

CONTINUING PROFESSIONAL EDUCATION

WHAT REGISTERED TAX AND BAS AGENTS NEED TO KNOW

Do I have to undertake CPE?

From 1 July 2012, as a registered tax or BAS agent, you should undertake Continuing professional education (CPE). This will help to ensure you:

maintain your knowledge and skills relevant to the tax agent and BAS services you provide

keep up to date with changes to tax laws

- advise clients correctly about their rights and obligations.

What is continuing professional education?

CPE refreshes and updates the knowledge essential for your services as a registered agent.

'Keeping your knowledge and skills up to date is the essence of being a professional. The Board expects that all registered tax and BAS agents will want to undertake CPE for their own benefit and for their clients.'

Dale Boucher
Chair, Tax Practitioners Board

What does it mean for me?

As a registered agent, you are expected to complete a minimum number of CPE hours within a three-year period.

The period begins on the date you are first registered or renew your registration, continues for three years and ends when your registration expires.

Tax agents

As a registered tax agent, you should complete at least 90 hours of CPE every three years, maintaining a minimum of 10 hours each year.

If there are conditions on your registration, the number of hours may vary, depending on the tax agent services you provide.

BAS agents

As a registered BAS agent, you should complete at least 45 hours of CPE over three years, maintaining a minimum of five hours each year.

Pro rata

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

What counts as CPE activity?

CPE is any activity that helps you to maintain your knowledge

and skills relevant to the tax agent or BAS services you provide.

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.

The completion of a course required for registration as an agent will not generally constitute a CPE activity. However, a subsequent or higher-level course may be acceptable.

Do I need to record my CPE activity?

From 1 July 2012, you should maintain a record as evidence of your CPE activities, including what you have done and the hours you have completed.

More information

To find out more, see the Board's explanatory paper, available on our website at www.tpb.gov.au

About the Tax Practitioners Board

The Tax Practitioners Board (TPB) was established to regulate tax and BAS agents to protect consumers. The TPB aims to assure the community that tax and BAS agents meet appropriate standards of professional education and ethical conduct.