**Template 5 – Continuing Professional Development Record**

**Applicant’s name:** …………………………………………………………………………………….

Continuing Professional Development (CPD) is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It should be closely linked to your current work.

You must provide details and evidence of CPD undertaken. For initial applications for a certificate of accreditation - Level 1 and Level 2 applicants must provide details of 60 CPD hours undertaken over the last 24 months. Level 3 applicants must provide details of 30 CPD hours undertaken over the last 12 months. All applications for renewal or upgrade must provide details of 90 CPD hours undertaken over the last 36 months. Please state details below of the activity undertaken, along with the year it was carried out.

RICS does not expect applicants to undertake CPD from every category list below, but a minimum of 20 hours of formal courses and seminars (Category 6) should be undertaken over any 3-year period.

The sources of CPD can be grouped into six categories:

1. Professional work-based activities (maximum 10 hours over 3 years)
2. Professional Body Working Groups or Assessment Panels, CPD Technical Discussion Groups (maximum 30 hours over 3 years)
3. Presentations and Publications (maximum 15 hours over 3 years)
4. Self-directed and informal learning (maximum 15 hours over 3 years)
5. Personal activities outside work (maximum 10 hours over 3 years)
6. Courses, seminars and conferences (a minimum of 20 hours over 3 years but no max. limit)

Further information can be found within the RICS CPD policy and guidelines document.

RICS expects that a range of evidence of completion of CPD should be submitted when applying or re-applying for a Certificate of Accreditation. If your evidence is not provided, your application will be rejected, and you will be asked to resubmit.

Important: For quicker processing, please ensure that you group your CPD categories within the list below so that staff can quickly make an assessment to ensure that you have met the requirements listed above.

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| **Activity undertaken and training provider (if appropriate)** | **Date** | **CPD hours** | **CPD category** | **Evidence provided****(x)** |
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