



物業管理業監管局  
PROPERTY MANAGEMENT  
SERVICES AUTHORITY

Property Management Services Authority

# Continuing Professional Development Scheme



Property Management Services Authority

## Continuing Professional



## Development Scheme



The Continuing Professional Development (CPD) Scheme (the Scheme) launched by the Property Management Services Authority (PMSA) in early 2022 sets criteria and requirements for licensed property management practitioners' (PMP) participation in CPD activities/courses. Through participating in activities/courses organised or recognised by the PMSA, licensees will be equipped with new knowledge and skills to handle daily property management (PM) work.

The Scheme has been implemented on mandatory basis since 1 August 2023. Licensees at all levels are required to participate in CPD activities on mandatory basis by stages. PMP (Tier 1) licensees will be required to participate in the Scheme on mandatory basis from 1 January 2024 onwards; and PMP (Tier 2) will be required to participate from 1 January 2025 onwards.

### Targets

Licensees at all levels.

### Counting of Year

From 1 January to 31 December of each year.

## Types of Recognised Activities/Courses

The Scheme will recognise training activities/courses in the market based on their “content” and “learning models”.

### Content

Activities/courses under the Scheme will be classified based on their content as “Core” and “Non-core”.

#### “Core” activities/courses

The content of “Core” activities/courses will cover the following topics:

##### 1 Law and Regulations:

- Relating to the Property Management Services Ordinance (Ordinance);
- Relating to the 7 categories of property management services listed in Schedule 1 to the Ordinance;
- Relating to the Codes of Conduct, guidelines and circulars issued by the PMSA;
- Organised by Government departments or statutory bodies and relating to the PM industry.

##### 2 Professional Practices:

- Organised by PMSA Recognised Professional Bodies<sup>1</sup> and relating to the PM industry;
- Organised by other professional bodies and relating to the PM industry;
- Organised by licensed Property Management Company (PMC) and relating to the PM industry.

<sup>1</sup> As of Nov 2023, the PMSA has ten Recognised Professional Bodies, including: Building Services Operation and Maintenance Executives Society, Chartered Institute of Housing Asian Pacific Branch, Hong Kong Institute of Certified Property Managers, Hong Kong Institute of Real Estate Administrators, Royal Institution of Chartered Surveyors, The Chartered Institution of Building Services Engineers Hong Kong Region, The Hong Kong Chapter of International Facility Management Association, The Hong Kong Institute of Facility Management, The Hong Kong Institute of Housing and The Hong Kong Institute of Surveyors (in alphabetical order).

### 3 Educational Training:

- Listed in the PMSA’s “Specified or Equivalent Academic Qualification in Property Management” (including the “PMSA Specified Courses” organised to complement the licensing regime. Provisional PMP Licencees who complete the “PMSA Specified Courses” during a CPD year will be considered as having met the CPD requirements of that particular year).

### 4 Qualification Accreditation:

- Listed in the Qualifications Register and relating to the PM industry.

### 5 Knowledge Transfer:

- Supporting the transfer of professional knowledge in the PM industry to local practitioners (non-remunerated).

### 6 Community Contributions:

- Supporting the PM industry to contribute to the local community and economy (non-remunerated).

## “Non-core” activities/courses

The content of “Non-core” activities/courses will cover the following topics:

### 1 Skill development:

- Supporting the development of knowledge or skills in the PM profession.

### 2 Other property management courses:

- Relating to the PM industry (but not listed in the PMSA’s “Specified or Equivalent Academic Qualification in Property Management” or in the Qualifications Register).

### 3 Other activities/courses:

- Broadening the knowledge base about PM industry beyond Hong Kong.

## Learning Models

Activities/courses under the Scheme will be classified based on their learning models as “Official” or “Unofficial”.

### “Official” activities/courses

“Official” activities/courses refer to those that have systematic and specific learning objectives and outcomes, or ones in which the organising bodies record attendance of licensees or issue certificates. These include, but are not limited to, those listed in the table on pages 9-10.

