



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

This serves to communicate to all PPRA stakeholders that the closing date for PDE scheduled for **18 May 2023** has been further extended to **10 May 2023 at 16h00**. Therefore, the system will remain open for exam enrolment/registration until the **10th of May 2023**.

The PPRA would like to emphasise that exam enrolment/registrations is strictly done via the MyPPRA portal (**for any assistance or support required on online/portal exam enrolment/registrations, our Call Centre 0872853222 can be contacted**). No “outside-of-the system/portal” exam enrolment/registrations will be recorded or entertained.

Exam candidates are reminded that the upcoming exam is venue based in the following venues:

CITY	VENUE DETAILS	ADDRESS
Nelspruit	Umbali Lodge	44 and 45 Cromdale, corner of Glenwood and R40, Mbombela Nelspruit. 1200
Polokwane	Bolivia Lodge	Opposite Broadlands Development on Modjadji road, Polokwane
Rustenburg	Orion Safari Lodge	Donkerkhoek Road, Rustenburg Kloof, Rustenburg, 0300
Kimberley	Garden Court Kimberley	120 Du Toitspan Road, Kimberley, 8300
Bloemfontein	Bon Hotel	Bloem Plaza, East Burger Street, Bloemfontein. 9300
George	Oubaai Hotel	406 Herolds Bay Road, George, 6530
Johannesburg	Cedarwoods of Sandton Conference Centre	120 Western Service Road, Sandton, 2146
Pretoria	The Capital Menlyn Maine	194 Bancor Avenue, Menlyn, Pretoria, 0063
Cape Town	Durbanville Conference Centre	1st Floor, Town Centre, Wellington Road, Durbanville, Cape Town, 7551
Durban	Olive Convention Centre	81 Somtseu Rd, North Beach, Durban. 4001

Port Elizabeth	Dolphins Leap Conference & Events Centre	Shop 14 C, Dolphins Leap Centre, cnr La Roche Drive and Beach Road, Humewood, 6013
East London	Premier Hotel Regent	Marine Park Complex, 22 Esplanade, Beachfront East London, 5200

Emphasising the eligibility criteria to write PDE is as follows:

- Exam Candidates must be in possession of a valid FFC for the current year to be allowed to enrol/register for PDE.
- Exam Candidates who are not principal property practitioners must have completed the NQF 4 Real Estate qualification. The NQF 4 Real Estate qualification must have been captured by the PPRA and reflecting as a “Tick and Verified” on the PPRA portal. If not yet captured, candidates are requested to please submit the qualification to be captured on the PPRA system accordingly and should be STRICTLY sent to upgrades@theppra.org.za.
- Candidate property practitioners must have ALSO completed the compulsory 12-month internship period (this is calculated from date of first FFC issue as captured on the PPRA system) and must ALSO have submitted their signed-off intern logbook/PoE which must have already been approved by the PPRA and such confirmed to them by the PPRA in writing. The approved intern logbook must have been captured by the PPRA and reflecting as a “Tick and Verified” on the PPRA portal. If not, please submit the signed-off logbook to be assessed, approved and captured on the PPRA system accordingly and should STRICTLY be sent to logbooks@theppra.org.za
- Principal property practitioners must have completed the NQF 5 Real Estate qualification (and are already issued an FFC as Principal property practitioner). The NQF 5 Real Estate qualification must have been captured by the PPRA and reflecting as a “Tick and Verified” on the PPRA portal. If not, please submit the qualification to be captured on the PPRA system accordingly and should STRICTLY be sent to upgrades@theppra.org.za
- **No submissions regarding the above should be sent to individual email addresses for monitoring of turnaround to process and update purposes. All general queries must be logged on the PPR Query Manager system for resolution.**
- **Aspirant Principal property practitioners** must register with the **Licencing/Registrations department** as principals and issued with a principal FFC first to meet the eligibility to be enrolled/registered to write PDE 5. **This requirement is emphasised because PPRA receives queries from non-principal and candidate property practitioners who wish to complete PDE 5 but are not registered or issued FFCs as Principals. The PPRA wishes to emphasise that PDE 5 is for registered Principal property practitioners.**
- No payments received without enrolment on the portal will be entertained AND no portal enrolments/registrations received without payment will be entertained. Payments must be made using the correct reference number to be processed and allocated a seat number.

- **NO NEED TO SEND ANY PROOF OF PAYMENT TO THE PPRA.** The PPRA receives all payments via its bank statement and matches those with the portal enrolment completed to automatically generate an exam seat number which is also populated on MyPPRA Portal for candidates to view and print.
- No late enrolment will be entertained. This means that portal enrolment/registration and payment must be done before the extended closing date on **10 May 2023**.

VERY IMPORTANT INFORMATION ON EXAM PROCEEDINGS:

- **During the exam:** All examination candidates must ensure that they sign the attendance register before the exam commences or as directed by the Exam Invigilator or before they leave the exam venue.
- **Identification of exam candidates:** All exam candidates' identification will be checked and therefore exam candidates must bring along their ID documents (not copies) for the identification check which is a normal exam practice.
- All Exam answer books have a **tear-off slip** which must be completed and once checked by exam invigilators, one of the tear-off slips will be kept by exam candidates as proof that they have written the exam.
- **Question Papers:** Exam Candidates are made aware that both the examination question paper and the answer script issued and or completed by the candidate are, and remain, proprietary to the Property Practitioners Regulatory Authority and may not under any circumstances be taken home with. If this happens, the candidate is automatically disqualified.
- **Pre-prepared notes/material to the exam venue:** The PPRA is aware that some candidates have notes or extra material that they take to the exam venue and then attach to the script for marking. This is not allowed, and such pre-prepared notes will not be marked.
- **Calculators:** All exam candidates are reminded to bring along an ordinary calculator to the exam venue. No cell phone or tablet will be allowed to be used as a calculator. The PPRA staff or Invigilators at exam venues do not have spare calculators.
- **Exam results:** Exam results will be communicated within 6-8 weeks after the exam date. These will be viewable on the PPRA website by logging into the property practitioner's profile via the self-service portal *(MyPPRA portal).
- **Appeals against exam results** and review of exam scripts where required must be lodged within 14 days of receipt of results or the appeal will not be entertained. Appeals must be sent to resultsappeals@theppra.org.za together with payment proof.
- **The schedule of fees** on the PPRA website contains the applicable fees for exams, appeals and script review.

All the best for the exams.

Issued by the Education and Training Department

08 May 2023