

CONTINUING PROFESSIONAL EDUCATION FOR TAX AGENTS

OVERVIEW OF CONTINUING PROFESSIONAL EDUCATION (CPE) REQUIREMENTS FOR TAX AGENTS FROM 1 JULY 2022.

Purpose

The new CPE policy applies from 1 July 2022. CPE supports you to:

- maintain and improve your knowledge and skills
- keep up to date with developments in the relevant taxation laws
- maintain and build upon your primary qualifications.

Number of CPE hours

For a standard 3-year registration period, you should complete a minimum of 120 hours of CPE, with at least 20 hours each year.

If your registration period is other than 3 years, you should complete CPE on a pro-rata basis.

The number of CPE hours you should complete may vary if you have a condition placed on your registration. For further details refer to our explanatory paper.

CPE period

Your CPE period will generally be a 3-year period beginning on the date you registered and ending on the date your registration expires.

For new tax agents registered on or after 1 July 2022, the new CPE policy will apply from the date of registration. For example, if you first registered on 1 August 2022, your CPE period will be from 1 August 2022 to 31 July 2025.

If you are renewing your registration after 1 July 2022, the new policy will apply from the date when your renewed registration period begins. For example, if your registration is renewed for a 3-year period from 1 September 2022, your CPE period will be from 1 September 2022 to 31 August 2025.

However, if you are a member of a recognised professional association, you may elect to align your CPE period with that of your professional association (for example, it may be based on a calendar year, financial year or the anniversary of your membership start date).

Example – if your registration or renewal period begins on 1 October 2022 and you elect a CPE period on a financial-year basis, your CPE period will be from 1 July 2023 to 30 June 2026.

Further, you must continue to complete CPE on a pro-rata hours basis from 1 October 2022 until 1 July 2023.

You cannot change your CPE period once you make an election unless your professional association membership details change.

Types of CPE activities

CPE activities you undertake must be relevant to the tax services you provide and should be provided by people or organisations with suitable qualifications and/or practical experience in the relevant subject area.

CPE activities can include:

- seminars, workshops, courses, lectures and training
- structured in-house training, conferences, discussion groups and webinars
- tertiary courses and educational activities, including distance learning
- up to 25% of technical or professional reading
- up to 10% on health and wellbeing activities, such as attending webinars on stress management and self-care.

Recording CPE activities

You should maintain a [record](#) and evidence of the CPE activities you have completed, including the details of the activities and the hours undertaken.

You should also keep a record of your elected CPE period if you have elected to align your CPE period with that of your professional association.

Records of your CPE should be kept for 5 years from the end of your CPE period.

We will seek confirmation or evidence of CPE completed when you renew your registration or at any time during your registration period.