

ENROLMENT FOR THE PROFESSIONAL DESIGNATION EXAMINATION (PDE) TO BE HELD ON 07 FEBRUARY 2019 IS OPEN FOR ENROLMENT

This serves to notify all eligible PDE candidates (including intern estate agents who have met the necessary internship, logbook and qualification requirements) that they may now register to undertake both oral and written examination (PDE 4 & 5) scheduled to take place on **07 February 2019** by accessing the "MyEAAB" portal. This exam is taking place across all provinces. Examination venues are available on the EAAB website www.eaab.org.za for candidates to make their selection. The closing date for examination registration is **24 January 2019** and **no late enrolments and/or payments will be accepted.**

IMPORTANT CONSIDERATIONS:

1. FOR ESTATE AGENTS WHO HAVE REQUESTED POSTPONEMENT

It must be emphasised in this respect that the grant of an examination postponement does not result in an automatic enrolment by the candidate concerned for the next scheduled PDE. Therefore PDE candidates who were previously granted a PDE postponement are, similarly, requested now to register for the PDE **before the closing date by accessing the "MyEAAB" portal.** Such PDE candidates may, in addition, be required to pay the 'top-up' fee due to any examination fee increase, where applicable, before registration can be finalised and seat or examination number is allocated.

2. FOR ESTATE AGENTS WHO MAKE PAYMENT WITHOUT ENROLLING TO UNDERTAKE THE EXAMINATION VIA THE PORTAL

It is to be emphasised that the mere act of paying the required examination fee without completing the enrolment process does not serve as an examination enrolment and that, in such an instance, the examination application cannot be processed. Payments are intrinsically linked to the enrolment so that if the enrolment process is not correctly completed the EAAB will not be able to allocate an examination seat number.

Payment must be made using the **unique seven-digit personal identification number** allocated to each estate agent by the EAAB as the reference number (**IF UNSURE, PLEASE CONTACT 087 285 3222**). **No additional information must be added to that reference number** since doing so will result in an inability correctly to allocate the payment to the candidate concerned.

Candidates who do not follow the prescribed registration procedures and/or who make incorrect payments will not be allocated seat/exam numbers and will not, under any circumstances, be permitted into the examination venue even if they are able to produce proof of payment.

3. ELIGIBILITY REQUIREMENTS FOR ENROLMENT AND REGISTRATION

Candidates must enrol **on-line** for the PDE by using the "MyEAAB" portal and are reminded that manual registrations are not permitted.

Before commencing the examination enrolment process prospective candidates must:

- Ensure that they have both their unique EAAB seven-digit personal identification number and South African identification number available - candidates who are unaware of their EAAB seven-digit personal identification number should contact the Call Centre at 087 285 3222 to obtain this information.
- Ensure that they have been certificated against the relevant NQF Level 4 and/or Level 5 real estate qualification required for admission to the PDE concerned and also that such qualification has been duly uploaded to the EAAB database. If the necessary NQF real estate qualification does not appear on the

EAAB database candidates should submit the required Certificate of Competence to the EAAB for uploading **through the on-line query management system**.

- Intern estate agents must ensure that the mandatory intern logbook, and Portfolio of Evidence, was duly maintained and completed and sent to, and approved by, the EAAB before attempting to enrol for the PDE.

A candidate is not eligible to enrol for the PDE if the mandatory intern logbook was not submitted to, and received and approved by, the EAAB and/or if the necessary NQF Level 4 or Level 5 real estate qualification was not uploaded to the EAAB database.

To ensure a successful PDE enrolment on the "MyEAAB" portal, examination candidates are requested to adopt the following enrolment procedure:

- On www.eaab.org.za Click on "MyEAAB", on the top menu bar and proceed to AGENTS PORTAL and then EXISTING ESTATE AGENTS - Click here to login (using your 7 digit reference number, ID number and your surname as required by the EAAB system).
- Upon populating the information, click to PROCEED and then on your RIGHT hand side of the screen, click on CHECK PDE STATUS (this will display if you qualify for PDE enrolment or not). Those who qualify may proceed to follow the system instructions to enrol by selecting an Examination Venue of their choice and proceed to enrol as per the EAAB system instructions.

4. POSTPONEMENTS TO FUTURE EXAMINATION DATE: FORESEEN AND UNFORESEEN CIRCUMSTANCES

In line with the EAAB PDE policy relating to enrolments and postponements eligible PDE candidates **may be granted no more than one postponement of an examination**. The postponement request must, similarly, be made, lodged and approved through the EAAB On-Line Query System/portal. Postponement to future exam date is allowable and must be requested in writing by attaching supporting documents where applicable. Postponement request must be made in writing at least 14 days before the exam date where foreseen and for unforeseen circumstances, postponements must be made at least 14 days after the exam seating and as soon as the unforeseen circumstances have been resolved.

If a postponement of the examination is granted it is compulsory, therefore, for the candidate concerned to enrol for next scheduled PDE so as not to forfeit the examination payment previously made. Should the candidate fail to enrol for and or write the next scheduled examination after approval of the postponement, the previously paid examination fee will be forfeited.

Postponement to examination dates falling outside the current financial year

Examination candidates must ensure that the postponed date falls within the period 1 April to 31 March of the current financial year. Should the date fall into another financial year the postponement may be approved although a 'top-up fee' (being the difference between the first payment and the revised examination fee) will be required before an examination seat number can be allocated to the candidate. It should be borne in mind that the PDE enrolment fee generally increases on 1 April of each year. Candidates are requested to check the fees schedule on www.eaab.org.za prior to making an examination postponement request.

Postponements motivated by medical reasons, or other factors beyond the control of the candidate, must be fully supported by official documentary proof to be logged via the MyEAAB portal/MyEAAB On-Line Query Management System for assessment and approval. If approved the EAAB will process the postponement request and notify the candidate accordingly via e-mail.

Proof of any required 'top-up' payment, together with proof of a previous payment made and approval of the postponement granted or the examination registration letter received when the postponement was requested or an examination registration attempted, must be uploaded via the MyEAAB On-line Query System for the attention of the Finance Department. Doing so will expedite the linking of the payment made with the enrolment confirmation and trigger the examination seat number which will be confirmed to the requester.

5. EXAMINATION DATES FOR 2019/2020 ARE AS FOLLOWS:

Examination Date	System opens for Examination enrolment	Enrolment and payment closing date for examination enrolment	Examination Results	Examination Results Appeals
07 February 2019	02 January 2019	24 January 2019	Examination results are released at least 8 weeks after the examination date. Results are available by checking on the MyEAAB portal. Payment made after the set closing date will not be allocated. Fees paid will be credited against the applicant's account with the EAAB. The applicant must enrol via the MyEAAB portal for the next scheduled examination when such opens for enrolment. Where fees have increased, top-up fee will be applicable.	Examination results must be appealed by logging an Appeal on the portal and attaching payment proof, and closes within 10 days of the exam release date. Appeals logged after lapse of 10 days will not be processed. Fees paid will be credited against the applicant's account with the EAAB. Where fees have increased, top-up fee will be applicable.
23 May 2019	01 April 2019	03 May 2019		
22 Aug 2019	08 July 2019	09 August 2019		
21 Nov 2019	07 October 2019	08 November 2019		
5 March 2020	13 January 2020	21 February 2020		

**ISSUED ON 08 JANUARY 2019
ESTATE AGENCY AFFAIRS BOARD
EDUCATION AND TRAINING DEPARTMENT**