

## Application for exemption or deferral in exceptional circumstances

Rule 13, Real Estate Agents (Continuing Professional Development Rules) Notice 2018

### Instructions

1. Use this form to apply for an exemption or deferral from some or all of REA's Continuing Professional Development (CPD) requirements.
2. Read the guidelines issued by REA on exceptional circumstances to help with your application.
3. When you have completed this form, email it to [licensing@rea.govt.nz](mailto:licensing@rea.govt.nz).
4. For help to complete this form, call 0800 367 732 or 04 471 8930 or visit [rea.govt.nz](http://rea.govt.nz)
5. Please keep a copy of this form your records.

### 1. Your details

Surname: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Date of birth: \_\_\_\_/ \_\_\_\_/ \_\_\_\_\_ REA licence number: \_ \_ \_ \_ \_

### 2. Contact details

Email: \_\_\_\_\_

(This is an email address you are happy for us to send potentially private and personal information to.)

I agree that for business purposes you can contact me by email.

Contact phone number: (0 ) \_\_\_\_\_

### 3. Completed CPD

Number of CPD hours completed in this calendar year as at today's date: \_\_ \_\_ hours

### Topics completed

TOPIC	APPROVED PROVIDER	DATE COMPLETED

Please include evidence of completion with your application.

#### 4. Exceptional circumstances

Please outline why you are, or were, not able to complete your required CPD hours by the due date. Please provide any supporting documents and/or evidence. Your response must outline in detail the exceptional circumstances that prevented you from completing your CPD requirements. Please note that to be exceptional, the circumstances must be out of the ordinary and will likely include:

- A circumstance that is unusual, out of the ordinary, uncommon, special, or rare; and
- A circumstance that prevents the applicant from completing CPD; and
- A circumstance that is largely outside the control of the applicant; and/or
- A circumstance that could not be reasonably foreseen or planned for.

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Continue on a separate page if necessary.

#### When REA receives this form, we will:

- Review your application and let you know if we have approved it.
- If your application is approved by the Registrar, we will let you know if you still need to complete any REA verified training and when this is due.

#### 5. Notice to Registrar

- I wish to apply for an exemption/deferral (**select one**) from some or all of the Continuing Professional Development (CPD) requirements for the calendar year \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (year).
- I have included the documents requested in section 4 with this application.
- I understand that if I am granted a deferral, I will be required to complete the CPD by the date specified in the deferral confirmation and that failure to do this will result in my real estate licence being cancelled.

#### Signature

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Signature: \_\_\_\_\_

Name (print name): \_\_\_\_\_