### “Unofficial” activities/courses

“Unofficial” activities/courses refer to studies conducted independently by licensees, or activities/courses that do not keep attendance records or issue certificates. These include internship, job exchange, social/recognition events (e.g. annual party and awards ceremony), etc.



## CPD Participation Requirement



PMP (Tier 1) and (Tier 2) licensees are required to attain at least 12 and 6 CPD hours respectively in each CPD year which meet the following requirements:

1. A minimum of 8 and 4 hours of “Core” activities/courses respectively for PMP (Tier 1) and (Tier 2) licensees;
2. A maximum of 4 and 2 hours of “Unofficial” activities/courses respectively for PMP (Tier 1) and (Tier 2) licensees;
3. A minimum of 2 hours of activities/courses relating to “Law and Regulations” in the “Core” content.

## CPD Hours Calculation Criteria

- Each activity/course uses a minimum of 1 hour as the counting unit. Online activities/courses use a minimum of 30 minutes as the counting unit.
- The maximum number of CPD hours for each activity is 5 (no limits for attending courses).
- For courses spanning over more than one CPD year, actual attendance hours in each year should be counted as CPD hours.



The PMSA will issue certificates of recognition to PMP licensees who meet the CPD participation requirements of the year.



## Recognised Activities/Courses

All CPD activities/courses organised by the **PMSA** are recognised activities/courses under the Scheme (including the “PMSA Specified Courses”).

CPD activities/courses organised by **PMSA Recognised Professional Bodies and Specified PMC Organisations** that meet the criteria of the Scheme will be recognised in advance. Such list will continue to be updated throughout the year.

Activities/courses organised by the **Government** or **public bodies**, and courses organised by education institutions which are regulated by the **Education Bureau** or courses accredited by the **Hong Kong Council for Accreditation of Academic and Vocational Qualifications** will be automatically recognised under the Scheme and require no advance approval.

After participating in the aforementioned activities/courses, licensees can register record directly on the e-Recording System launched for the Scheme by the PMSA in order to accumulate CPD hours.

## Honour System

The PMSA will accept in good faith all the information provided by licensees concerning the training activities/courses participated and the respective CPD hours attained under the Scheme. The PMSA will, however, conduct random audit to ascertain if licensees have actually attend these activities/courses and attained CPD hours that they should have<sup>2</sup>.

<sup>2</sup> According to Section 14 of the Property Management Services Ordinance, a person commits an offence if the person, in connection with an application for a licence or the renewal of a licence, provides any information or document to the PMSA that is false or misleading.

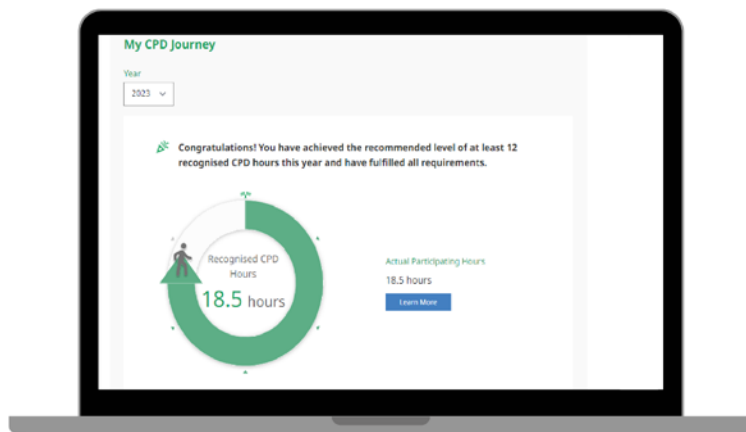
## Imposing a condition on PMP licences

To enforce mandatory participation, from 1 August 2023 onwards, the PMSA will, in accordance with the Property Management Services (Licensing and Related Matters) Regulation, impose a condition on all newly issued or renewed PMP (Tier 1) licences (3-year validity), requiring the licensees concerned to fulfil the CPD participation requirement for each year (i.e. attaining at least 12 CPD hours) in the two immediate CPD years before the expiry year of their newly issued/renewed licence (i.e. the year of 2026 or thereafter).

