

# CPD GUIDE

## 1 To whom does CPD Apply?

Regulation number 45735 as Gazetted on 14 January 2022, stipulates in section 33.5.2, that all property practitioners are required to undergo CPD, except for Candidate Estate Agents. This means that **ALL Full Status and Principal property practitioners must undergo CPD.**

## 2 How Often Must CPD be completed?

CPD must be completed over a **three-year rolling cycle**, divided into annual payments and modules for completion.

## 3 Payment of CPD Fees

CPD fees are **billed annually**, and have to be paid before 31 March of the year in question. For example, the payment for 2024 CPD fees must be paid on / before 31 March 2024.

CPD fees are determined by the PPRA as per their Schedule of fees published on their website. If you are unsure about how much the CPD amount for a certain year is, it is recommended to contact the PPRA via their call center to make sure.

CPD payment must be paid into the following account, and property practitioners are reminded to use their 7-digit FFC reference number as the beneficiary reference:

ABSA  
ACCOUNT NAME: PROPERTY PRACTITIONERS REGULATORY AUTHORITY  
ACCOUNT NO.: 405 203 3310  
BRANCH NAME: Universal  
BRANCH CODE: 632005  
REFERENCE: SEVEN (7) DIGITS REFERENCE NUMBER

**Always save your proof of payment for your CPD payments** in a place where you can access them easily, so that if there is a problem with the allocation of your payment, you have the proof of payments on hand!

## 4 Modules

Property practitioners have to complete 12 modules over a 3-year cycle, and subsequently have to **complete 4 modules annually.**

The previous CPD regime included both verifiable and non-verifiable CPD points. Under the new regime, the points system no longer applies, and the non-verifiable CPD has completely fallen away. Property practitioners are thus only expected to complete their 4 Modules via E-learning annually, that is all.

## 5 The Professional Development Plan

To be able to complete your annual 4 modules, you need to complete a Professional Development Plan (PDP).

The PDP gives you an opportunity to choose the topics of the modules you need to complete.

**The PDP must be completed before the PPRA will be able to allocate your payment,** so make sure to log onto the MyCPD Portal to complete your PDP before you make your annual CPD Payment.

## 6 E-Learning

Once property practitioners have paid their annual CPD dues and completed their PDP for the year in question, the PPRA will make available the **E-Learning on the MyCPD portal**, for property practitioners to be able to complete their module requirements.

Please note that **E-Learning will not be made available if the CPD payment for the year in question has not been made, AND the PDP plan submitted.**

If a property practitioner has made the payment and completed their PDP, and their E-Learning is still not available, they must contact the PPRA's CPD department for further assistance via email: CPD@THEPPRA.ORG.ZA

When you send an email query to the PPRA in any regard, always apply the following Principals, to help speed up the process:

- Use your 7-digit FFC reference number in the Subject line of your email.
- Explain the problem thoroughly, but stick to the facts of the problem at hand.

- Attach screenshots of the problem you are experiencing, ad any other supporting document relevant to the query.
- Always submit an online query via your PPRA portal as well, and quote the Query number in your email.

## 7 Historical CPD Compliance

CPD under the Estate Agency Affairs Act also involved annual CPD payments. Given the differences in the old CPD regime and the new one, the PPRA is unable to regulate the points and PDP. Given this fact, the PPRA will now only be able to check that previous years' CPD payments was kept up to date.

The PPRA will thus inform property practitioners if they have outstanding historical CPD payments, and **will not make available your current CPD E-learning if you have outstanding CPD payments.**

## 8 Consequences of non-compliance

Even though the Act and regulations mention nothing on CPD non-compliance, the PPRA may implement whatever measure they deem necessary and is considered fair to compel compliance with CPD requirements. This may include penalties, disqualifications or a combination of the two.

# HOW TO COMPLETE YOUR CPD

## Step 1:

The screenshot shows the PPRRA website home page. At the top, there is a banner with the text "ENSURE THAT YOU USE LICENSED PROPERTY PRACTITIONERS FOR ANY PROPERTY TRANSACTION". Below this is a navigation menu with tabs for LICENSING, EDUCATION, DISCIPLINARIES & INVESTIGATIONS, INSPECTIONS, CLAIMS, MYPPRA, RESEARCH, and MYCPD. The MYPPRA tab is highlighted, and a blue arrow points to it. Below the navigation menu, there is a section for "MYPPRA ONLINE" with a sub-section for "AGENTS PORTAL". A blue arrow points to the "AGENTS PORTAL" link. Below this, there is a section for "Existing Property Practitioners" with a link that says "click here to login", which is circled in blue. A blue arrow points to this link. Below that, there is a section for "New Property Practitioners" with a link that says "click here to register for your Fidelity Fund Certificate". At the bottom of the page, there is a section for "FIDELITY FUND CERTIFICATE UNRESOLVED ISSUES".

