

Continuing professional development: frequently asked questions

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CPD requirements

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 because RICS and its members operate in a constantly changing environment with new legislation, technologies and professional expectations, which inform developments in RICS' standards. RICS expects its professionals to remain competent, in order to ensure the best possible service. CPD is a highly beneficial career tool – if planned and managed in the right way, it can be used to improve existing professional skills and acquire new specialisms.

Why did RICS decide to revise the new CPD framework?

RICS' revised CPD framework came into effect in January 2026, shaped by widespread member consultation and approved by SRB in April 2025.

The updates respond to member feedback calling for an approach that supports career development in a profession facing rapid change – from AI-driven transformation, to housing supply challenges and the transition to sustainable practice.

What are the rules and requirements?

The rules ([RICS continuing professional development rules: requirements](#)) took effect on 1 January 2026. These rules have been adopted by the RICS Standards and Regulation Board (SRB), under the power delegated to it by Governing Council. For the avoidance of doubt, they constitute 'Rules' as defined in the RICS Bye-Laws. These CPD rules apply to qualified RICS members (AssocRICS, MRICS and FRICS). They do not apply to RICS candidates working towards qualification.

- For each CPD year, which runs from 1 January to 31 December, members must identify, plan, undertake and record with RICS CPD that is relevant, adequate and appropriate in the context of their practice. Members must undertake and record a minimum of 20 hours of CPD, of which at least 10 hours must be structured.
- CPD activities must be recorded by 31 January following the CPD year; for instance, CPD activities for the 2026 CPD year must be completed by 31 December 2026 and recorded by 31 January 2027.
- For an activity to be eligible as CPD, it must be at least 30 minutes in duration – although smaller activities of less than 30 minutes' duration, each of which are similar in nature, can be combined and recorded together.
- Members must record their required CPD activities on the RICS online system via
- the RICS website ([RICS My Account](#)) or by using the new [RICS Member App](#).

Mandatory topics

Members must undertake and record CPD on the following stipulated mandatory topics:

- RICS' global professional and ethical standards
- AI, data and technology, and
- sustainability.

These topics are to be considered in the professional context of the work the member undertakes. For CPD to count towards these mandatory topic requirements, it must be structured and a minimum of 1 hour in duration. Such CPD must be undertaken and recorded on a rolling three-year basis, with each topic covered at least once every three CPD years. Such CPD must be recorded with RICS in the usual way, and by the same 31 January deadline immediately following the CPD year.

Learning outcomes, learning needs and professional reflections

As part of the process of recording with RICS the CPD that has been undertaken, members must record the learning outcome(s) of each CPD activity undertaken throughout the CPD year, whether the activity is structured or unstructured. As part of this process, members must also record their reflections on their professional development and learning needs as a whole. This must take the form of a single annual statement explaining:

- why the recorded CPD activities were undertaken, with particular reference to the member's current professional position and identified learning needs
- how the CPD undertaken has impacted the member's professional development, and
- how the CPD undertaken has impacted the member's plans for CPD in the following year.

Annual declaration

After recording with RICS CPD that at least meets the minimum requirements detailed above, members must, no later than 31 January of the year following the CPD year, complete and submit an annual declaration stating that they have undertaken relevant, adequate and appropriate CPD that meets RICS' requirements, and must formally submit their CPD records. Completion of the annual declaration and submission of CPD records are both necessary to complete the CPD recording process with RICS. However, after signing the declaration, members can continue to record more CPD throughout the year if they wish to do so. Failure to complete the annual declaration and/or to formally submit CPD records may lead to administrative and/or disciplinary action against the member.

Carry over/carry forward

If, in any given January to December cycle, members undertake a structured programme of study leading to an externally accredited award (for example a diploma or degree), which is longer than 10 hours and is eligible to be recorded as CPD, they may carry forward up to 20 hours of structured CPD. This can be recorded as up to 10 hours in each of the next two CPD years. Similar arrangements may be allowed for other structured programmes of study with prior agreement from RICS Regulation. Carry-over is not permitted for activities that commenced before 1 January 2026.

For example, a single 30-hour structured training programme, undertaken in 2026, could be recorded as:

- 10 hours of structured CPD in 2026

- 10 hours of structured CPD in 2027 and
- 10 hours of structured CPD in 2028.

Structured and unstructured CPD

What is 'structured' CPD?

Structured CPD is learning where outcomes can be easily identified, and where the member will enhance their knowledge of a particular subject or their professional skills in a way that is relevant to their work. Typically, this includes webinars, seminars, conferences, lectures and workshops, but not 'keep-up-to-date' reading or listening to relevant podcasts.

Members could be asked to provide supporting evidence of any structured learning entered into the RICS CPD system (accessible via [RICS My Account](#) or the [RICS Member App](#)).

What is 'unstructured' CPD?

Unstructured CPD is self-managed learning that is relevant or related to the member's professional role and has a clear learning purpose, but where there is a less guided approach to the learning content and/or learning method. This could include activities such as private study, on-the-job training, attendance at informal seminars or events, 'keep-up-to-date' reading and listening to relevant podcasts.

