



NOTICE ON THE OPENING OF PDE EXAM REGISTRATION/ENROLMENT ON THE PPRA PORTAL FOR ELIGIBLE PROPERTY PRACTITIONERS

This serves to communicate to all PPRA stakeholders that the PDE scheduled for **17 August 2023** is now open for enrolment/registration strictly via MyPPRA portal. All prospective Exam candidates and those who have officially requested postponement and such postponements have been approved by PPRA may start enrolling and paying for the exam without any further delay to avoid late registration.

The closing date for exam registration is **28 July 2023** (for all registrations and payment), no late enrolments/registrations and payments will be entertained. No “outside-of-the system/portal enrolments/registrations/arrangements” will be recorded or entertained. **The exam will be venue based in the following venues – candidates must choose and record for themselves the preferred venue on the portal when they complete the portal enrolment/registration.**

Province	Town/City	Exam Venue/Centre	Venue/Exam Centre address
Mpumalanga	Nelspruit	Umbali Lodge	44 and 45 Cromdale, corner of Glenwood and R40, Mbombela Nelspruit, 1200
Limpopo	Polokwane	Bolivia Lodge	Opposite Broadlands Development on Modjadji Road, Polokwane
North West	Rustenburg	Orion Safari Lodge	Donkerhoek Road, Rustenburg Kloof, Rystenburg
Northern Cape	Kimberley	Garden Court Kimberley	120 Du Toitspan Road, Kimberley
Free State	Bloemfontein	Bon Hotel	Bloem Plaza, East Burger Street, Bloemfontein
Western Cape	George	Oubaai Hotel	406 Herolds Bay Road, George
Gauteng	Johannesburg	Cedar Woods Conference Centre	120 Western Service Road, Woodmead 3
Western Cape	Cape Town	Durbanville Conference Centre	1st Floor, Town Centre, Wellington Road, Durbanville, Cape Town
KwaZulu-Natal	Durban	Olive Convention Centre	81 Somtseu Rd, North Beach, Durban
Eastern Cape	Port Elizabeth	Dolphins Leap Conference & Events	Shop 14 C, Dolphins Leap Centre, cnr La Roche Drive and Beach Road, Humewood, 6013
Eastern Cape	East London	Premier Hotel Regent	Marine Park Complex, 22 Esplanade, Beachfront East London

REMINDER ON THE ELIGIBILITY CRITERIA TO WRITE PDE:

- 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 be 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
- **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.**
- **The PPRA did not issue out any PDE enrolment or registration form for this examination and therefore no old exam enrolment forms will be processed.**
- **Payments received without enrolment on the portal will not be entertained. Portal enrolments/registrations received without payment will not be entertained. Payments must be made using the correct reference number to be processed and allocated a seat number.**
- **Enrolment and payment must be completed on the same day or before the closing date of the exam to be allocated an Exam Seat number by the system.**
- **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. Any exam candidate who doesn't receive or their exam seat number is not on the portal should **bring your enrolment and payment proof to the exam venue.**

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 some form of identification such as ID document (**not copies**) for the identification check which is a normal exam practice. This applies to oral candidate exam candidates.
- All Exam answer books have a two **tear-off slips** 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 and the other one is for office use only.
- **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

11 July 2023.