



## CPD FAQs



# CPD FAQs

## 1. CPD Requirements

### 1.1 What is CPD and why is it important?

Continuing professional development (CPD) is a commitment by RICS members to continually update their skills and knowledge in order to remain professionally competent.

CPD is important as RICS is a standard based organisation and its members operate in a constantly changing environment e.g. new legislation. RICS expect its professionals to be competent in order to provide the best possible service. CPD is a highly beneficial career tool if it is planned and managed in the right way; it can be used to strengthen the member's business skills and to acquire new skills / specialisms.

### 1.2 What are the Rules?

The RICS Rules of Conduct are approved by the Standards and Regulation Board and set out the standards of professional conduct and practice expected of RICS Members. Both the Rules for members in force until 1 February 2022 and the new Rules of Conduct which come into force on 2 February 2022 place a professional obligation on members to comply with the continuing professional development (CPD) requirements set by RICS.

### 1.3 What are the requirements?

- Members must undertake a minimum of 20 hours of CPD activity each calendar year, by 31 December. Of the 20 hours at least 10 hours must be formal CPD. See section 2 “Requirements – Formal and Informal CPD Learning” for further information and guidance.
- Members are also required to undertake learning in relation to the RICS Global Professional and Ethical Standards at least once every three years. See section 3 “Requirements - Global Professional and Ethical Standards” for further information and guidance.
- Members should be aware that the Global Professional and Ethical Standards are being replaced by the new Rules of Conduct with effect from 2 February 2022. Free online CPD about the new Rules is [available](#) to members and we would strongly suggest that members should undertake this training before the new Rules come into effect
- Members must record online their required CPD activities either on the RICS online system via the RICS website or using one of the RICS CPD mobile Apps. This must be done by 31 January of the year after the CPD year. See section 4 “Requirements - Recording CPD” and Appendix 1 “Recording CPD using the Online System” for further information and guidance.

Guidance is also available online at <http://www.rics.org/uk/regulation1/compliance1/continuing-professional-development-cpd/>

## **1.4 What are the deadlines?**

CPD activities must be completed by 31 December and recorded online by the following 31 January.

## **1.5 What happens if a member does not comply with the rule to complete 20 hours of CPD and/or does not record this online by the deadline?**

All RICS members agree to comply with the Rules of Conduct of the Institution as a requirement of membership and as part of their professional obligations. This means members must complete their CPD by 31 December each year and log it online by 31 January the following year. Failure to comply with the rules on CPD will be treated in the same way as any other rule breach under [RICS Disciplinary, Registration and Appeal Panel Rules](#). The range of sanctions includes reprimand, fine, conditions on registration, suspension, publication of disciplinary findings and expulsion from membership.

Section 5 “Disciplinary Action” has further information and guidance.

## **1.6 Is it possible for a member to be granted an exemption from their CPD requirements?**

Yes - in certain situations, a member can be granted an exemption from recording their CPD in a particular year. Section 6 “CPD Exemptions” and Appendix 2 “Member Situations & Potential CPD Exemptions” contain further information and guidance.

## **1.7 How did RICS decide upon the 20-hour minimum per annum?**

The minimum hours are set by the RICS Governing Council and were developed in close consultation with members. RICS have set the core requirements at a level which is not expected to place a disproportionate burden upon members. However, the core requirements represent the minimum amount of CPD that RICS believes to be acceptable. The responsibility therefore sits primarily with the Member to ensure that they are doing what is necessary to appropriately maintain their skills and competencies.

# **2. Requirements - Formal and Informal CPD learning**

## **2.1 What are the CPD learning requirements?**

As stated in 1.3 above, Members must undertake and record online a minimum of 20 hours of CPD activity each calendar year. Of the 20 hours, at least 10 hours must be formal CPD.

## **2.2 What is ‘Formal’ CPD?**

Formal CPD can be any form of structured learning that has clear learning objectives and outcomes, such as a professional course or structured online training. It could also be learning that includes an assessment measure.

