**Professional Development Plan**

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| **TPB Continuing Professional Education Requirements** |
| You should complete a minimum of 90 hours of Continuing Professional Education (CPE) within a standard three (3) year registration period, with a minimum of 20 hours each year.  If you have a condition of fuel tax credits on your registration, you should complete a minimum of 6 hours of CPE within a standard three (3) year registration period, with a minimum of two (2) hours each year.  If your registration period is other than three (3) years, you should complete CPE on a pro-rata basis. |

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| **ICB Continuing Professional Education Requirements** |
| 20 hours of Continuing Professional Education (CPE) per membership year and complete the Annual Skill Review (ASR) once every two years. |

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| CPE Provider | Details of CPE activity undertaken, including format | Outcome / Learning | Link to learning activity | | Hours |
| **Example**  Tax World | Fundamental Business Activity Statements - workshop | Increase understanding of BAS requirements and skills in preparing BAS forms | *www.taxworld.training.au* | | 8 hours – 1 hour lunch break     7 hours total |
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| **TOTAL Continuing Professional Education Hours** | | | |  | |