Visit the PPRRA website via <https://theppra.org.za/home> and navigate to the MyPPRA tab. Click on the “Existing property Practitioners” Option.

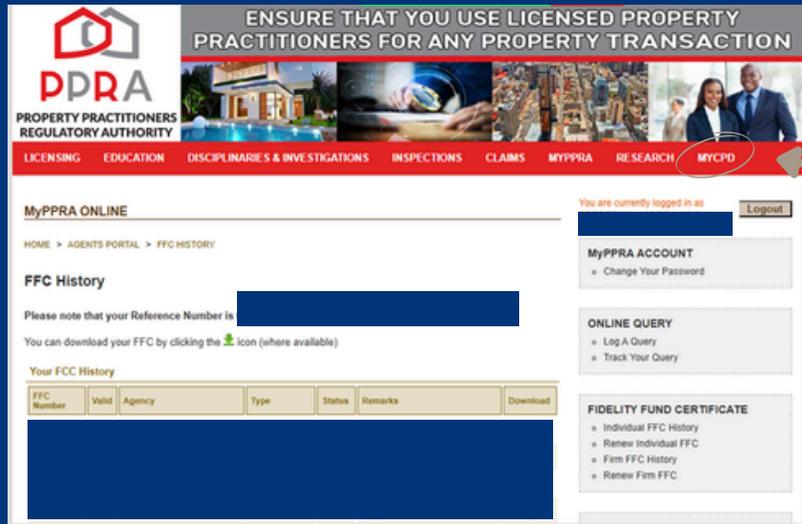
## Step 2:

The screenshot shows the PPRRA login page. At the top, there is a section for "FIDELITY FUND CERTIFICATE" with links for "Individual FFC History" and "Register for a FFC Certificate". Below this is a section for "ONLINE SURVEYS" with links for "Racism in the property sector" and "Stakeholder satisfaction". Below the surveys, there is a section for "ID Number" with a text input field. Below that is a section for "Your Surname" with a text input field. Below that is a section for "Reference Number" with a text input field. A blue arrow points to the "Reference Number" field. Below the input fields, there is a "Disclaimer" section with text: "I declare that the contact details furnished to the Property Practitioners Regulatory Authority, for purposes of record-keeping and communication, is correct. I, therefore, undertake to notify the Authority of any changes in the contact details, I have furnished. I acknowledge that, failure to inform the Authority within 14 days of a change in any of my contact details, constitutes a sanctionable conduct in terms of section 62(1)(j) of the Property Practitioners Act, 2019, and I can be held liable for such offence." Below the disclaimer, there is a section for "Please re-type the words in the image:" with a text input field. Below that is a section for "UZCGO" with a logo. At the bottom, there is a "Validate" button.

Scroll Down on the login page and log in using your ID number, Surname, and FFC reference number.

# HOW TO COMPLETE YOUR CPD

## Step 3:



ENSURE THAT YOU USE LICENSED PROPERTY PRACTITIONERS FOR ANY PROPERTY TRANSACTION

PPRA  
PROPERTY PRACTITIONERS  
REGULATORY AUTHORITY

LICENSING EDUCATION DISCIPLINARIES & INVESTIGATIONS INSPECTIONS CLAIMS MYPPRA RESEARCH **MYCPD**

MyPPRA ONLINE

HOME > AGENTS PORTAL > FFC HISTORY

FFC History

Please note that your Reference Number is [REDACTED]

You can download your FFC by clicking the  icon (where available)

Your FFC History

FFC Number	Valid	Agency	Type	Status	Remarks	Download
[REDACTED]						

You are currently logged in as [REDACTED] [Logout](#)