Members could be asked to provide supporting evidence of any formal learning entered onto the CPD management system.

## 2.3 What is 'Informal' CPD?

Informal CPD is any self-managed learning that is relevant or related to a member's professional role. This could include activities such as private study, on-the-job training, attendance at informal seminars or events where the focus is on knowledge sharing.

Members could be asked to provide supporting evidence of any informal learning entered onto the CPD management system.

## 2.4 Is there help available to decide on whether learning meets the criteria for Formal or Informal?

Yes. The following are available for download: a [decision tree](#) to help decide whether Learning is Formal or Informal and a [list](#) giving some examples of Formal and Informal Learning. The list and decision tree are not exhaustive but are good guides for members to use to plan their learning.

## 2.5 Are there any activities that cannot count towards a member's CPD requirements?

Yes. Any activity that does not have a clear learning purpose, or does not relate to a member's role and/or specialism cannot be considered as appropriate CPD.

For example, activities such as networking, social events, team meetings or informal planning events and involvement on boards, committees or clubs that have little or no relevance to a member's professional role, cannot count towards their CPD requirements. The [list](#) and [decision tree](#) mentioned in section 2.4 will help identify activities appropriate for CPD.

## 2.6 Does attending a conference count as formal learning?

This will depend on the nature of the conference and the level of learning achieved from attending. If a member attends a conference that will develop their understanding of a specific subject that has relevance to their work then, in most instances, that would count as formal CPD. If, however, a member attends a conference where the focus is more on networking opportunities rather than developing their skills and knowledge on a particular subject matter, then attendance would most likely not count as formal learning.

All formal learning should be structured, i.e. a member chose to undertake a specific learning activity in order to develop a particular skill or knowledge on a particular topic.

## 2.7 Does sitting on RICS boards/committees qualify as CPD?

Attendance at RICS board, committee or working group meetings would qualify as CPD based on the following:

- (i) Informal Learning - Any RICS board, committee or working group meeting would count as informal CPD where a member's knowledge is developed through self-managed learning, such as reading meeting papers and other materials (unless there is clear justification as to why it should count as formal learning – see (ii) below).
- (ii) Formal Learning - Any RICS board, committee or working group meeting would count as formal CPD where there is a structured approach where learning objectives/outcomes can be easily identified, and the member is essentially 'taught' something that enhances their knowledge and/or technical skills.

## 2.8 Does sitting on non-RICS boards/committees qualify as CPD?

This would depend on the nature of individual meetings. In order to qualify, the member would need to justify how sitting on a non-RICS board or committee has contributed to their professional development. For example, if the member is sitting on a school board and making budget decisions that, in turn, develops their financial management skills which can be applied in their professional role then this may count as informal learning. However, if attendance at a non-RICS boards / committee meeting has no relevance to their professional role or professional skills then it would not qualify as CPD.

## 2.9 Do activities undertaken by an APC assessor qualify as CPD?

Activities undertaken as an APC assessor can count as CPD where there is a learning outcome. Whether CPD undertaken as an assessor is formal or informal will depend on the exact nature of the learning activity. For example, undertaking training to become an APC assessor, or developing knowledge on a new piece of relevant legislation, would count as formal CPD as there will be a clear learning objective and outcome. However, preparation for an APC interview would most likely be informal CPD as in most instances it will comprise unstructured learning. Activity undertaken as an assessor that does not have a learning outcome cannot count as CPD.

## 2.10 Is there always a cost for Formal CPD?

No. Formal learning does not necessarily have to be paid-for training. Formal CPD can be any structured learning with a clear learning objective and outcome e.g. see section 2.2 above. Please see question 2.12 for RICS free and low cost Formal CPD.

## 2.11 Does Formal CPD have to be provided by RICS?

No. Formal CPD does not have to be provided by RICS training. It can also include training or formal learning offered by a member's own firm or another organisation or learning institution.

However, please note that RICS does provide free and low-cost Formal and Informal CPD to its members – see Section 2.12 below.

