

CEA Ref. : 300-01-06-0001

Date : 25 March 2020

To : CPD Course Providers

Dear Sir/Madam,

**[CPD NOTICE 01-20] CONTINUING PROFESSIONAL DEVELOPMENT
(CPD) TRAINING THROUGH ONLINE LEARNING DURING COVID-19
SITUATION**

1. As you may be aware, the Ministry of Health (MOH) issued media releases on 20 and 24 March 2020 to implement tighter measures to minimise further spread of COVID-19.
2. CEA would like to remind you to adhere to MOH's measures when conducting CPD courses to minimise the spread of COVID-19. Among other measures, you are required to ensure separation of at least a metre between course participants.

Online courses for CPD training

3. CPD training remains a key priority for our industry. Given the COVID-19 situation, CEA would like to encourage CPD course providers to adjust your approach and consider online options for your CPD courses. CEA is also

encouraging KEOs and Real Estate Salespersons (RESs) to opt for online CPD training.

4. To help CEA assess your applications for the conduct of online CPD courses expeditiously, we would appreciate it if you could ensure that the following key requirements are met:

For e-learning courses:

- a. Training modules in each course must be bite-sized. Each module should exceed 45 minutes.
- b. Participants are given unlimited attempts to attain 80% passing rate in the online course assessment with randomised questions and answers.
- c. Participants can submit course feedback.

For live webinar courses:

- a. Proper attendance recording system must be in place, with records displaying the participants' name, join time, leave time and total duration of participation.
 - b. Live online interactions with participants are encouraged.
5. Please also comply with the [CEA CPD Guidelines for CPD Course Providers](#) when you submit your online CPD course applications to us. CEA is monitoring the COVID-19 situation and will review, if necessary, the CPD requirements for the renewal of the RES registration and Estate Agent licence, especially if there is any further tightening of the measures.

6. In view of the fluid COVID-19 situation, CEA will continue to monitor the developments and advise you accordingly. Please keep yourself safe and healthy

Yours sincerely

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