MyPPRA ACCOUNT

- Change Your Password

ONLINE QUERY

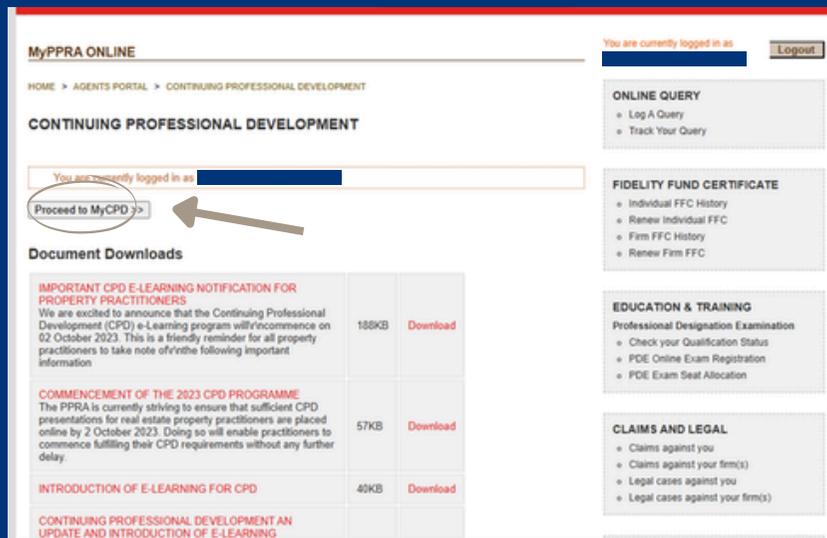
- Log A Query
- Track Your Query

FIDELITY FUND CERTIFICATE

- Individual FFC History
- Renew Individual FFC
- Firm FFC History
- Renew Firm FFC

Once Logged in, navigate to the MyCPD tab.

## Step 4:



MyPPRA ONLINE

HOME > AGENTS PORTAL > CONTINUING PROFESSIONAL DEVELOPMENT

CONTINUING PROFESSIONAL DEVELOPMENT

You are currently logged in as [REDACTED] [Logout](#)

[Proceed to MyCPD >>](#)

Document Downloads

Document Title	Size	Action
IMPORTANT CPD E-LEARNING NOTIFICATION FOR PROPERTY PRACTITIONERS We are excited to announce that the Continuing Professional Development (CPD) e-Learning program will commence on 02 October 2023. This is a friendly reminder for all property practitioners to take note of/inthe following important information.	188KB	<a href="#">Download</a>
COMMENCEMENT OF THE 2023 CPD PROGRAMME The PPRA is currently striving to ensure that sufficient CPD presentations for real estate property practitioners are placed online by 2 October 2023. Doing so will enable practitioners to commence fulfilling their CPD requirements without any further delay.	57KB	<a href="#">Download</a>
INTRODUCTION OF E-LEARNING FOR CPD	40KB	<a href="#">Download</a>
CONTINUING PROFESSIONAL DEVELOPMENT AN UPDATE AND INTRODUCTION OF E-LEARNING		

ONLINE QUERY

- Log A Query
- Track Your Query

FIDELITY FUND CERTIFICATE

- Individual FFC History
- Renew Individual FFC
- Firm FFC History
- Renew Firm FFC

EDUCATION & TRAINING

Professional Designation Examination

- Check your Qualification Status
- PDE Online Exam Registration
- PDE Exam Seat Allocation

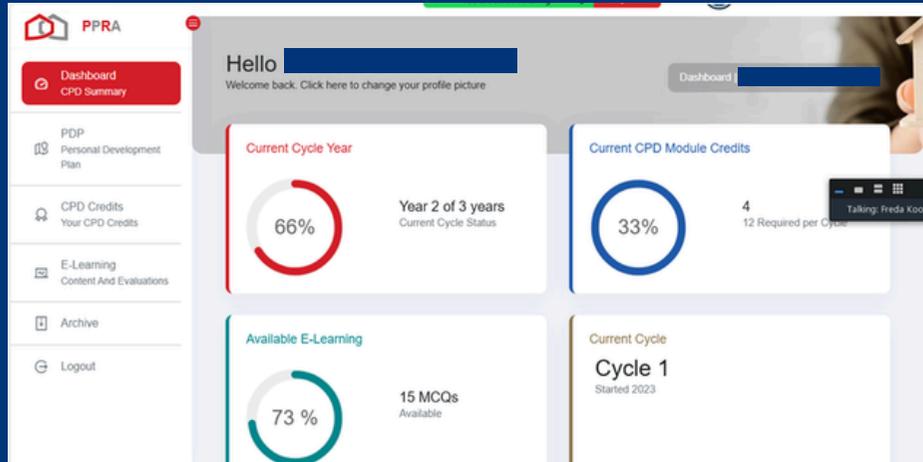
CLAIMS AND LEGAL

- Claims against you
- Claims against your firm(s)
- Legal cases against you
- Legal cases against your firm(s)

Proceed to the CPD Portal.

