend the CPD event.

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 for physical seminar.

15.2 A maximum of three (3) credit hours per day for online webinar subject to the Board's approval.

15.3 Any seminar conducted for two (2) days or more are given maximum credit hours of ten (10) for physical event and six (6) for online webinar.

15.4 Credit hours are calculated to the nearest half hour **EXCLUDING** meals, refreshment breaks, Q&A sessions and time allocated for opening/welcoming speech.

15.5 Computation of credit hours would include the relevance of the topics to the profession and time allotted to the subject matter.

15.6 Free events do not qualify for CPD credit hour hours.

16. CPD FOR NEW REGISTRANTS/PROBATIONERS

16.1 The CPD credit hours requirement shall not be applicable to newly qualified registrants during their first registration year.

16.2 Notwithstanding paragraph 16.1: -

- a) 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.
- b) Renewal of Validity of Probationary Status for Probationer for the subsequent year shall be proportionate to the period the probationer gains experience 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 have been on full-time study leave.

18. SUSPENSION, CESSATION AND REINSTATEMENT

- a) Any registrant who has been suspended or ceased from practice by the Board shall be required to submit ten (10) CPD hours for reinstatement.
- b) Any probationer who has been suspended from practical experience by the Board shall be required to submit five (5) 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 are fifty-five (55) years old and above shall be required to submit a minimum of five (5) CPD hours.
- 20.2 Any person who is practicing under a Special Authority to Practice for a period not exceeding one (1) year.
- 20.3 Registrants under special circumstances may apply for exemption i.e. suffering from severe ailments, full-time study leave and etc.

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 evidence 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, Estate Agents and Property Managers
A-19-13A, Level 19, Tower A,
Menara UOA Bangsar,
No. 5, Jalan Bangsar Utama 1,
59000 Bangsar,
Kuala Lumpur.

Telephone : 603 2288 8815/16/17 & 603 22876666 (Hunting line)
E-Mail : info@lppeh.gov.my

APPENDIX 1

NO.	PROGRAMME/ACTIVITY	ORGANISER/INDIVIDUAL	CREDIT HOURS	MAX CREDIT HOURS ALLOWED
1.	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 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 	As approved by the Board	Maximum ten (10) credit hours per year

2.	Invited speaker or/and presentation of papers at learning platforms and/or forums	Speaker at any forum	As approved by the Board	Maximum ten (10) credit hours per year
3.	Attendance at Professional Meetings	<p>a) Board of Valuers, Appraisers, Estate Agents and Property Managers</p> <ul style="list-style-type: none"> i) Full Board Meeting ii) Disciplinary Board Meeting iii) Committee Meeting <p>b) Royal Institution of Surveyors Malaysia (RISM)</p> <ul style="list-style-type: none"> i) Council Meeting ii) Annual General Meeting iii) Branch Meeting iv) Division Meeting v) Branch Division Meeting <p>c) Valuation Consultative Panel</p> <ul style="list-style-type: none"> i) National Meeting ii) Regional General Meeting <p>d) Estate Agency Consultative Panel</p> <ul style="list-style-type: none"> i) National Meeting ii) Regional General Meeting <p>e) Malaysian Institute of Estate Agents (MIEA)</p> <ul style="list-style-type: none"> i) Branch Meeting ii) Council Meeting ii) Annual General Meeting <p>f) Persatuan Penilai, Pengurus Harta, Ejen Harta & Perunding Harta Swasta Malaysia (PEPS)</p> <ul style="list-style-type: none"> i) Council Meeting 		Maximum six (6) credit hours per year

