

# Continuing professional development (CPD) for the property industry

CPD is mandatory for all Queensland property professionals who hold one of the following licences or registrations, regardless of job, position, or role:

- real estate agent
- real property auctioneer
- resident letting agent
- holder of a registration certificate.

You must complete **two** approved CPD sessions every CPD year to keep your property industry licence or registration.

CPD training is separate to other training you may have completed when applying for your licence or registration.



## Exemptions

You don't need to complete CPD training if:

- your licence was deactivated for most of your CPD year
- you hold a limited real estate licence for affordable housing or for business letting
- you are a government entity holding a licence under the *Property Occupations Act 2014* or an officer or employee of the government entity acting under that licence.

## Exceptional circumstances

If exceptional circumstances prevented you from completing your CPD obligations within a CPD year, you may apply for an exemption based on those circumstances.

Exceptional circumstances are both unforeseeable and unavoidable. Failing to plan or manage your time is **not** considered an exceptional circumstance.

To apply, you must provide evidence of the exceptional circumstances with your application to renew or restore your licence or registration.

Further details can be found at [qld.gov.au/propertyindustryCPD](http://qld.gov.au/propertyindustryCPD).

## How to meet your CPD requirements

### Navigate CPD in four easy steps.

#### 1. Find your licence or registration issue date

Your licence or registration issue date is printed on your current licence or registration. If you hold multiple licences or if you hold both a licence and a registration, use the one with the earliest issue date.

#### 2. Check your CPD year

Your CPD year is based on the date your licence or registration was issued. This means your CPD year is specific to you. Any CPD you complete before your first CPD year starts won't count towards your mandatory requirements.

Use the CPD calculator at [qld.gov.au/propertyindustryCPD](http://qld.gov.au/propertyindustryCPD) to find out when your CPD year begins and ends.

#### 3. Choose two approved CPD sessions

You can choose to complete either:

- **one** Type 1 session *and* **one** Type 2 session, **or**
- **two** Type 1 sessions.

Only the approved CPD sessions listed on the CPD website will count towards your two mandatory sessions.

To ensure sessions are approved in Queensland complete a:

- CPD session with a code beginning with 'QLDCPD20', **or**
- fully accredited unit from an approved qualification under the national property services training package.

Contact a CPD provider directly to make enquiries or enrol in a session.

#### 4. Keep a record

Once you complete a session, the CPD provider must supply you with proof of completion, such as a certificate or statement of attainment.

You must keep the proof of completion document for five years and produce it to the Office of Fair Trading on request. Do not send copies of your certificates or statements of attainment to the Office of Fair Trading, unless requested.

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## Frequently asked questions

### Who needs to complete CPD?

All property professionals who hold a current property agent licence or registration certificate are required to complete CPD.

### What is a CPD year?

Your CPD year is based on the initial issue date printed on your licence or registration.

### Am I exempt from CPD if I've completed other courses?

No. CPD is separate from any other training or qualifications you may have completed.

### What happens if I don't complete CPD each year?

You may not be able to renew your licence or registration.

### Are there different requirements for 1-year and 3-year licence holders?

No. All licence holders must complete two approved CPD sessions each CPD year, regardless of the duration of their licence.

### Can I use CPD training approved in other states and territories?

No. Only CPD sessions listed on Queensland's Office of Fair Trading website are recognised. Visit [qld.gov.au/propertyindustryCPD](http://qld.gov.au/propertyindustryCPD) for the full list of approved sessions.

### Where can I find the approved courses?

You can find details of approved Type 1 and Type 2 sessions on the Office of Fair Trading website.

### How much do CPD sessions cost?

Costs vary. Contact CPD providers directly for pricing information.

### Do I need to send my CPD certificates or statements of attainment to the Office of Fair Trading?

No. However, you must keep proof of completion for five years in case it's requested during compliance checks.

### What should I do if I lose my proof of completion?

Contact the CPD provider where you completed your training to request replacement documentation.

### Why has my CPD year changed?

Your CPD year may change if:

- you've upgraded from a registration certificate to a licence
- you previously held multiple licences or registrations and recently cancelled one.

### Can I transfer CPD credits from previous years?

No. CPD requirements reset each year, and credits cannot be carried over.