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## CPD Reminder – don't leave it 'til it's too late!

Compulsory Professional Development (CPD) is a requirement for renewing a real estate and business agent's licence or a sales representatives/property manager's registration. As such, all licensees with current triennial certificates, and all sales representatives and property managers with current registrations, must complete CPD activities each year.

During each calendar year licensees and registrants must accrue a minimum of ten CPD points: three by attending prescribed mandatory activities and the remaining seven from approved elective CPD activities.

Compliance with CPD requirements is monitored throughout the year. A recent review has shown a number of licensees and registrants have not yet accrued the required number of points for 2013.

**Do not leave it until the final weeks of 2013 to attend CPD activities!** Secure your place in available courses without delay. CPD courses being full at the end of the year will not be accepted as a valid reason for non-compliance.

**Failure to complete your CPD requirements could result in your licence or registration not being renewed or a condition being placed on your licence or registration.** Recently, the State Administrative Tribunal [suspended a sales representative's registration](#) until he had accrued CPD points outstanding from a previous year.

Under the [Code of Conduct](#), agents are responsible for ensuring their employees comply with the legislation, including the requirement to meet their CPD obligations. The Department encourages agents to check with current employees, and any new employees, that their CPD compliance is up-to-date.

A comprehensive list of the mandatory and elective activities approved by the Department is available on its [website](#).

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If you have any specific queries relating to your CPD obligations, please contact the CPD team directly on (08) 6364 3120 or email: [cpd@commerce.wa.gov.au](mailto:cpd@commerce.wa.gov.au).

The four approved training providers who offer mandatory activities are listed below and are to be contacted directly for CPD bookings – **do not contact Consumer Protection to make bookings.**

### **Central Institute of Training**

Telephone (08) 6211 2349, [www.central.wa.edu.au](http://www.central.wa.edu.au)

### **Livepm**

Telephone 1300 302 634, [www.livepm.com.au](http://www.livepm.com.au)

### **REIWA Learning**

Telephone (08) 9388 8155, [www.reiwalearning.com.au](http://www.reiwalearning.com.au)

### **West Coast Property Training**

Telephone (08) 9300 0000, [www.wcpt.com.au](http://www.wcpt.com.au)