		<ul style="list-style-type: none"> ii) Annual General Meeting 		
		<ul style="list-style-type: none"> g) Penilai Sektor Awam Malaysia (PENLAISAMA) <ul style="list-style-type: none"> i) Council Meeting ii) Annual General Meeting iii) Committee Meeting 		
		<ul style="list-style-type: none"> h) Malaysian Institute Of Property And Facility Managers (MIPFM) <ul style="list-style-type: none"> i) Council Meeting ii) Annual General Meeting iii) Committee Meeting 		
		<ul style="list-style-type: none"> i) ASEAN Valuers Association (AVA) <ul style="list-style-type: none"> i) Council Meeting ii) Annual General Meeting 		
		<ul style="list-style-type: none"> j) International Real Estate Federation (FIABCI) <ul style="list-style-type: none"> i) Council Meeting ii) Annual General Meeting 		
		<ul style="list-style-type: none"> k) International Valuation Standards Committee (IVSC) <ul style="list-style-type: none"> i) Board of Management Meeting ii) Malaysian Valuation Standards Committee Meeting iii) Annual General Meeting 		
		<ul style="list-style-type: none"> l) NAPREC <ul style="list-style-type: none"> i) Research Proposal Evaluation Committee 		

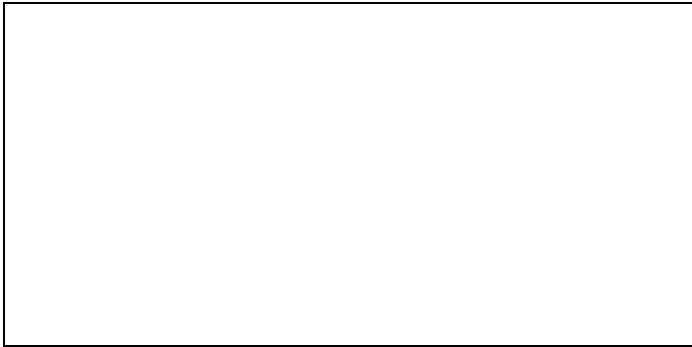
		<ul style="list-style-type: none"> ii) Committee Meeting m) Malaysian Institute Of Professional Estate Agents and Consultants (MIPEAC) <ul style="list-style-type: none"> i) Branch Meeting ii) Council Meeting ii) Annual General Meeting n) Persatuan Perunding Hartanah Muslim Malaysia (PEHAM) <ul style="list-style-type: none"> i) Branch Meeting ii) Council Meeting ii) Annual General Meeting o) Persatuan Pengurus Kompleks Malaysia (PPK) <ul style="list-style-type: none"> i) Branch Meeting ii) Council Meeting ii) Annual General Meeting p) Any other meetings approved by the Board 		
4.	Part time study	Part time study related to the industry: - <ul style="list-style-type: none"> a) Post-graduate degree b) Undergraduate degree c) Diploma & Executive Diploma d) Certificate 	As approved by the Board	Maximum ten (10) credit hours per year
5.	Training and visits related to property industry at recognised institutions/ organisations	<ul style="list-style-type: none"> a) Technical training b) Technical visits that are related to property industry 	As approved by the Board	Maximum ten (10) credit hour per year
6.	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 articles / papers in any professional magazines or journals c) Present papers in any Seminars, Congresses, 	As approved by the Board	Maximum ten (10) credit hour per year

		Conventions and Workshops		
7.	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
8.	Appointed as official Observer by the Board		As approved by the Board	Half of the approved CPD credit hour

CPD APPLICATION FOR ORGANISER

<p>1. Organiser:</p>	<p>1.1 Address:</p> <p>1.2 Telephone No:</p> <p>1.3 Fax No:</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> <ul style="list-style-type: none"> i) Form A and A1; ii) A copy of Organiser's tentative brochures; iii) A copy of the detailed programme outline; and iv) A summary of speaker's details/resume. 	

4. I/We hereby acknowledge that I have read and understood the terms and conditions in the CPD Guidelines Fourth Edition (2023).



Signature of Organiser
Company Stamp

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 No:

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; and
- iv) A copy of the detailed programme outline.

Signature of Applicant

Date: _____

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

The Registrar
Board of Valuers, Appraisers, Estate Agents and Property Managers

Name :

Registration No. :

Address :

Tel No. :

I have attended the following CPD activities during the year

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

a. I hereby declare that the above information is correct and the Board may revoke my Authority to Practice/Validity of Probationary Status for Probationer, if it is found to be untrue.

Date:

.....

Signature