As for PMP (Tier 2) licensees, as mandatory participation will come into effect from 2025 onwards, a condition will be imposed on all PMP (Tier 2) licences (3-year validity) issued or renewed within the period from 1 August to 31 December 2023, requiring the licensees concerned to fulfil the CPD participation requirement (i.e. attaining at least 6 CPD hours) in the CPD year (i.e. the year of 2025) before the expiry year (i.e. the year of 2026) of their newly issued or renewed licence. For PMP (Tier 2) licences (3-year validity) issued or renewed from 2024 onwards, a condition will be imposed requiring the licensees concerned to fulfil the CPD participation requirement for each year (i.e. attaining at least 6 CPD hours) in the two immediate CPD Scheme years before the expiry year of their newly issued or renewed licence (i.e. the year of 2027 or thereafter).

Licensees failing to meet the requirement will contravene licensing conditions which will affect licence renewal.





## E-Recording System

The PMSA has launched an e-Recording System under the CPD Scheme to facilitate licensees' planning and management of their CPD activities/courses. Licensees may, either through the PMSA website or the PMSA mobile app, create a personal account in the system to record the participation hours and other information of their CPD activities/courses. A simple graph will then be shown to indicate if the licensees have attained the CPD hours required for the year and met all criteria and requirements. Licensees may also search and enrol for activities organised by the PMSA and pay for the fee without hassle.

Create a Personal Account Now



## Activities/Courses Recognition Mechanism and CPD Participation Requirements



Number of CPD Hours  
in each year



### Types of Recognised Activities/Courses

#### By Learning Model ▾

##### Official

These refer to activities/courses that have systematic and specific learning objectives and outcomes, or ones in which the organising bodies record attendance or issue certificates. These activities/courses include, but are not limited to, the following:

- Attending talks/meetings/seminars/ workshops
- Attending exchange tours/study tours/visits
- Publishing academic papers/publications
- Serving as members of academic committees of professional bodies;
- Attending meetings/working committees of professional bodies;
- Serving as external assessors, examiners, instructors, lecturers and mediators
- Participating in the approval of training courses
- Producing training materials
- Participating in training programmes with multiple sessions (including on-the-job training);
- Participating in volunteer work; and
- Attending academic courses (including full time, part time, distance learning and online courses).

#### By Content ▾

##### Core

- Law and Regulations
- Professional Practices
- Educational Training
- Qualification Accreditation
- Knowledge Transfer; and
- Community Contributions

##### Non-Core

- Skill development
- Other property management courses
- Other activities/courses

#### By Learning Model ▾

##### Unofficial

These refer to studies conducted independently; or activities/courses that do not keep attendance records or issue certificates.

### CPD Participation Requirements

#### “Core” Content



Property Management Practitioner (Tier 1) licensees are required to take part in a minimum of 8 hours of “Core” activities/courses.



Property Management Practitioner (Tier 2) licensees are required to take part in a minimum of 4 hours of “Core” activities/courses.

#### “Unofficial” Learning Model



Property Management Practitioner (Tier 1) licensees should take part in no more than 4 hours of “Unofficial” activities/courses.



Property Management Practitioner (Tier 2) licensees should take part in no more than 2 hours of “Unofficial” activities/courses.

#### “Law and Regulations” activities/courses



Licensees are required to take part in a minimum of 2 hours of “Law and Regulations” activities/courses in the “Core” content category.

#### Counting Unit



Each activity/course uses a minimum of 1 hour as the counting unit.



Online activities/courses use a minimum of 30 minutes as the counting unit.

#### Maximum number of CPD hours for each Activity



The maximum number of CPD hours of each activity are 5 (no limits for attending academic courses).

#### Courses spanning over more than one CPD year



For courses spanning over more than one CPD year, actual attendance hours in each year should be counted as CPD hours.



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