



# Trans-Tasman IP Attorneys Board Guidelines for Continuing Professional Education (CPE)

The Trans-Tasman IP Attorneys Board (the Board) issues these Guidelines to help registered patent attorneys and registered trade marks attorneys (registered attorneys) understand and meet their CPE requirements.

Registered attorneys must keep their professional knowledge current to ensure their competency. Currency is generally acquired by completing CPE activities to stay up-to-date with developments in IP legislation, case law, and practice in Australia and New Zealand.

Registered attorneys demonstrate their currency when renewing their registration. The renewal must include a declaration of the completed CPE complying with these guidelines.

## Relevant legislation

*Patents Regulations 1991*: regs 20.22(1)(b), 20.24 and 20.25

*Trade Marks Regulations 1995*: reg 20.14 (for registered trade marks attorneys)

*Patents Act 2013 (NZ)*: s 271 (for New Zealand resident patent attorneys)

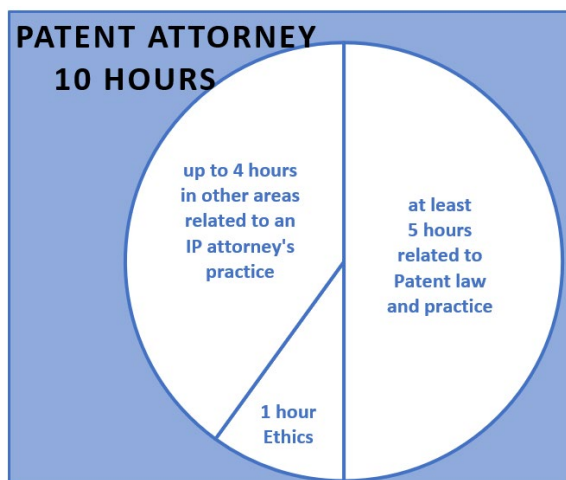
## **Effective date**

These Guidelines have been approved by the Board on 27 March 2026 and are effective 1 July 2026.

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## How many hours of CPE do I need to complete?



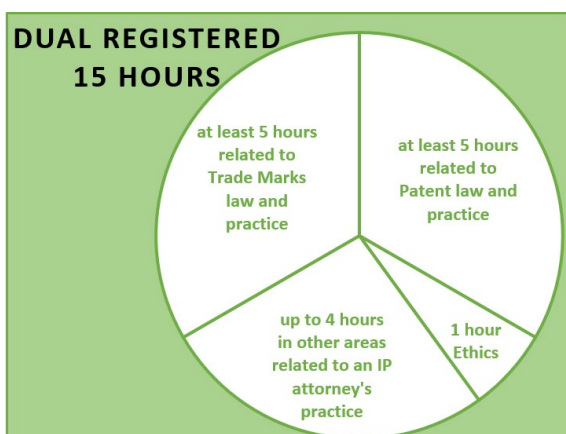
The annual CPE requirements for **trans-Tasman Patent Attorneys** are:

- 5 hours of patent related study; and
- 5 additional hours of study related to an IP attorney's practice of which 1 hour must relate to Ethics.



The annual CPE requirements for **Trade Marks Attorneys registered in Australia** are:

- 5 hours of trade mark related study; and
- 5 additional hours of study related to an IP attorney's practice of which 1 hour must relate to Ethics.



The annual CPE requirements for **dual registered Patent and Trade Marks Attorneys** are:

- 5 hours of patent related study;
- 5 hours of trade mark related study; and
- 5 additional hours of study related to an IP attorney's practice of which 1 hour must relate to Ethics.

There is no pro-rata CPE for part-time work. If you are registered, you must complete the full annual CPE hours.

## What subject matter do I need to need cover?

### 5 hours of CPE related to Patent or Trade Marks law and practice

Educational and professional development activities relating to legislation, case law, and practice in Australia and New Zealand relevant to your practice and registration as either a patent, trade marks or dual-registered attorney.

### 1 hour of CPE related to Ethics

Subject matter claimable as 1 hour of Ethics CPE includes, but is not limited to:

- Ethics
- Professional Conduct
- Practice Management
- Cybersecurity
- Finance
- Record-keeping

### 4 hours of CPE in other areas related to an IP attorney's practice

Subject matter claimable as being in another area related to attorney practice includes, but is not limited to:

- Protection of other IP rights, such as:
  - Indigenous Knowledge
  - Designs
  - Copyright
  - Geographical Indications
  - Plant Breeder's Rights (Australia) / Plant Variety Rights (New Zealand)
  - Circuit Layouts
  - Trade Secrets
- A field of science or technology relevant to a registered patent attorney's area of technical expertise, such as:
  - Engineering
  - Chemistry
  - Physics
  - Biotechnology

### Jurisdiction-specific CPE obligations for a trans-Tasman patent attorney

A trans-Tasman patent attorney should undertake CPE that is relevant to the Australian **and** New Zealand jurisdictions. The distribution of Australian and New Zealand CPE hours should generally correlate to the extent of your practice in the relevant jurisdiction.

For example, a trans-Tasman patent attorney practising solely in New Zealand and only occasionally files with the IP Australia Patents Office is expected to undertake a smaller proportion of CPE specific to the Australian jurisdiction.

## What kinds of activities can I claim as CPE?

CPE activities should have some formality or structure that provide substance to the activity. The activity's purpose should be professional learning or development within relevant subject matter.

Examples of CPE activities include:

- Preparation for and presentation of lectures, workshops, seminars, webinars, podcasts or conference sessions
- Attending lectures, workshops, seminars, webinars, podcasts or conferences
- Participation in discussion groups that are organised, structured and formal, on topics of professional relevance
- Courses of study at educational institutions or online subjects, including those provided by multimedia or web-based programs
- Postgraduate study or research in a relevant field
- Membership of and attendance at technical committees of a professional body
- Research, preparation and editing of professional or technical articles, papers or books
- Reading professional or technical journals, claimable for up to 3 hours (or 4.5 hours if you are dual registered) for

## How recent do CPE activities have to be?

The purpose of CPE is to maintain the currency of your knowledge and skills, and hence must concern content that is current. CPE activities should extend your knowledge and skills relevant to your practice.

Content produced within 5 years is generally preferable. The Designated Manager may query the currency and relevance of your claimed content.

## Is it necessary to maintain a record of my CPE?

Yes. You must maintain a record of your activities to renew your registration.

You must also capture evidence of undertaking those activities. The record and evidence must be kept for the past 3 renewal periods to comply with a randomised CPE Audit conducted by the Designated Manager. Evidence can include:

- Attendance certificates
- Payment receipts
- Emails confirming registration
- Screen captures of viewed online video content
- For reading professional or technical journals, a written list of activities

The evidence in support of your activities must be dated where a date of completion can be a reasonably expected record.

For guidance on demonstrating CPE compliance (including audits) and the consequences of non-compliance, refer to the [\[Designated Manager Guidelines for CPE Compliance, Removals and Restorations.\]](#)