

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) GUIDELINES FOR ESTATE AGENTS AND REAL ESTATE SALESPERSONS

(A) Overview

1. The Continuing Professional Development (CPD) framework is one of the key components of the Council for Estate Agencies' (CEA) regulatory framework to achieve higher professional standards within the real estate agency industry.
2. The objective of the mandatory CPD framework is to ensure that Key Executive Officers (KEOs) and real estate salespersons (RESs) have the skillsets and competencies to carry out their duties effectively. It is integral in ensuring that KEOs and RESs continue to keep their knowledge and skills current with industry and regulatory developments.

(B) 2026 CPD Framework and CPD Cycle (w.e.f. 1 Jan 2026)

3. On 19 May 2023, CEA announced eight measures under Project ADEPT¹ to enhance the CPD ecosystem and help KEOs and RESs enhance their competencies to prepare them for the future economy. These include higher and reconfiguration of CPD requirements from 2026 CPD cycle onwards. The new CPD framework will be based on training hours and recognises more forms of CPD activities, allowing for more diverse and in-depth professional development opportunities.
4. From the 2026 CPD cycle onwards, the CPD cycle will span from 1 January to 31 December every year to align with the RES registration validity period.

(C) Components of the 2026 CPD Framework

5. Building on the foundation of the previous CPD framework, the 2026 CPD framework has been reconfigured to two key components to further expand the scope and depth of the learning activities:
 - Structured Learning (SL)
 - Self-directed Learning (SDL)
6. The SL component comprises courses in Professional Competencies and a mandatory Prescribed Essentials (PE) training requirement for the industry. The objective of the PE training requirement is to reinforce understanding and competencies in areas that CEA and the industry identify to be critical.

¹ Project ADEPT stands for ADvancing and Enhancing Professionalism and Training.

7. The SDL component enables RESs to have flexibility in their learning process and take up more forms of learning activities that can be recognised for registration renewal.

Table 1: Components of 2026 CPD framework

Structured Learning (SL) [Minimum 12 hours]		Self-directed Learning (SDL) [Minimum 4 hours]
Prescribed Essentials (PE)² [Minimum 4 hours]	Professional Competencies (PC) [Minimum 8 hours]	Generic Competencies Plus (GC Plus) [Minimum 4 hours]
Courses accredited by CEA		Course attendance approved by RESs' KEOs

8. Refer to the [2026 CPD Framework](#) for the various competencies for each CPD component. The [Professional Development Reference Guide \(PDRG\)](#) offers additional elaboration on these knowledge and competencies, providing an overview and common reference of the essential knowledge and competencies required for various job roles and areas of specialisations within their respective areas of work.

(D) CPD Requirements

9. Existing KEOs, Practising Directors/Partners, and RESs who wish to renew their registration must fulfil a minimum of 16 training hours per CPD cycle. The 16 training hours must comprise:
 - 4 hours from PE
 - 8 hours from PC
 - 4 hours from SDL
10. New RESs are exempted from CPD requirement for the first CPD cycle but will need to comply with the CPD requirement for the next and subsequent CPD cycles.
11. KEOs, Practising Directors/Partners and RESs who have left and are eligible to return to the real estate agency industry without having to pass the RES examination again will be required to fulfil the same number of training hours for each CPD cycle before applying for registration.

² The PE categories will be specified by CEA each year. Further elaboration on PE and the list of recognised PE topics can be found in the [2026 CPD Framework](#).

12. Returning KEOs, Practising Directors/Partners and RESs should approach the estate agent that they are joining to verify and upload their SDL hours in the [CPD System \(CPDS\)](#) before applying for registration.
13. RESs can check their current and past CPD fulfilment status and requirements via the CPDS.
14. RESs can refer to the [CPD course directory](#) to find approved SL courses with scheduled course runs and their allocated training hours.

(E) Principles for Assignment of CPD Training Hours

15. All courses are assigned CPD training hours based on the contact hours (excluding break times) of each course. Training hours are credited in whole hour(s). For partial course duration, the training duration will be rounded down to the nearest whole hour. For example, a training duration of 3.5 hours will be credited 3 training hours. For courses conducted across multiple days, CPD training hours are determined by the cumulative contact hours across all sessions.
16. For SDL courses, KEOs can verify and award the training hours based on the same principles as SL courses.
17. Estate Agents and RESs are required to retain the course attendance records for 5 years after the completion of the SDL courses, including documentary evidence that the RESs have successfully completed the courses, and to produce them upon CEA's request.
18. To improve course quality, all course participants are encouraged to provide feedback on SL and PE courses through the CPDS. The training hours will be credited to the RES's CPD fulfilment after the course feedback is completed. Feedback is not required for SDL courses.
19. As the objective of the CPD framework is to ensure that KEOs and RESs equip themselves with professional knowledge that is current, excess CPD training hours are not to be carried forward to the following year.