

如何完成被紀律處分的附加條件

How to fulfil conditions imposed after disciplinary actions

若你曾被紀律研訊，監管局會向你發出判決書並列明研訊結果，包括任何罰款、牌照附加條件及相關要求。如果附加條件中與修讀課程相關的話，當中會清楚列明：

- 所需「持續專業進修計劃」學分及修畢時限
- 是否需要修讀特定類別(例如「合規及有效管理」)的「持續專業進修計劃」學分
- 是否需要修讀指定科目(如專業操守及誠信或一手住宅物業銷售等)

有關進修活動的要求

請留意並非所有活動均可計算為有效學分。要符合附加條件要求，課程必須同時滿足以下兩項準則：

- 只有「實體」講座／研討會方可計算為符合條件的學分；網上學習活動、網上個案研習、網絡研討會等形式的網上課程所得學分，均不能計算為符合附加條件所要求的學分
- 報讀前亦應留意課程是否符合判決書中列明的指定類別及科目

如何尋找持續專業進修活動

你可瀏覽監管局網頁上「持續專業進修計劃」中的「監管局即將舉行的持續專業進修活動」。進入頁面後，所有即將舉行的持續專業進修活動會以列表形式展示，當中會列明活動所屬的類別、科目、活動模式及學分等，持牌人可按照上述提及的有關條件選擇合適的活動以符合牌照附加條件。

除監管局舉辦的持續專業進修活動外，你亦可參與其他監管局認可的持續專業進修活動，以符合牌照附加條件。

If you are subject to an inquiry hearing, the EAA will issue a written decision afterwards outlining the hearing outcome, including any fines, conditions attached to your license, and relevant compliance requirements. If study conditions are attached to the licence, the document will clearly specify:

- The number of Continuing Professional Development (“CPD”) points required and the completion deadline
- If the CPD points to be obtained in a specific category (e.g. Compliance and Effective Management)
- If the courses to be attended in designated subjects such as the Professional Ethics and Integrity, First Sale of Residential Properties, and etc.

Requirements for CPD activities

Please note that not all CPD activities are counted towards meeting the required conditions on your licence. To ensure compliance, the selected courses must meet both of the following criteria:

- Only face-to-face seminars/lectures may be counted as qualifying CPD points; points earned from e-Learning programmes, e-Quiz, or webinars cannot be counted toward the points required for fulfilling the CPD conditions
- Before enrolling, please ensure the course matches the designated categories and subjects set out in the written decision

How to find courses on the EAA website

You can browse the EAA website under the “CPD Scheme” section and select “Upcoming EAA’s CPD Activities”. These pages allow you to search for upcoming lectures, seminars, and workshops by date, course category, or subject to stay informed of the latest activities. After entering the page, all upcoming CPD activities will be displayed in a list. Each entry will indicate the activity’s category, subject, activity mode, and CPD points accredited. Licensees may select suitable activities that meet the conditions attached to your license based on the criteria described above.

In addition to the CPD activities organised by the EAA, you may also participate in other CPD activities recognised by the EAA to fulfill the CPD conditions.