## 2.12 Does the RICS provide any free or low-cost training which qualifies as Formal or Informal CPD?

Yes, here are some examples:

- (i) RICS Regulation also offers free CPD through road shows on current and topical issues, such as PII.
- (ii) In addition, RICS offers a series of CPD events aimed at sole practitioners and small firms. The series offers a flexible and cost-effective way in which to build CPD.
- (iii) The Global Professional and Ethical Standards are being replaced by the new Rules of Conduct with effect from 2 February 2022. Free online CPD about the new Rules is [available](#) to members and we would strongly suggest that members should undertake this training before the new Rules come into effect

## 3. Requirements - Global Professional and Ethical Standards



### 3.1 What are the RICS Global Professional and Ethical Standards learning requirements?

As stated in 1.3 above, Members are required to undertake learning in relation to the RICS Global Professional and Ethical Standards at least once every three years

### 3.2 What CPD activity does a member need to maintain their understanding of the RICS Global Professional and Ethical Standards?

There are various ways in which a member can meet the three-year requirement (see section 3.1 above). For example, a member could:

- Familiarise themselves with the Global Professional and Ethical Standards and supporting materials at [rics.org/ethics](https://www.rics.org/ethics)
- Complete other training on professional ethics – either via RICS or other providers. Training provided by RICS includes the [Professional Ethics for RICS Members](#) module, which can advance the member's understanding of the ethical standards and test their knowledge. This module qualifies as 3 hours of Formal CPD at a cost of £29 exc. VAT. (It is available for 60 days after payment – due on enrolment.)
- The Global Professional and Ethical Standards are being replaced by the new Rules of Conduct with effect from 2 February 2022. Free online CPD about the new Rules is [available](#) to members and we would strongly suggest that members should undertake this training before the new Rules come into effect

### 3.3 If a member has already undertaken training around professional ethics do they still need to meet the requirement to undertake learning on the RICS standards once every three years?

Yes. All RICS members need to undertake learning that relates to the RICS Global Professional and Ethical Standards ([rics.org/ethics](https://www.rics.org/ethics)) once every three years – also see Section 3.2 above.

For all members, the three-year cycle starts from the date of their membership.

If a member has already undertaken learning that relates to the current RICS Global Professional and Ethical Standards, then they may wish to undertake refresher learning towards the end of the three-year cycle. However, it is up to members to decide what works best for them within the three-year cycle.

## 4. Requirements - Recording CPD

### 4.1 What are the CPD recording requirements?

As stated in 1.3 above, Members must undertake and record online a minimum of 20 hours of CPD activity each calendar year. Of the 20 hours, at least 10 hours must be formal CPD.

The CPD activities must be recorded by 31 January following the CPD year e.g. the CPD activities for the 2021 CPD year must be completed by 31 December 2021 and recorded by 31 January 2022.

### 4.2 Is it compulsory for members to enter their CPD activity using the RICS CPD system?

All RICS members must record their CPD activities using either the online CPD system or one of the RICS mobile CPD Apps. See Appendix 1 for details about the online system. Guidance about the mobile Apps is

available online at <http://www.rics.org/uk/footer/help/rics-cpd-app-guidance/>

In countries where there are internet accessibility issues e.g. in China, CPD requirements still apply but RICS can support members by uploading their CPD activities and/or certificate. Specific arrangements can be made with the member's [local RICS office](#). Contact RICS: email [cpd@rics.org](mailto:cpd@rics.org) or in the UK call +44 (0)207 695 1670

#### **4.3 Is guidance available about recording CPD?**

[Guidance](#) is available on the RICS website – please also see Appendix 1 at the end of these FAQs for guidance using screenshots of the online CPD system.