Members could be asked to provide supporting evidence of any unstructured learning entered into the RICS CPD system (accessible via [RICS My Account](#) or the [RICS Member App](#)).

There are inconsistencies across RICS platforms and webpages in the terminology used for CPD. Some refer to activities as 'formal' and 'informal', while others use 'structured' and 'unstructured'. Which terminology is correct?

Following updates to the RICS CPD rules, the official terminology for members is 'structured' and 'unstructured' CPD. While some legacy webpages and systems (and candidate pages) may still refer to 'formal' or 'informal' CPD, the terms used in the CPD rules and current RICS guidance for members are 'structured' and 'unstructured'.

RICS is continuing to update webpages and platforms to resolve these inconsistencies over time. If in doubt, refer to [RICS continuing professional development rules: requirements](#).

Is there help available to decide whether learning meets the criteria for structured or unstructured?

Yes. *How to classify your CPD: decision tree and examples* (available on the RICS website at [Continuing Professional Development for RICS members](#)) will help members decide whether CPD is structured or unstructured, and gives some examples. The decision tree and examples are not exhaustive, but are good guides for planning your learning. [RICS My Account](#) and the [RICS Member App](#) also include an interactive tool to help you classify your CPD activities as structured or unstructured.

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

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

For example, activities such as networking, social events, team meetings or informal planning events, as well as involvement on boards, committees or clubs that have little or no relevance to a member's professional role, cannot count towards a member's CPD requirements. The decision tree and examples document mentioned previously help to identify activities appropriate for CPD.

Is there always a cost for structured CPD?

No. Structured CPD does not have to be paid-for training. Structured CPD can be any learning activity where learning outcomes can be easily identified, and where the member will enhance their knowledge of a particular subject or their professional skills in a way that is relevant to their work.

Does structured CPD have to be provided by RICS?

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

Does RICS provide any free or low-cost training that qualifies as structured or unstructured CPD?

Yes. Here are some examples:

1. RICS' [CPD Support Pack](#) is available as part of your annual subscription.

2. RICS provides [free training and events](#). Use the filters to find different types of CPD online or in-person (training courses, webinars, etc.), as well as to select topics and sectors that ensure the CPD is relevant, adequate and appropriate.
3. Free webinars on the new CPD framework requirements and how to record CPD are available at [Continuing Professional Development for RICS members](#). These can also count towards the CPD requirement.
4. There is a [free eLearning module](#) on the new *Rules of Conduct* (effective from 1 February 2022) available to members, which can count towards the CPD requirement.

Recording CPD

Is guidance available for recording CPD?

The online CPD system ([RICS My Account](#)) and the [RICS Member App](#) have built-in guidance to help members record their CPD activities.

You can also access a free webinar on how to record CPD at [Continuing Professional Development](#).

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

Yes. If a member encounters issues when trying to record their hours using the online system, help is available by emailing cpd@rics.org. Please include a screenshot of the error and a brief description of your experience. This will enable RICS to both resolve the matter and potentially prevent it from affecting other members.

Support for changing your password is available at [RICS My Account](#).

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 render a member unable to submit their CPD records hours online due to disability or incapacity, RICS will make reasonable adjustments. The member should notify RICS by email at 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.

Is it compulsory for members to enter their CPD activity using RICS' CPD system?

All RICS members must record their CPD activities using the online CPD system ([RICS My Account](#)) or the [RICS Member App](#).

In countries where there are internet accessibility issues, 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](#), or by emailing cpd@rics.org or calling +44 (0)207 695 1670.

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 online CPD system ([RICS My Account](#)) into Microsoft Excel, in order to edit as required and subsequently upload their records to their firm's CPD recording system.

Members can also use the new enhanced **Bulk Upload** function, which allows them to upload planned or completed CPD using an Excel template.

Members will need to download the latest version of the template from [RICS My Account](#); only this template can be used. The spreadsheet is preformatted for your CPD entries and must not be modified.

The Excel template contains additional instructions and examples on how to fill it in. For example, members should not leave blank rows between CPD entries, data should not be copied and pasted into the template, and cells should not be dragged as this may alter the formatting.

Members can upload the Excel template in [RICS My Account](#) by selecting **Bulk Upload**.

What will RICS do with the information that members enter on the CPD online system?

Each year, a percentage of members will have their CPD records reviewed in detail to assess whether they meet RICS' CPD requirements. All members' CPD may be subject to a review in order to monitor compliance with these rules.

Reviews of CPD records may be carried out using technology systems, including the appropriate use of artificial intelligence systems as well as additional human involvement.

An RICS member panel may also be appointed for the purpose of conducting CPD record reviews.

Breaches of these rules may result in administrative and/or disciplinary action.

CPD exemptions

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

Yes. A member may apply for an exemption from these rules in any given CPD year.