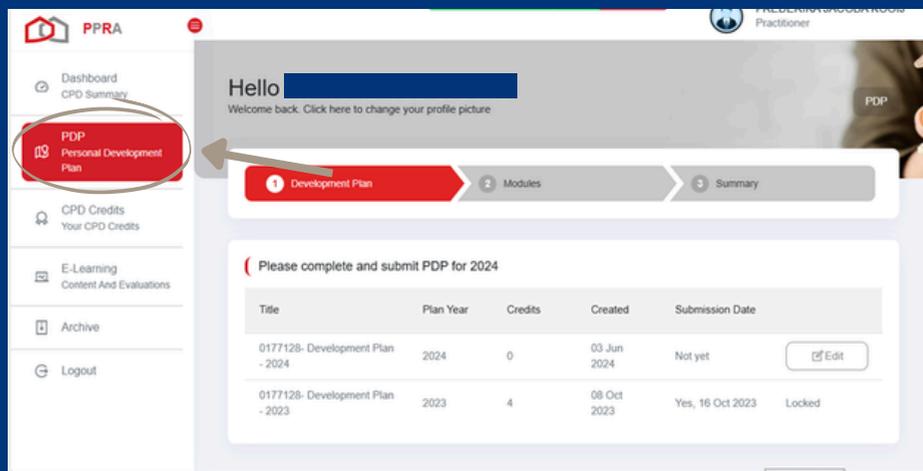
# HOW TO COMPLETE YOUR CPD

## Step 5:



Once you are on the MyCPD portal, you will land on a dashboard. This is a summary of your progress in your CPD cycle.

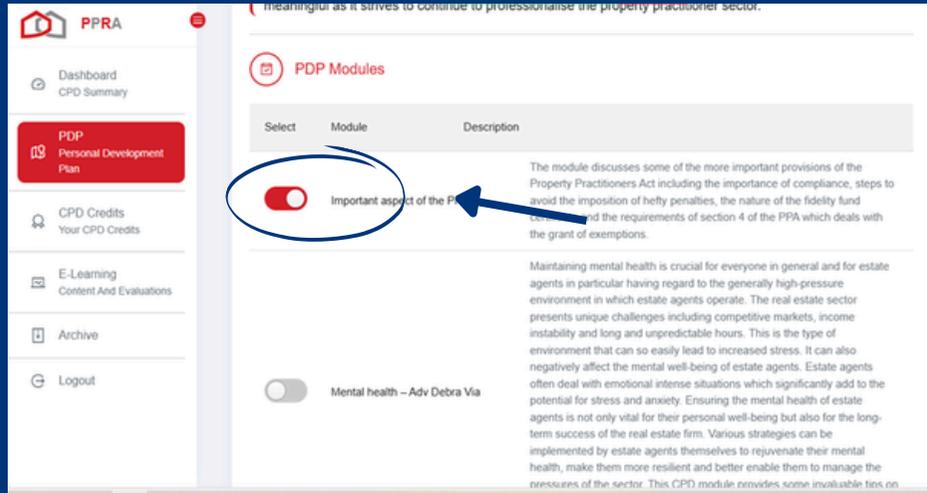
## Step 6:



Navigate to the PDP tab, to complete your PDP for the relevant year. (Make sure to select the correct year!)

