



DESIGNATED MANAGER PRACTICE NOTE

2025 Continuing Professional Education (CPE) Audit

This practice note shares the outcomes of the 2025 Continuing Professional Education (CPE) Audit. An audit is completed each year to assess attorneys' compliance with their CPE obligations under 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 2024–2025 registration year included 159 attorneys (10.3 percent of eligible attorneys):

- Australia – 137 (16 Patent, 55 Trade Marks, 67 Dual);
- New Zealand – 18 (15 Patent, 0 Trade Marks, 8 Dual); and
- Overseas – 4 (2 Patent, 2 Trade Marks, 0 Dual).

Many attorneys attended official webinars and conferences offered by FICPI, Legalwise, IPBC, IPSANZ, IPTA and NZIPA to comply with their CPE obligations.

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
 - have identifiable outcomes that support and increase the attorney's current knowledge; and
 - benefit the attorney in their practise as an IP professional.
2. CPE records should contain:
 - date you attended/viewed the activity; and
 - event name and provider; and
 - duration; and
 - registration relevance (e.g. patents, trade marks, ethics or other).
3. 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 pre-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).
4. 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](#) available on the website. We have also provided a non-exhaustive list of CPE providers.

The 2026 CPE audit for the 2025–2026 registration year will commence in September 2026.

Jennifer Hutchinson
Designated Manager
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