



Australian Government



TAX  
PRACTITIONERS  
BOARD

# CONTINUING PROFESSIONAL EDUCATION FOR TAX AGENTS

**UNDER THE *TAX AGENT SERVICES ACT 2009*, FROM THE TIME YOU ARE REGISTERED WITH THE TAX PRACTITIONERS BOARD YOU NEED TO UNDERTAKE RELEVANT CONTINUING PROFESSIONAL EDUCATION (CPE).**

## Overview

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

The number of CPE hours you should complete depends on your registration type.

For a standard three-year registration period for tax agents, this is generally a minimum of 90 hours of CPE, with a minimum of 10 hours each year

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

## Types of CPE activities

CPE activities 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.

## 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.

Records of your CPE should be kept for six years, unless you are a member of a relevant recognised professional association, in which case records should be kept in accordance with their requirements.

## Recognition of your professional association's CPE

If you are a member of a TPB recognised professional association we will accept your compliance with your association's CPE requirements as meeting our requirements, so long as it meets the criteria listed under 'Type of CPE activities'.