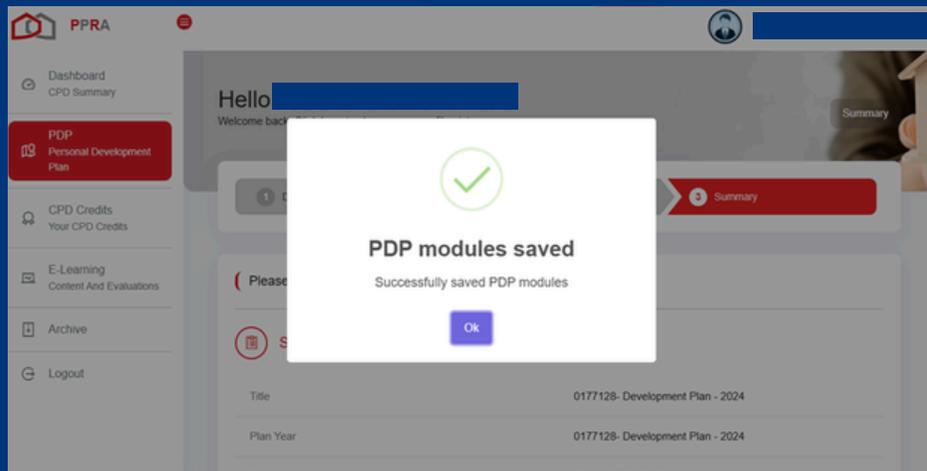
# HOW TO COMPLETE YOUR CPD

## Step 7:



Select your **4 module topics** by clicking on the greyd-out blocks to the left, they will turn red to indicate you have selected them.

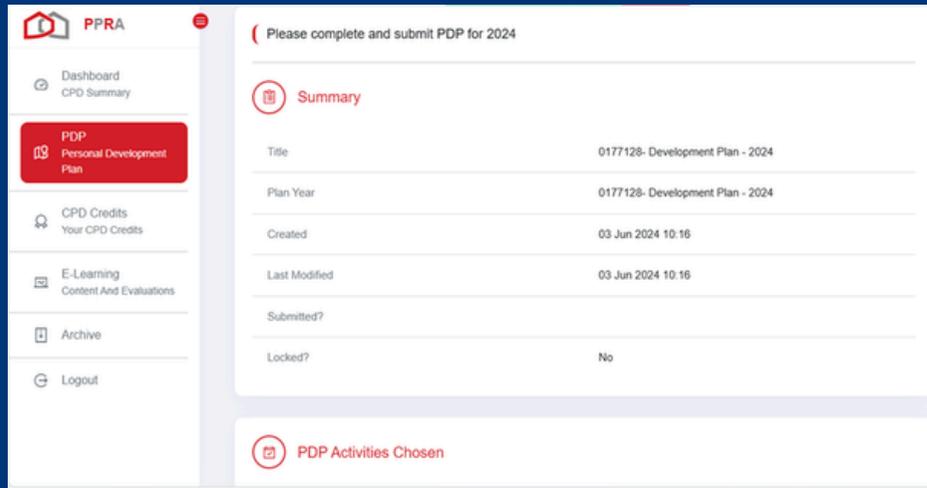
## Step 8:



Once you have selected your 4 modules, scroll down to the bottom of the page and **save your PDP Plan.**

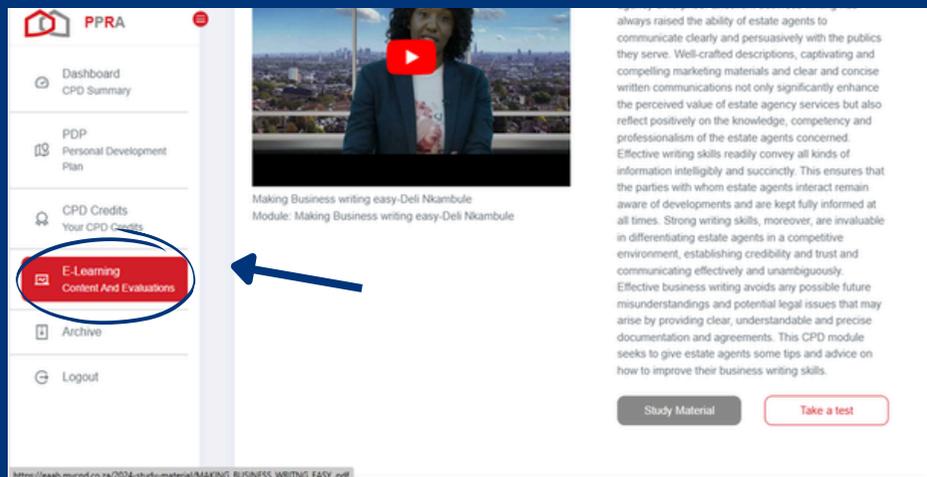
# HOW TO COMPLETE YOUR CPD

## Step 9:



Once you have submitted your PDP plan, you will see a summary of this plan. Your plan is now locked, and you can proceed with e-learning.

