

Application to be an REA CPD Approved Training Provider For 2027 - 2028

The approved training provider application process is outlined below:

1. Please complete **ALL** sections of this application form.
2. You **MUST** provide documentation/evidence to support your application and that you demonstrate clearly how you meet the minimum selection criteria for approved training providers.
3. Email your application and any supporting documentation to REA at cpd@rea.govt.nz by **5pm 31 July 2026**.

Section 1: Contact details

Main Contact Person

Business Name

Operating name (if different)

Website

Mobile number

Email address

Physical address

Street

Suburb

City

Postal (if different)

Street or PO Box

City and Postcode

Section 2: Operational details

Please select who you intend to deliver verifiable CPD to?

(Select all that apply)

☐ **All licensees and agencies**

☐ **Only licensees from this agency(s)**

☐ **Other (Please describe)**

What delivery methods will you use to deliver CPD to licensees?

(Select all that apply)

☐ Face-to-face ☐ Online ☐ Hybrid (both face-to-face and online)

☐ Other (Please describe)

If delivering face-to-face training, in which regions will you offer training? (Select all that apply)

- | | | | |
|---|-------------------------------------|---|--------------------------------------|
| ☐ All of New Zealand | ☐ Northland | ☐ Auckland | ☐ Waikato |
| ☐ Bay of Plenty | ☐ Gisborne | ☐ Hawke's Bay | ☐ Taranaki |
| ☐ Manawatu-Whanganui | ☐ Wellington | ☐ Tasman/ Nelson | ☐ Marlborough |
| ☐ West Coast | ☐ Canterbury | ☐ Otago | ☐ Southland |

What training do you intend to deliver? Tick all that apply.

☐ Verifiable CPD

☐ Refresher training

Section 3: Key personnel + evidence to support application

Please state your main contact person and list all your trainers below. When submitting your application please provide CVs for each trainer who will be delivery CPD (as evidence to support of their relevant skills, industry experience and qualifications).

Key Personnel	REA licensee number, key skills, industry experience, qualifications	Current/previous CPD Trainer	> 5 years real estate industry experience	>5 years adult training
Select all that apply				
Main contact: Position: Email: Phone: REA Licence number: (if applicable) Key skills / industry qualifications:		☐	☐	☐
List your trainer(s) (Full Name)	REA licensee number, key skills, industry experience, qualifications	Current/previous CPD Trainer	> 5 years real estate industry experience	>5 years adult training
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
Please attached evidence i.e. CV of skills, experience, qualifications, any certificates				

Section 4: Minimum selection criteria for Approved Training Providers

Applicants **must** provide evidence to demonstrate their ability to meet REA's minimum selection criteria for approved training providers.

Selection criteria	Performance standards (to demonstrate how the criteria is to be met)
1. Demonstrated ability to deliver high quality continuing professional development (CPD) of REA approved verifiable CPD and refresher training topics.	Demonstrates experience and capabilities in providing adult education designed to meet different learning needs. Has up to date/current knowledge of the real estate code of conduct rules, the Act and the role of REA as the regulator.
2. Systems in place that offer training through either online and/or in-person methods.	Delivers high quality training online, in person or a combination of both. The Provider's systems are secure, effective and efficient.
3. The capability to record and report to REA on enrolment, participation, and completion of any CPD delivered accurately and in a timely way.	Records and reports CPD participation and completion to REA accurately and within agreed timeframes.
4. The capability to provide individual licensees with enrolment, participation, and completion records accurately and in a timely way.	Has systems that accurately record and provide enrolment, participation and completion information to individual licensees within a timely manner.
5. Demonstrated ability to deliver the approved verifiable CPD curriculum with real estate knowledge and preferably experience.	Ability to teach all of topics in the REA CPD topic library. Providers must have a dedicated trainer or training team with the education expertise and experience required.
6. Demonstrated ability to deliver the approved verifiable CPD curriculum through adult education techniques that enable high levels of learner engagement and positive learning outcomes.	Uses effective adult learning methods to support engagement and learning outcomes. Assesses learner understanding during and after training. Provides additional support to learners who require assistance to understand CPD content.
7. Ability and commitment to implement and maintain a Quality Assurance framework, QA tools including feedback processes to support the delivery of high quality training.	Maintains quality assurance processes that support continuous improvement, including QA tools and feedback processes to support high quality training.
8. Demonstrated ability to maintain professional and ethical conduct standards.	Demonstrates professional and ethical conduct. Ensures the CPD programme, REA or industry is not brought into disrepute.

REA can revoke approval to be a training provider:

1. If the provider can no longer meet any of the approval criteria.
2. On breach or termination of the agreement between REA and the provider.
3. If the provider does not deliver training to a standard acceptable to REA.
4. If, in the view of REA, the provider brings the CPD programme, REA or industry into disrepute.
5. If the provider is subject of a complaint, or investigation by REA or any other regulatory body.
6. If the provider is subject to an adverse finding by a disciplinary or regulatory body or court.

REA reserves the right to decline applications to become an approved training provider or revoke approval according to, but not limited to, the above criteria.

Important: must include documentation with your application that demonstrates how you meet REA's minimum selection criteria for approved training providers. This documentation provides evidence for REA to assess your application.

Please attach to this application evidence to assess your application including:

- a. systems
- b. QA process
- c. trainer CVs
- d. training material examples

We recommend you include these documents to support your application

- Trainer CVs
- Examples of training material you have delivered, including presentation slides or screen shots of online learning modules
- Evidence of quality systems that you use/intend to use
- List of training delivered in last three years – to whom, subjects, online/face-to-face
- Information about your Learning Management System (LMS), including processes of how you enrol, manage and report completion of learning, process for quality checks.
- Provide verified copies of relevant qualifications.
- References from clients/managers for training.
- References from managers of experience in real estate.
- Provide examples of how you have applied adult learning principles to teach through different adult learning education techniques to ensure learners are learning.
- Examples of training material you have delivered, including presentation slides or screen shots of online learning modules.
- Information about your own QA process, including examples of continuous improvement you have undertaken to deliver high quality training.
- Any professional body memberships
- Any complaint received (if applicable)

Section 5: Consent and certification

- ☐ I certify that the above particulars are true and correct and
- ☐ I certify there are no issues that REA need to be aware of relating to this application. There are no actions being taken against me or any trainers that may affect this application.
- ☐ I understand that REA reserves the right to decline applications to become an approved training provider or revoke approval according to, but not limited to, the above selection criteria.

Signature: _____

Name (print name): _____

Date (dd/mm/yyyy): ____ / ____ / ____

If you have any questions, please contact:

The CPD Team

Email: CPD@rea.govt.nz