



CPD Fact Sheet



CPD is short for Continuing Professional Development and consists of any educational activity which helps to maintain, develop or increase knowledge, problem-solving, technical skills or professional performance standards throughout a practitioner's working life.

Who needs to complete CPD?

The following membership classes must satisfy the Institute's CPD requirements.

- Graduate Members
- Full Members
- Senior Members
- NZIV members
- Associate Members of the NZIV (ANZIV)
- Fellows
- Life Members
- Overseas Members
- Members in part-time employment

These members must participate in and successfully complete the Institute's Professional Ethics and Professional Standards modules once every four years. These modules are worth 4 CPD points each.

Who is exempt from CPD?

The following membership classes are exempt from the mandatory requirements but are still encouraged to undertake CPD.

- Students
- Affiliate Members
- Honorary and Retired Members
- Non-active Members
- Career break Members

Under certain conditions, partial or complete exemptions may be granted, e.g. parental leave, illness.



- Part-time practice is not, of itself, sufficient for the Board to grant an exemption from CPD.
- Members must inform the PINZ National Office of any change to their situation, which would impact on their ability to satisfy the CPD requirements.

Exemptions are available for non-practice, and severe illness, overseas travel (not working in property), absence from practice for a period of:

- Less than twelve months.
- More than twelve months and less than 3 years.
- Absence from practice for a period more than 3 years.

How much CPD do I need to complete?

Members are required to complete a minimum of 20 CPD points per year. (1 CPD point is equivalent to one hour of learning time).

<p>What can I claim CPD points for?</p>	<p>The CPD points must come from the following categories:</p> <ul style="list-style-type: none"> • Property Institute Events (National Office or Branch): minimum of 5 verified CPD points. • Property related topics: minimum of 10 non-verified CPD points. • Non-Property related topics: minimum of 5 non-verified CPD points.
<p>What classifies as Property Institute CPD?</p> 	<p>Property Institute CPD activities – minimum of 5 verified CPD points per year.</p> <ul style="list-style-type: none"> • Property Institute Annual Conference • Property Institute National events e.g. site tours, online learning modules, webinars, seminars, road shows. • Professional Ethics Module • Professional Standards Module • Property Institute Accredited Property Conferences offered by Massey, Lincoln and Auckland Universities. • CPD points will be automatically allocated to your CPD diary on your member profile when you register online, attend and pay for Institute events. As usual, non-structured CPD points will need to be manually added by you to your CPD diary. • Branch seminars, workshops etc. • Online learning, such as webinars, may only be claimed by the member who paid and registered for the event.
<p>What classifies as non-verified CPD?</p> 	<p>Property Related CPD - Maximum of 10 non-verified CPD points per event.</p> <ul style="list-style-type: none"> • Specialist Seminars conducted through tertiary institutions (Limit is 2.5 of CPD points) • In-house training programs (Limit is 2.5 of CPD points) • Pre-approved in-house training programs – approved by the Property Institute (Limit is 7.5 of CPD points) • Successful completion of a property related tertiary paper equivalent to one semester’s work (Limit is 7.5 of CPD points) • Writing articles on property related issues for publication in the Institute’s professional publications (Limit is 7.5 of CPD points) • Making presentations on property or practice related issues to seminars, conferences and colleagues, (Limit is 7.5 of CPD points) • Study group sessions (Limit is 7.5 of CPD points). • International property related conferences. • Serving on Institute Branch and National Committees, Boards, Tribunals and VRB (Limit is 2.5 of CPD points). • Preparation of guidance notes, standards, statscom data, technical handbooks and professional submissions on behalf of the Institute (Limit is 7.5 of CPD points). • Teaching a new property related course or section of a course (Limit is 7.5 of CPD points). • Seminars provided by Professional Societies other than the Property Institute (Limit is 7.5 of CPD points).

Can I claim points for non-property related CPD?

Yes, you can claim a maximum of 5 CPD points for non-property related CPD. These are activities that are designed to increase a member's business skills, knowledge or efficiency. For example, can include but is not limited to the following:

- Business marketing and promotion courses
- Human resources management courses
- Software and computer training

Other Useful Facts.

- All CPD verified and non-verified must be loaded on your membership dashboard.
- We complete annual CPD compliance audits.
- You can carry over 5 verified CPD points each year.
- If you book for an event via the PINZ website your CPD points will be automatically added to your dashboard.
- You will need to manually add your CPD points to your dashboard if you have purchased online videos and modules.

