



CPD COURSE TRAINER FORM

Important Notes

- This CPD Course Trainer Form shall be accompanied by all relevant and supporting documents including trainer's qualifications, professional certificates, and curriculum vitae containing details such as requisite years of instructional or working experience, etc.
- **Course providers are required to log in to the My CPD Portal to upload this form and all relevant supporting documents.**

PART A – COURSE PROVIDER'S INFORMATION

Name of Course Provider	
Organisation type (please tick.)	<input type="checkbox"/> CEA Approved Course Providers (ACPs) <input type="checkbox"/> Estate Agents <input type="checkbox"/> Government Agencies <input type="checkbox"/> Local Tertiary Institutions <input type="checkbox"/> National Continuing Education & Training (CET) Centres <input type="checkbox"/> Real Estate and Related Industry Associations <u>Organisations below may only offer courses under the new accreditation criteria</u> <input type="checkbox"/> Training Providers for Real Estate and Related Industry Associations <input type="checkbox"/> SkillsFuture Singapore (SSG) Training Providers ¹

PART B – TRAINER'S INFORMATION

Name of Trainer as in NRIC/Passport	
Full NRIC/FIN	
Mobile Number	
Email Address	
Highest Educational Qualification	

¹ SSG Training Providers must have SSG-supported courses with a validity period of at least two months from the time of application to CEA, and can only offer courses based on the new course accreditation criteria.

PART C – ELIGIBILITY TO QUALIFY AS A CPD COURSE TRAINER

<p>(i) Training Qualification and Experience</p> <p><i>(tick where applicable.)</i></p> <p><i>(To provide details in attachment that is duly signed by trainer and course provider, together with supporting documents as applicable.)</i></p>	<p>Trainer meets CEA's requirements to qualify as a CPD course trainer and meets the following training qualifications and experience:</p> <p>Training qualifications:</p> <p><input type="checkbox"/> Is Full WSQ Advanced Certificate in Training and Assessment (ACTA) certified</p> <p><input type="checkbox"/> Is WSQ Advanced Certificate in Learning and Performance (ACLP) certified</p> <p><input type="checkbox"/> Is WSQ Diploma in Adult and Continuing Education (DACE) certified</p> <p><input type="checkbox"/> Is WSQ Diploma in Design and Development of Learning for Performance (DDDLP) certified</p> <p>Experience:</p> <p><input type="checkbox"/> Has at least five years of instructional experience in conducting similar activities <u>OR</u></p> <p><input type="checkbox"/> Has at least five years of working experience as practitioner in the real estate agency industry within the last 10 years.</p>
<p>(ii) Trainer may be exempted from requirements stated in Part C (i) if he meets any of these criteria</p>	<p>Trainer is exempted from requirements stated in (i) as he/she meets <u>one</u> of the following criteria:</p> <p><u>Full exemption</u></p> <p><input type="checkbox"/> Trainer is from government agencies, tertiary institutions and professional bodies. <i>E.g. The Law Society of Singapore, Consumer Association of Singapore.</i></p> <p><input type="checkbox"/> Trainer has previous experience teaching similar subjects in local recognised tertiary institutions, established training institutions by government agencies.</p> <p><input type="checkbox"/> Trainer holds professional qualifications and works in a related field to the estate agency industry, like lawyers and accountants.</p> <p><input type="checkbox"/> Trainer in other professions who is a subject matter expert.</p>
<p>(iii) Trainer meets some of the requirements in Part C (i) but does not have training qualifications (ACTA/ACLP/DACE/DDDLP certification.)</p> <p><i>(Only for courses designed under the new accreditation criteria.)</i></p>	<p>Trainer meets the following but does not have training qualifications (ACTA/ACLP/DACE/DDDLP certification):</p> <p><input type="checkbox"/> Has at least five years of instructional experience in conducting similar activities;</p> <p>OR</p> <p><input type="checkbox"/> Has at least five years of working experience as practitioner in the real estate agency industry within the last 10 years.</p> <p>Important Note: CEA retains the right to assess and grant on a case-by-case basis partial exemption from the training qualifications requirement of Part C (i) if the trainer meets one of the above criteria but does not have the training qualification. This partial exemption, if granted, shall be for two years from the date of first course approval. There will be no extension of the partial exemption beyond this first two-year period. Trainers who fail to attain the full training qualification (ACLP/DDDLP) within the first 2-year course approval period will not be able to teach CPD courses beyond that date.</p>

Form B - CPD COURSE TRAINER FORM

PART D – DECLARATION BY TRAINER		
Declaration by Trainer <i>If the answer to any of the questions is "Yes", please provide details in an attachment to be duly signed by trainer and course provider, together with submission of supporting documents (as applicable.)</i>	a. Have you been convicted in a court of law in Singapore and/ or any country outside of Singapore? Important Note: You are required to declare all convictions regardless of when they occurred. For any conviction regardless of when they occurred, please also provide copies of all Charges, Statements of Facts, Notes of Evidence and/ or any other relevant or equivalent documents.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
	b. Have you at any time been detained under the Misuse of Drugs Act or served with a detention/police supervision order under the Criminal Law (Temporary Provisions) Act?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
	c. Do you have any judgement entered against you at any time in civil proceedings that involve a finding of fraud or dishonesty on your part?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
	d. Are you a salesperson or a licensee/Key Executive Officer or a director/partner of a licensed estate agent?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
	e. Have you been convicted of any offence under the Estate Agents Act.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
	f. Have you been convicted of any breach by a CEA Disciplinary Committee?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
	g. Have you been censured (with or without a financial penalty) by CEA?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
	h. Have you been issued a Letter of Advice and/or Letter of Warning by CEA?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Signature		
Date		

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PART E – DECLARATION BY COURSE PROVIDER	
<ul style="list-style-type: none"> I will undertake to inform the CEA, if there is any change in material information that would affect the trainer's eligibility to become a CPD course trainer. 	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<ul style="list-style-type: none"> I have assessed that the trainer meets CEA's requirements to become a CPD course trainer. 	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<ul style="list-style-type: none"> I confirm that the above trainer is engaged by my organisation as a CPD course trainer for structured learning course(s). 	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<ul style="list-style-type: none"> I declare that the information given above are true and correct and I have not wilfully suppressed any material fact. 	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Name (as in NRIC/Passport)	
Designation	
Signature	
Date	

Terms and Conditions

(i) The Council for Estate Agencies (CEA) or its authorised agents are allowed to collect my personal information to perform its functions and discharge its duties under the Estate Agents Act.

(ii) CEA may share necessary data in this form with other Government agencies (or non-Government entities which have been authorised to carry out specific Government services) to perform its functions, or to provide its services, unless the law prohibits such sharing.

(iii) CPD trainers shall declare any court convictions in Singapore or in any other country and/or any other enforcement actions taken against them in past cases by a government body or regulatory body in this form. Trainers shall also declare any other subsequent convictions or enforcement actions taken against them thereafter. Any such antecedents or records may be reason for CEA to reject or withdraw the approval for the trainer to conduct CPD courses. CEA shall have the right to accept or reject any trainer without any explanation.