Guidance about the mobile Apps is available online at <http://www.rics.org/uk/footer/help/rics-cpd-app-guidance/>

#### **4.4 Is help available if a member has issues recording their CPD?**

Yes. Support changing your password is available on the online system at:

<https://www.rics.org/uk/regulation1/compliance1/continuing-professional-development-cpd/>

If a member encounters issues when trying to record their hours using the online system or a mobile CPD App, help is available by e-mailing [cpd@rics.org](mailto:cpd@rics.org) including a screenshot of the error and a brief description of their experience. This will enable RICS to both resolve the matter for the member and, if applicable, prevent it from affecting other members.

#### **4.5 Is help available if a member does not own or cannot use a computer? How can they record their CPD?**

Recording CPD online is a requirement of the rules. If there are circumstances that renders a member unable to submit their CPD records hours online due to disability or incapacity, then RICS will make reasonable adjustments. The member should notify RICS: email [cpd@rics.org](mailto:cpd@rics.org) or call +44 (0)207 695 1670 and an RICS advisor will be more than happy to outline the options available to them. Please also see section 6.5.

#### **4.6 If a member's firm has its own CPD recording system can the member export records from this system to the RICS system?**

The RICS CPD system has been designed for RICS members to manage their professional CPD throughout the course of their careers.

The RICS system cannot import records exported from other systems.

However, members can export their CPD records from the RICS system into Microsoft Excel in order to edit as required, and subsequently upload their records on to their firm's CPD recording system.

#### **4.7 What will RICS do with the information that members enter on to the CPD online system and / or mobile Apps?**

Any CPD activity that members enter and save will be stored securely by RICS. RICS staff will have the ability to check records to see whether members have met their minimum CPD requirements.

RICS staff will also be able to look at individual records to review the types of CPD undertaken by members.

The RICS Privacy Policy is available in full at <http://www.rics.org/uk/footer/terms/rics-privacy-policy/>

## 5. Disciplinary Action

### 5.1 What happens if a member fails to complete and record their CPD in a particular year?

The first year that a member fails to record sufficient CPD to meet the requirements of the CPD rule, they will have committed a breach and receive a Fixed Penalty caution in accordance with Rule 4(c) of the [Disciplinary, Registration and Appeal Panel Rules 2009](#).

This will be sent via post or email to the preferred address or email address listed on the member's RICS profile. It is important that all members keep these details up to date on their RICS profile.

This first CPD breach and the issue of a Fixed Penalty caution will remain on the member's disciplinary record for 10 years.

Should further breaches of the CPD requirements occur, the member will face further disciplinary action as follows:

- Second CPD breach (within 10 years of receipt of caution):
  - Fixed Penalty caution and fine (of £150 or local equivalent).
  - RICS will also publish on the RICS website a list of members who are non-compliant for a second time.
  - Non-payment of the fixed penalty fine within 28 days of notification will lead to the fine being increased (to £250 or local equivalent).
  - If the fine remains unpaid, debt recovery action will be taken, and the member may be referred to a Disciplinary Panel.
- Third CPD breach (within 10 years of receipt of caution):
  - Potential referral to Disciplinary Panel which may result in expulsion from membership and likelihood of costs being awarded against the member.

### 5.2 If a member receives a First Breach Fixed Penalty Caution for failure to record CPD, what do they need to do?

The member does not need to take any further action regarding the first breach Fixed Penalty caution, unless they wish to have it reviewed.

However, the member should be aware that if they fail to complete their CPD in any subsequent years, within a 10-year period, they will be subject to escalating disciplinary action as outlined in Section 5.1 above.

If the member believes that the caution has been issued in error, then they should contact RICS as a matter of urgency on +44 (0)207 695 1670 or [cpd@rics.org](mailto:cpd@rics.org). Please also see Section 5.5 – review / appeal.

### 5.3 If a member receives a Second Breach Fixed Penalty Caution and Fine for failure



## to record CPD, what do they need to do?

If a member receives a second breach Fixed Penalty caution and fine, RICS advises them to pay the fine as soon as possible. Non-payment could result in the member being referred to a Disciplinary Panel.

The member should also be aware that, even if they pay their fine, if they fail to complete their CPD in any subsequent years, within a 10-year period, they will be subject to a third level breach – referral to Disciplinary Panel - as outlined in Section 5.1 above.

