



DESIGNATED MANAGER PRACTICE NOTE

Continuing Professional Education (CPE) Audit 2023–2024

This practice note shares the outcomes of the Continuing Professional Education (CPE) Audit 2023–2024. An audit is completed each year to assess attorneys' compliance with their CPE obligations in the *Patents Regulations 1991* and *Trade Marks Regulations 1995*.

Audit participants are selected at random while ensuring a balanced representation of patent, trade marks and dual registered attorneys across Australia, New Zealand and overseas. The mix of attorneys practising in medium to large firms and those operating as sole practitioners is also considered. I may exercise discretion to conduct an audit of the same attorney in consecutive years.

The audit of the 2023–2024 registration year included 105 attorneys (6.7 percent of the profession):

- Australia – 85 (19 Patent, 24 Trade Marks, 42 Dual);
- New Zealand – 12 (10 Patent, 0 Trade Marks, 2 Dual); and
- Overseas – 8 (1 Patent, 4 Trade Marks, 3 Dual).

One hundred and four attorneys complied with their CPE obligations in 2023–2024.

Based on the observations of this audit, I would like to remind the profession:

1. CPE activities should generally:
 - be relevant to the Trans-Tasman IP Attorney profession, regardless of an attorney's physical location; and
 - be structured learning content (as compared to informal activities such as working lunches); and
 - have identifiable outcomes; and
 - benefit the attorney in their practise as an IP professional.
2. With a shift to completing more CPE online, please remember that you must be able to produce proof of completion for any claimed hours upon request. Hours claimed against recorded online content, for example YouTube content or past seminar recordings, should be supported with a dated record of completion (e.g. a screen capture).
3. CPE activities need to occur in the 12 months prior to when the attorney pays for their registration renewal. CPE is not based on the financial year.

All attorneys should familiarise themselves with the [Continuing Professional Education guidelines](#).

The audit for the 2024–2025 registration year will commence in September 2025.

Kelly Sims
Appointed Designated Manager
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