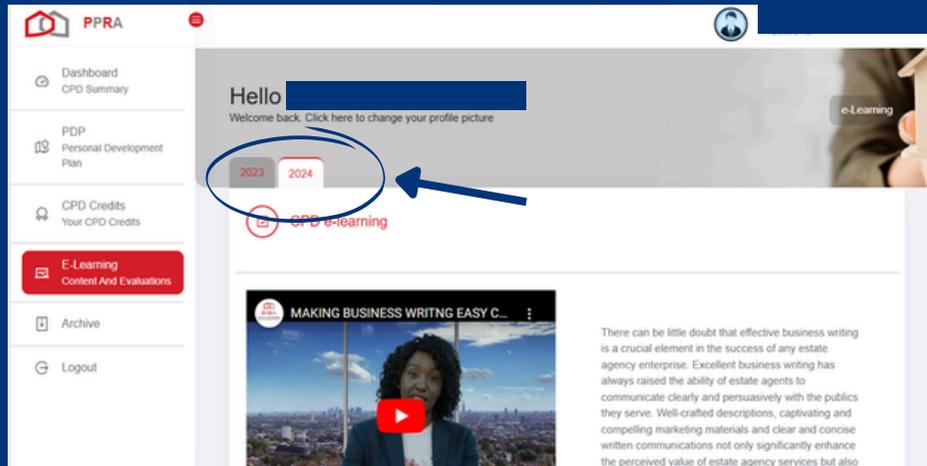
## Step 10:



Proceed to the E-learning tab.

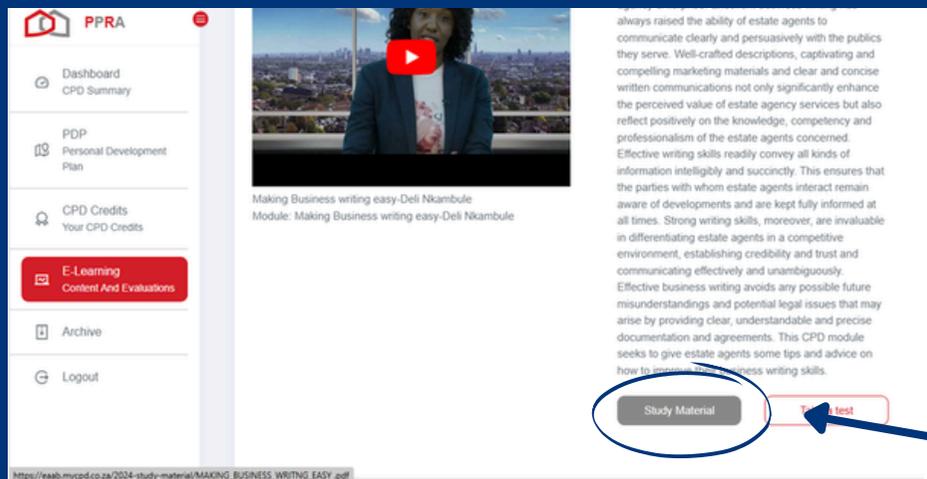
# HOW TO COMPLETE YOUR CPD

## Step 11:



Select the year for which you are completing e-learning. Your tests for the topics you selected will now be displayed.

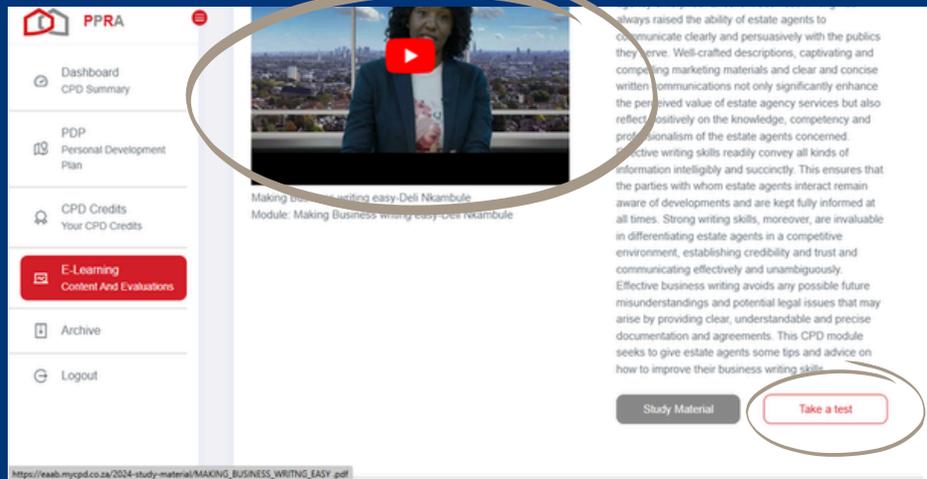
## Step 12:



Download the study Material, and read through it.

