Start here: Does the activity focus on a topic relevant to the wider profession, or your role or specialism?

- Yes: Does the activity have a formally structured program?
  - Yes: Do the learning objectives or outcomes enhance your current knowledge or develop technical skills?
    - Yes: Does the learning involve interaction with others, such as professors/trainers, or other professionals in a real or virtual classroom-like or conference setting?
      - Yes: The learning is neither formal nor informal CPD, and will not count towards your record.
      - No: Does the learning involve interaction with others, such as professors/trainers, or other professionals in a real or virtual classroom-like or conference setting?
        - Yes: Is the learning assessed by an independent subject-matter expert or a test?
          - Yes: Is the outcome based on self-assessment?
            - Yes: The learning is formal CPD.
              - Yes: 20 hours of CPD (at least 10 hours of Formal CPD). Complete by December 31.
              - No: Is the outcome based on self-assessment?
                - Yes: The learning is informal CPD.
                - No: Does the activity involve interaction with others, such as professors/trainers, or other professionals in a real or virtual classroom-like or conference setting?

Definitions:

- **Focus on a topic relevant to the profession**: The subject matter covered is one that has a direct tie to your area of work, or covers a topic from the profession (industry) that will relate back to your field.

- **Structured program**: The course, learning activity, or agenda is clearly defined and includes what will be addressed and the length of time dedicated to each area of focus.

- **Self-assessment**: The activity is assessed by one’s self.

- **Predefined learning objectives**: The activity has clearly outlined objectives in the form of a curriculum, an agenda, or a learning schedule that has been planned in advance by accredited professionals.

- **Interaction**: The activity participated in includes some type of interaction with learning in mind, with other professionals, students, or educators.

- **Formal assessment measure**: The activity or learning is assessed by an independent third party that is educated on the topic.

Please note we may request proof where applicable

Example: Official documentation from the organizing body that states the details of the activity, potentially including but not limited to: the date, duration and full name of the participant.

Record your CPD by January 31: rics.org/cpdrecord