If the member believes that the caution and fine has been issued in error, then they should contact RICS as a matter of urgency on +44 (0)207 695 1670 or [cpd@rics.org](mailto:cpd@rics.org). Please also see Section 5.5 – review / appeal.

## 5.4 If a member receives a Third Breach notification, what do they need to do?

Members with a third breach of their CPD requirements will be listed for a Disciplinary Panel. If the member wishes to contest a third breach this will be dealt with by a Panel which will hear evidence before reaching a decision.

If the individual is ultimately expelled any appeal would potentially be heard by an Appeal Panel.

## 5.5 Can a member ask for a review of a Fixed Penalty or request an appeal?

Yes – as follows:

### Review of a Fixed Penalty caution

You may request a review of your Fixed Penalty (Caution). The request must be submitted to RICS within 28 days of this notification by sending a completed copy of the Fixed Penalty Review form to [cpd@rics.org](mailto:cpd@rics.org).

You can download the Fixed Penalty Review form from the [RICS website](#).

**Once we receive your application, we will review the grounds and information you have provided. If we decide that a formal review by a Single Decision Maker is required, we will charge a fee of £100.**

Third breaches of CPD requirements will be listed for a Disciplinary Panel. If the member wishes to contest a third breach this will be dealt with by a Panel which will hear evidence before reaching a decision.

If the individual is ultimately expelled, any appeal would potentially be heard by an Appeal Panel.

## 6. CPD Exemptions

### 6.1 Are there any exemptions to the 20-hour minimum CPD requirement?

Yes. In particular situations, a member can gain an exemption from the CPD requirements. The member needs to contact RICS in order to gain an exemption.

An exemption can be given “automatically” (in conjunction with a related Membership Concession – see 6.2) or “manually”.

A manual CPD exemption requires the member to contact RICS with the details of their situation and a decision will be made as to whether they meet the criteria for an exemption.

Contact RICS by email [cpd@rics.org](mailto:cpd@rics.org).

Appendix 2 contains a table detailing “CPD Exemption Eligibility” – this includes both “automatic” and “manual” exemptions.

It is important to remember that even though a member may be eligible for an exemption, they will not be exempt from the CPD requirements until they have applied for and been granted an exemption.

As such, a member may still be liable for disciplinary action for failure to complete CPD even when they are eligible for an exemption.

## **6.2 What is the difference between a CPD Exemption and a Membership Concession?**

A CPD Exemption is granted by RICS to a member (for a specific reason) and means that the member does not have to record their CPD for the year for which the exemption applies.

A Membership Concession is a reduction in the annual membership subscription fee and is given to a member when they have successfully applied for a concession that relates to their specific situation.

Find out more about concessions via the [My Subscription page](#) – please note that the **2022** Concessions information will be available in October.

## **6.3 I have successfully applied for a Membership Concession; will I automatically receive a CPD Exemption?**

Some membership concessions (but not all) automatically grant the member a related CPD exemption. Please see Appendix 2 for more details.

## **6.4 What are the contact details for CPD Exemption queries or requesting a CPD Exemption?**

If you have any queries about CPD exemptions e.g. “Is an exemption available for your particular situation?” or if you want to apply for an exemption, please contact RICS: by email [cpd@rics.org](mailto:cpd@rics.org) or call +44 (0)207 695 1670. Before contacting RICS you may wish to review Appendix 2 – Member Situations and CPD Exemptions to see if it helps with your query.

## **6.5 Are there any Special Arrangements in place regarding the Disability Discrimination Act (1995) / Equality Act (2010)?**

RICS aims to ensure and facilitate CPD for all RICS professionals regardless of their background. If there are extenuating circumstances, such as disability as defined under the Equality Act 2010, long term illness or other compassionate grounds, then exceptions may be made, and these will be dealt with on a case by case basis. This may include reasonable adjustments in the number of hours undertaken or an alternative method of recording CPD. If you believe you are unlikely to meet the minimum requirements or require support in recording CPD then you should contact RICS as soon as possible for further advice and well before the recording deadline of 31 January: email [cpd@rics.org](mailto:cpd@rics.org) or call +44 (0) 207 695 1670.