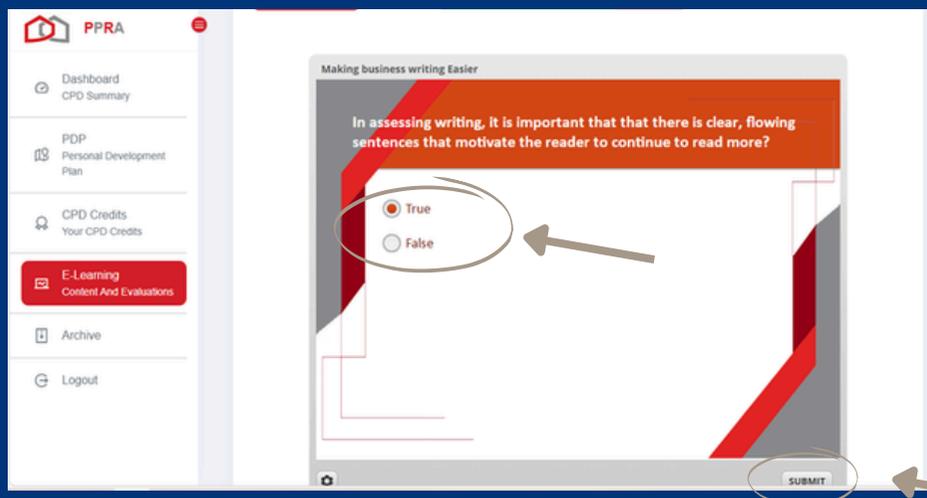
# HOW TO COMPLETE YOUR CPD

## Step 13:



Once you are done with the study material, you can watch the video as well. Once you are ready, proceed to taking the test.

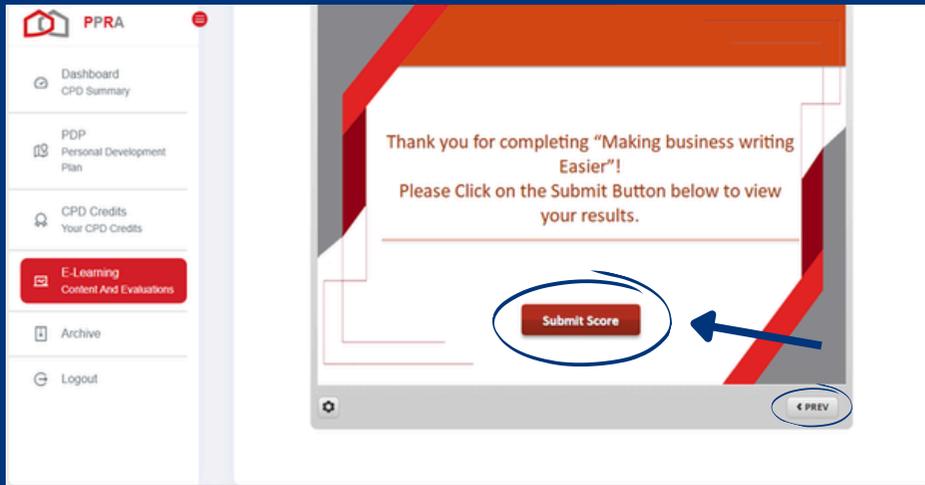
## Step 14:



You will now complete the test by selecting True or False for the questions provided. Move to the next question by clicking on 'Submit'.

