

### Do I need to complete training?

Training must be up to date before you submit a licence application. This includes your own training and the training of anyone else who is part of the application. Completing the training will make sure you have the knowledge to manage your tenancies effectively and comply with the law. Plan ahead so you have enough time to complete training before your licence expires.

### What training is available?

#### 1. Pick a learning option



##### Agent Licensing / Re-licensing Training

All the information you need to meet your training requirement in a single course

- ✓ Only one booking
- ✓ Covers the essentials
- ✓ Complete within one year before your application is submitted



##### Continued Professional Development (CPD) courses

Complete the 80 CPD points needed to submit an agent licence by combining a core course with supplementary courses.

- ✓ Shorter online courses
- ✓ Tailor your learning
- ✓ Build your knowledge over 5 years before you submit your application

#### 2. Choose a training delivery type

##### Online

Self-guided online training courses you can access on your user account



##### Virtual classroom

Real-time online learning led by one of our expert trainers



##### Classroom

Face-to-face learning with one of our expert trainers



Check for virtual classroom and in-person classroom courses near you on our training page. Don't see your area listed? Register your interest by [contacting us](#).

## Available courses and fees

You can complete agent licensing training:

- online for £60
- in a classroom for £140

Online CPD courses vary in cost. You must select a core course and a selection of supplementary courses. View a sample list below, or see a full list on our [training page](#).

Online CPD course	Points	Fee
Safe and Healthy Homes (core)	30	£15
Managing Student Lets	20	£10
Fire Safety	10	£5
Flood Management	10	Free

## What if I have staff?

Staff who are part of the application and let and/or manage property will need to complete training.

## Company, limited liability partnership, charity or trust agent licences

In addition to all those completing letting and/or management activities, training needs to be completed by a:

- director for a company licence
- partner for a limited liability partnership licence
- trustee for a charity or trust licence

This applies even if they do not complete letting and management activities.


## Approved providers


View a list of Rent Smart Wales [approved training providers](#).

## What support is available to me?

If you need help with your training options, contact Rent Smart Wales. We will guide you through the process.

You can reach us by:

 **Website**  
Complete a [‘contact us’](#) form.

 **Phone**  
Call us on  
03000 133344

 **Post**  
Write to  
Rent Smart Wales  
PO Box 1106  
Cardiff  
CF11 1UA

You can find more [renewal information](#) and resources on our website.