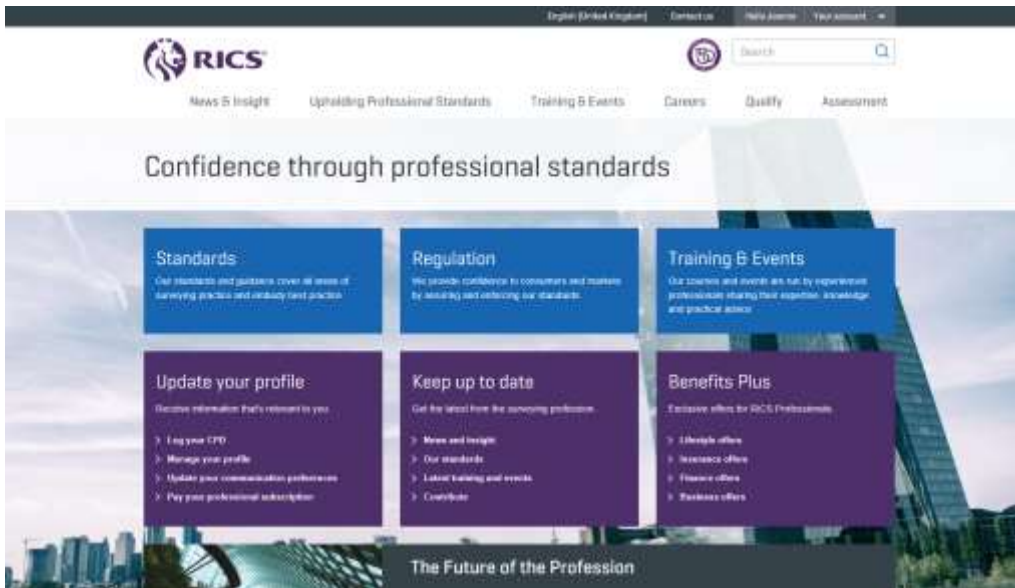
Please also see Section 4.5.

# Appendix 1 – Recording CPD using the Online System

The online system is available to all RICS members globally, via the RICS website.

## 1. Access the CPD System - Screenshot 1

- To access the CPD system go to [www.rics.org](http://www.rics.org)
- If you're not logged in, select log in from the top right of the screen.
- Once you have done this, open the CPD member portal <https://myaccount.rics.org/Cpd>



## 2. View existing CPD Records - Screenshot 2

Once logged in, a summary screen is shown which includes a summary of your CPD for the current calendar year. The graphic shows you how many hours you have recorded for formal, informal and overall. It will also show you how many hours are remaining in order to meet the minimum requirements.



- Click on “Add New” to enter new CPD data

The screenshots below go through entering a new activity.

**Please remember to click on “Save Activity” (see bottom of screenshot 6 below) after you have completed your entry, or you will lose your data.**

You can add activities either as ‘planned’ or ‘completed’. By adding planned activities, this shows your development plan for the year. You can enter planned CPD onto the system at any time. However, once you have completed your planned activity you need to remember to change the status to ‘completed’ and save it on the system for it to count towards your CPD requirements.