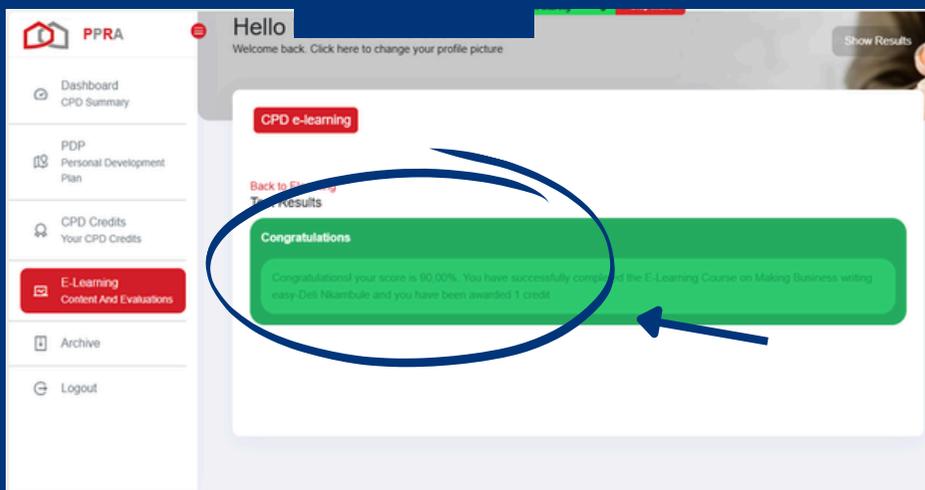
# HOW TO COMPLETE YOUR CPD

## Step 15:



Once you have completed all questions, the portal will allow you to submit your score. You can also review your answers by clicking 'Prev'.

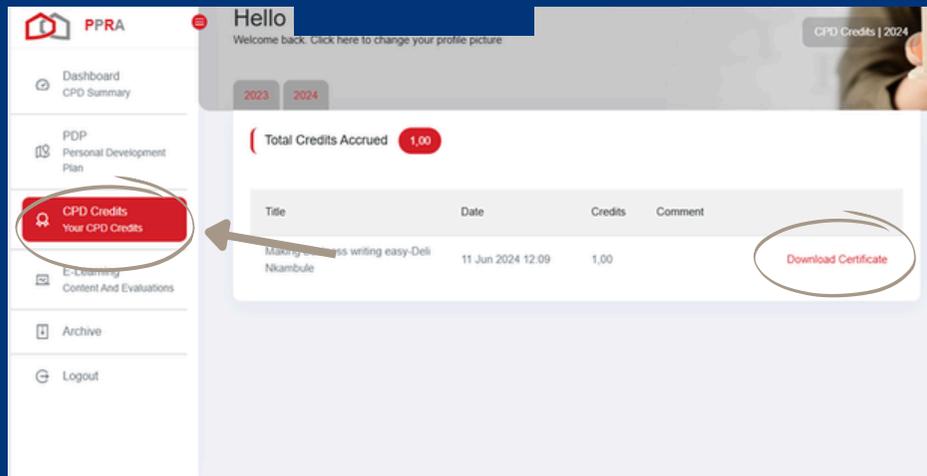
## Step 16:



You will now see your results. If the block is green, you have passed, and can now repeat steps 10 - 16 for each of your 4 module topics. If you have not passed, the block will be red, and you have to re-take the test.

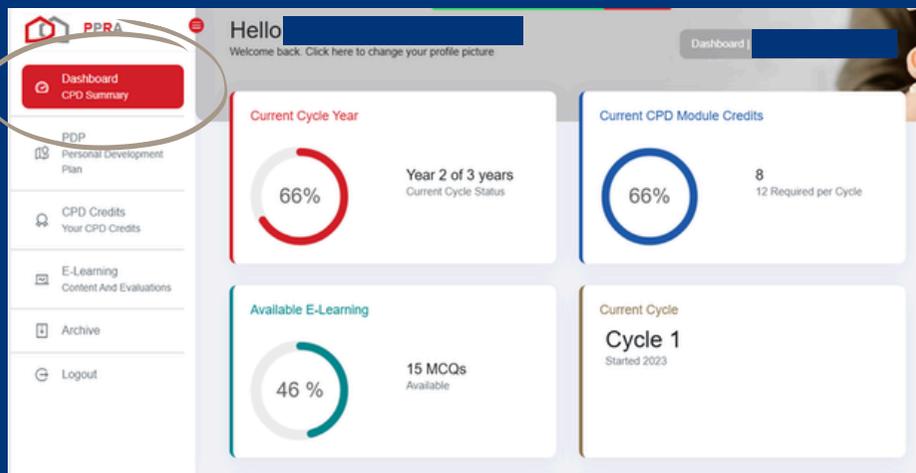
# HOW TO COMPLETE YOUR CPD

## Step 17:



You will be able to download all your certificates of completion for all modules you have completed.

## Step 18:



Once you have completed all 4 module e-learning tests, you can navigate back to your dashboard to see if all tests have registered.