

RICS continuing professional development rules: requirements

Version 1 with effect from 1 January 2026

These rules take effect on 1 January 2026.

These rules have been adopted by the Standards and Regulation Board, under the power delegated to it by Governing Council. For the avoidance of doubt, they constitute 'Rules' as defined in the RICS Bye-Laws.

Glossary

Term	Definition
Adequate	Continuing professional development (CPD) activities that are sufficient to maintain and improve a member's professional competence, and fulfil their identified learning needs, in the given year. Sufficiency includes consideration of duration, quality and volume, given the knowledge, skills, experience and role of the member.
Administrative action	Action taken by the Head of Regulation within their designated delegated powers.
Appropriate	CPD activities that are suitable for a member's level of professional responsibilities, career stage and level of experience. CPD activities undertaken should align with identified learning needs. Suitability includes consideration of delivery method, style, technical content and level of complexity.
Disciplinary action	Action taken by a Single Member or a Disciplinary Panel of the Regulatory Tribunal.
Learning outcome	A specific, measurable statement describing what the member knows, understands or is able to do as a result of the CPD activity undertaken.
Member	Fellows, professional members and non-chartered members (but not honorary members).
Partial exemption	A reduction in the number of required CPD hours, activities or categories, rather than removing the CPD requirement entirely. A partial exemption requires members to complete and record at least 10 hours of CPD per year and cover the mandatory topics.
Relevant	CPD activities that are directly connected to a member's professional role, area of practice and/or identified career development goals, such as a valuer undertaking training on the updated RICS Valuation – Global Standards .
RICS My Account	RICS' secure online member portal, where professionals can access and manage their membership information, record their CPD activities, and access learning resources and much more information from RICS.

Term	Definition
Structured learning	Learning activities 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. Typically this includes webinars, seminars, conferences, lectures and workshops, but not 'keep up to date' reading or listening to podcasts.
Unstructured learning	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 podcasts.

Hours, type of learning and recording deadlines

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.

For each CPD year, members must undertake and record a minimum of 20 hours of CPD, of which at least 10 hours must be structured.

Members must record with RICS the CPD they have undertaken from 1 January to 31 December by 31 January of the following year at the latest. For example, CPD undertaken between 1 January and 31 December 2026 must be recorded with RICS no later than 31 January 2027.

For an activity to be eligible as CPD, the undertaken activity 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 CPD with RICS digitally via [RICS My Account](#) or the official RICS mobile application.

If, in any given CPD year, 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.

Example

A 30-hour single 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.

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 being covered at least once every three CPD years.

Such CPD must be recorded with RICS in the usual way, 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 the process of recording with RICS the CPD that has been undertaken, 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 such an annual declaration and submission of CPD records is necessary to complete the CPD recording process with RICS. Failure to complete the annual declaration and/or to formally submit CPD records may lead to administrative and/or disciplinary action against the member.

The annual declaration can only be signed where the minimum 20 hours of total CPD (including 10 hours of structured CPD) and the mandatory topic requirements have been met. However, after signing the declaration, members can continue to record more CPD throughout the year if they wish to do so.

Exemptions

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 CPD activities undertaken 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.

It is the member's responsibility to apply for an exemption where relevant circumstances apply.

The following exemptions from these CPD rules are available. Requests for exemptions on different grounds may be considered on an exceptional basis.

Exemption type	Definition	Exemption status
Exceptional hardship/ LionHeart	Personal circumstances considered on a case-by-case basis.	Full CPD exemption.
Retired	<p>Professionals who are no longer working for remuneration in any capacity, and who do not expect to return to work for remuneration in the future.</p> <p>This exemption is not available to retired members who carry out work as APC assessors; such individuals must meet the CPD requirements set out in these rules.</p>	Full CPD exemption.
Ill health	Professionals who are currently unable to work due to serious ill health, incapacity or disability.	Full CPD exemption for duration of ill health/incapacity. To be reviewed/reapplied for each member subscription and CPD year.

Exemption type	Definition	Exemption status
Non-practising	Those who are not actively engaged in the surveying profession in any role. Active engagement in the surveying profession is interpreted widely, and includes managerial, administrative or board roles.	May apply for full or partial exemption. Assessed on a case-by-case basis.
Family raising/ caring, parental/ adoption leave, unemployed/ seeking work	Professionals who are unemployed for 6 months or more in a particular CPD year, or those taking a career break or statutory leave of at least 6 months in duration in a particular CPD year to raise a family or care for a relative, and are not providing surveying services during this period.	Full CPD exemption for first CPD year. If returning to work after the first 12-month period, there is no further exemption in respect of this period of unemployment/statutory leave. If not returning to work after the first 12-month period, they are automatically eligible for a partial exemption. Members absent from work after an initial 12-month full exemption may apply for a further full exemption rather than a partial one, which will be determined on a case-by-case basis.

Monitoring and investigating compliance

Each year, a percentage of members will have their CPD records reviewed in detail to assess whether they meet RICS' CPD requirements.

All members may be subject to random or targeted reviews in order to monitor and review 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.

Delivering confidence

We are RICS. As a member-led chartered professional body working in the public interest, we uphold the highest technical and ethical standards.

We inspire professionalism, advance knowledge and support our members across global markets to make an effective contribution for the benefit of society. We independently regulate our members in the management of land, real estate, construction and infrastructure. Our work with others supports their professional practice and pioneers a natural and built environment that is sustainable, resilient and inclusive for all.

Enquiries
contactrics@rics.org



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