### 3. Entering or Editing CPD Activities - Screenshot 3

After clicking on “Add New” you will see the following:

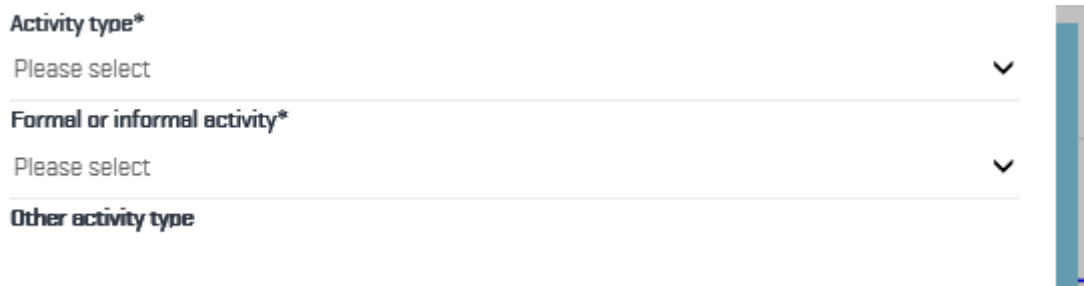
The screenshot shows a form titled "Add details" with a close button (X) in the top right corner. The form contains several sections:

- Description\***: A text input field.
- Activity status\***: A dropdown menu with "Please select" and a downward arrow.
- Start date\***: A date input field showing "11/10/2018".
- Hours\***: A numeric input field with a "0" and minus/plus buttons.
- Minutes\***: A numeric input field with a "0" and minus/plus buttons.
- Activity type\***: A dropdown menu with "Please select" and a downward arrow.
- Formal or informal activity\***: A dropdown menu with "Please select" and a downward arrow.
- Other activity type**: A text input field.
- Ethical content?\***: A radio button labeled "No".
- Details of ethical content**: A text input field.
- Learning outcome**: A text input field.
- Attachments**: A section with a cloud icon and text: "If your CPD activity is formal please feel free to upload any supporting information. Filenames of any files uploaded must not contain any of the following characters: # % & \* : < > ? / { | } ~". Below this is a note: "We only accept PDF, DOCX, JPEG or PNG files. Files must be less than 2MB in size." There is an "Upload documentation" label, a file input field, and a "Browse..." button.
- At the bottom right, there are "OK" and "Cancel" buttons.

- Enter a Name for the new activity (free form text)
- Enter date using drop down menus
- Select the Activity Status from the drop-down menu – Completed / Cancelled / Planned
- Enter the time spent for a completed activity or time plan to spend on a planned activity

You can enter planned CPD onto the system at any time. However, once you have completed your planned activity you need to **remember to change the status to 'completed'** on the system for it to count towards your CPD requirements.

#### 4. Entering or Editing CPD Activities - Screenshot 4



The screenshot shows a form with three dropdown menus. The first is labeled 'Activity type\*' with the placeholder text 'Please select'. The second is labeled 'Formal or informal activity\*' with the placeholder text 'Please select'. The third is labeled 'Other activity type'. To the right of the form is a vertical scrollbar.

- Select from the drop down list the type of activity
- Select whether it is formal or informal learning
- You can also tick whether it helped maintain your understanding of RICS Professional and Ethical Standards and give a reason.

#### 5. Entering or Editing CPD Activities, Optional Data and Saving your Activity - Screenshot 5

*Activity supporting information – optional.*

You can upload supporting documents/information for formal learning activities you have undertaken e.g. course modules.

The maximum file size per document is 2MB.

*Learning Outcomes - optional*

The system provides you with the ability to record details around learning outcomes if you so wish.

Noting a learning outcome can prove beneficial in terms of identifying any future learning needs. RICS therefore recommend that you use this section to note key learning outcomes for the CPD activity that you are entering.

*Saving or Cancelling your CPD Activity Update*

- Once you have completed all the required fields you can **save your activity** by clicking the 'Save Activity' button.
- Alternatively, **if you do not want to save what you have entered,** you can click on "Cancel" and return to the overview screen if you wish.



## Attachments

If your CPD activity is formal please feel free to upload any supporting information. Filenames of any files uploaded must not contain any of the following characters: # % & \* : < > ? / { | } ~

We only accept PDF, DOCX, JPEG or PNG files. Files must be less than 2MB in size.

Upload documentation

Browse...



OK



Cancel

2016

2017

### 6. List of Activities and Yearly Summary – Screenshot 6

You can also download the annual summary of your records from the overview screen and export them to excel. Click on the relevant links at the bottom of the table to do this – see the bottom of screenshot 7 below.