Exemptions from CPD requirements should, wherever possible, be requested during the membership renewal process, in advance of the upcoming CPD year.

If members' circumstances change and the need for an exemption arises during the course of the CPD year, they may apply for an exemption via [RICS My Account](#) or by contacting RICS Regulation (cpd@rics.org).

Exemptions must be requested prior to 31 December each year. For example, if recording CPD undertaken from 1 January to 31 December 2026, with a requirement to record those CPD activities by 31 January 2027, any request for exemption must be made by 31 December 2026 at the latest. Any requests for an exemption after this date are subject to the discretion of the Head of Regulation.

If an exemption applies for less than 6 months of a given CPD year, the member must still meet the CPD requirements for that CPD year. Only members with exemptions in place for 6 months or more of a CPD year are exempt from the CPD requirements for that CPD year.

An exemption can be given 'automatically' (in conjunction with a related membership concession) or 'manually.' A manual CPD exemption requires the member to contact RICS with the details of their situation. A decision will then be made as to whether they meet the criteria for an exemption.

It is the member's responsibility to apply for an exemption where relevant circumstances apply, and they will not be exempt from the CPD requirements until they have applied for and been granted an exemption. The [CPD exemptions](#) section of this document, and the [CPD exemption eligibility](#) document contain further information and guidance.

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. It means that the member does not have to record their CPD for the year to which the exemption applies.

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

Find out more about [membership concessions](#).

Please note that concessions information will be updated in October, applicable for the following calendar year.

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 the [CPD exemption eligibility](#) document for more details.

What are the contact details for CPD exemption queries or for requesting a CPD exemption?

If you have any queries about CPD exemptions, such as whether an exemption is available for your particular situation, or if you want to apply for an exemption, please contact RICS by email at cpd@rics.org or call +44 (0)207 695 1670.

Are there any special arrangements in place regarding the *Disability Discrimination Act 1995* and *Equality Act 2010*?

RICS aims to 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. These will be dealt with on a case-by-case basis.

This may include reasonable adjustments to the number of hours of CPD 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, contact RICS as soon as possible for further advice, and well before the recording deadline of 31 January.

You can email cpd@rics.org or call +44 (0) 207 695 1670.

Reflection and planning

What is the annual reflection statement and why is it required?

Professional reflection helps you identify learning that genuinely advances your skills and practice, moving beyond simply logging hours. It demonstrates how your CPD translates into better professional competence and service delivery – benefitting you, your clients and the public. As part of the CPD recording process, you'll complete a section on your professional reflections explaining:

- why you chose the CPD activities you undertook, with reference to your professional role and identified learning needs
- how the CPD you completed has impacted your professional development, and
- how your CPD informs your plans for professional development in the following year.

How long should my reflection statement be?

There's no set word count, but your statement should be substantive enough to demonstrate genuine reflection. Focus on quality insights rather than length. The digital recording platform will guide you through the key points to address.

What are learning outcomes, and why do I need to record them?

A learning outcome is a specific, measurable statement describing what you understand or can do because of the CPD activity. Recording learning outcomes helps you:

- focus on CPD that delivers real professional value
- demonstrate the impact of your learning and
- build evidence of your professional competence.

For example:

- **Weak learning outcome:** 'learned about sustainability'.
- **Strong learning outcome:** 'can now identify three key energy efficiency measures to recommend to residential clients, and explain their cost/benefit ratios'.

Do I need to plan my CPD in advance?

Yes. The revised framework encourages strategic CPD planning aligned with your professional role, responsibilities and career development goals. Planning helps ensure your CPD is

relevant, adequate and appropriate to your practice, beyond simply logging hours.

RICS Member App

Why has RICS developed a new app and what does the new app do?

Based on extensive member feedback, we have invested in enhanced digital tools to make CPD planning and recording more accessible, efficient and beneficial to member practice. The [RICS Member App](#) supports the revised CPD framework's focus on meaningful, high-quality learning by making it easier to reflect on and plan your professional development.

- Log CPD activities on the go from your mobile device.
- Track your progress towards annual requirements.
- Access your CPD history and records anywhere, anytime.
- Manage your profile to keep your membership information up to date.

Do I have to use the app?

No. Use of the app is optional. You can continue using the web portal ([RICS My Account](#)) to record your CPD. However, the app offers convenient features like on-the-go logging and progress tracking that many members find valuable.

Can I still record my CPD on the RICS website?

Yes. You can continue to record CPD through [RICS My Account](#) on the RICS website. The app provides an additional, sometimes more convenient, option for mobile recording.

Why can't I use the app as a candidate?

The new app is designed for the CPD framework used by Associate Members (AssocRICS), Chartered Members (MRICS) and Fellows (FRICS). As a candidate working towards membership, you will continue recording your APC competencies and experience through the existing APC channels until you qualify.

What are the technical requirements for me to use the app?

The app requires at least iOS 18 (on iPhones) or Android 13 (on Android devices) to run. Older versions are not supported, as the app relies on security and performance features introduced in iOS 18 and Android 13.