Export CPD to Excel

## Appendix 2 – CPD Exemption Eligibility

Scenario	Guidance Notes	How to apply
Compassionate grounds/ ill health	RICS aims to ensure and facilitate CPD for all members regardless of their background. If there are extenuating circumstances, such as disability as defined under the Equality Act 2010, long-term illness or other compassionate ground, then exemptions may be made and these will be considered on a case by case basis. RICS will take into consideration the length of time in which a member has practised during the year when making its decision.	email <a href="mailto:cpd@rics.org">cpd@rics.org</a>
Exceptional Hardship	An Exceptional Hardship concession is available. This concession is only granted based on a decision by Lionheart. Exemptions will be considered on a case by case basis.	email <a href="mailto:cpd@rics.org">cpd@rics.org</a>
Maternity / Paternity / adoption of a child under the age of 16 / Family Raising	Where a Concession has been given, an automatic CPD exemption will also be added. If the member applies for concession after 1 July, the concession will be added to the following year and so will the auto exemption, rather than to the current year. If this happens manual exemptions may be added to the current year provided the member has worked less than 6 months.	Where a Concession has been given, an automatic CPD exemption will also be added to the relevant year.  To apply for a manual exemption, email <a href="mailto:cpd@rics.org">cpd@rics.org</a>
Unemployed/ Retired/ Non-practising (not offering any professional advice)	Where a concession has been given, an automatic CPD exemption will also be added. Where a concession is not in place, exemptions may be made on a case by case basis. RICS will consider the length of time the member has practised during the year. <b>Note</b> – if the member is non-practising but is providing professional advice (even if unpaid) then they will need to meet the CPD requirements.	Where a concession has been given, an automatic CPD exemption will also be added.  To apply for a case review, email <a href="mailto:cpd@rics.org">cpd@rics.org</a>
Part-time	Full CPD is required i.e. 20 hours minimum, including 10 hours formal.	N/A
Academic	Membership concession is available. CPD is required	N/A
Newly qualified Member	Newly qualified members are not required to record CPD in the year of qualification	Automatic exemption is applied

Student member APC candidate/ trainees (not already an AssocRICS member)	Students, APC candidates or trainees are not required to record CPD	Automatic exemption is applied
Newly readmitted Member	CPD is required if the date of readmission means that the person is in membership and working for more than 6 months of the year.	If working less than 6 months of the year, apply for an exemption at <a href="mailto:cpd@rics.org">cpd@rics.org</a>
Internet accessibility issues	In countries where there are known issues with internet accessibility e.g. China, RICS can support members by uploading their CPD activities and/or certificate.	Specific arrangements can be made with member's local RICS office or alternatively email <a href="mailto:cpd@rics.org">cpd@rics.org</a> or in the UK call +44 207 695 1670
Dual Membership	<p><b>Society of Chartered Surveyors (SCSI):</b> CPD compliance is monitored by SCSI. As such, this does not need to be recorded on the RICS online recording tool.</p> <p><b>South African Council for Quantity Surveying Profession (SACQSP) and South African Council for the Property Valuers Profession (SACPVP):</b> CPD activities must be logged with SACQSP or SACPVP who will issue a certificate of good standing. Members are required to upload this certificate with a single line entry of a minimum of 20 hours formal CPD to confirm compliance with RICS requirements.</p> <p>Any other dual membership – CPD is required</p>	<p>Where RICS are aware that you have dual membership with SCSI an automatic exemption is applied.</p> <p>Where RICS are aware that you have dual membership with SACQSP and/or SACPVP you will be required to upload a certificate of good standing.</p> <p>N/A</p>
Historically Invited Members/ Eminent Members	CPD is required. However special recording arrangements apply: self-declaration of compliance. Members are subject to the usual CPD Disciplinary sanctions if they fail to complete this.	System automatically reports on this group, who will be notified separately.