

GUIDELINES

CONTINUED PROFESSIONAL DEVELOPMENT

It is the responsibility of ATAINZ Members to select professional development courses and activities that contribute towards their Continuing Professional Development (CPD) Hours.

These courses and activities are not restricted to those organised by ATAINZ nor are they restricted to accounting or taxation topics. Courses or activities should assist Members in their continuing professional development.

CPD is a combination of both
Structured and **Unstructured**
activities:



STRUCTURED

Includes both **Formal** and **Informal** activities.

Formal

Includes such things as attending training courses, webinars and completing certifications.

Attendance at an ATAINZ Regional Meeting.

Attendance at franchise organised training, seminars or courses, such as SBA, Tax Link, First Class Accounts.

Completing a full day tax or business related course provided by professional advisors or tertiary providers.

Attendance at organised events by Xero, MYOB, CAANZ, NZBAI or NZIM.

Viewing any industry related webinar

Completing other courses held by organisations such as Syft, Xero, MYOB, CCH, IR, CAANZ, NZBAI, The Career Academy, etc

Informal (10 hours CPD are automatically given)

Reading of technical or professional articles.



UNSTRUCTURED

Earns 5 hours maximum CPD.

Unstructured is an activity that assists the Member to grow as an individual, but does not involve structured study that relates to the Accountancy industry

CONTINUING PROFESSIONAL DEVELOPMENT HOURS REQUIREMENTS:

To meet ATAINZ Continuing Professional Development requirements, ATAINZ Members must obtain the following minimum Continued Professional Development (CPD) Hours over a 12 month period being from 1st January to 31st December.



PTBA

Professional Tax & Business Advisor (PTBA)

Must obtain a minimum of 40 CPD Hours from the following activities:

- 10 Hours Informal (automatically given)
- 30 Formal (minimum)
- 5 Unstructured (maximum)



RTBA

Registered Tax and Business Advisor (RTBA)

Must obtain a minimum of 30 CPD Hours from the following activities:

- 10 Hours Informal (automatically given)
- 25 Formal (minimum)
- 5 Unstructured (maximum)



ATBA

Associate Tax & Business Advisor (ATBA)

Must obtain a minimum of 25 CPD Hours from the following activities:

- 10 Hours Informal (automatically given)
- 20 Formal (minimum)
- 5 Unstructured (maximum)



Retired & Academic Membership:

There are no CPD requirements for Retired or Academic Members or those ATAINZ Members who are on approved Sabbatical Leave.

CONFERENCE/WORKSHOP LIVESTREAM:

To qualify for LiveStream CPD Hours you must register for the Conference/Workshop. If you watch the LiveStream with other Members then only those who have registered will receive CPD Hours.

Set ATAINZ CPD Hours

CPD Hours

Participation as an ATAINZ Board Member
Completing a Tertiary Level Tax Course Paper

20 MAX

Participation as an ATAINZ Regional Coordinator
Completing a Tertiary Level Business Course Paper

10 MAX

Attendance at an ATAINZ conference (per day)
Attendance at an ATAINZ workshop

8 MAX

Livestream of ATAINZ Conference (per day)
Livestream of ATAINZ Workshop

6 MAX

ATAINZ Practice Review

4 MAX

A NOTE REGARDING CPD HOURS

The minimum CPD Hours that can be claimed from a Formal Activity is **0.5 hours**, and anything less than **0.5** cannot be claimed for CPD Hours.

A Half-Day Course is deemed as **4 hours**.

A Full-Day Course is deemed as **8 hours**.

Unstructured Activities

An activity that assists the member grow as an individual, but does not involve structured study that relates to the Accountancy industry, such as:

School Board of Trustees
Chamber of Commerce
Local Council
Toastmasters
Rotary
Lions
Justice of the Peace
Business Mentors
Institute of Directors
Property Investor Association
Other voluntary work for your community

CPD Hours

5 MAX

If a conference or course that you attended or completed is not on the above list please email ATAINZ (admin@atainz.co.nz) to see if they are eligible for Continuing Professional Development Hours.

Members who join ATAINZ during the Year

Members who join ATAINZ during the year will have a CPD Hour requirement prorated based on the number of months that they have been a member in the calendar year. (ie: if you join in June that is 6 months, so $6/12 \times 25 = 12.5$ CPD hours requirement).

Continuing Professional Development Hours Audits

All ATAINZ Members will be subjected to random audits as regards to their Continuing Professional Development Hours. These Audits will require confirmation of attendance at Formal Activities and proof of completion of Informal Activities. Failure of a Member to obtain the required annual Continuing Professional Development Hours may result in their Membership to ATAINZ being suspended or terminated, subject to Board consideration.

RADAR Online Learning Platform

ATAINZ offers an online learning platform known as “Radar” that in addition to providing valuable training resources is also your online CPD log. You will have received an email from Strategi (support@strategi.ac.nz) that will provide you with access to the Radar system. A Radar Quick User Guide is available for you to view on the ATAINZ website.

Continuing Professional Development Hours Declaration

Your Annual Continuing Professional Development Hours Declaration must be made via the Radar online platform by the 31st March for the previous years’ declaration.

On the **1st January** Continuing Professional Development Hours will “roll forward” to the current year to enable you to commence updating your current CPD Hours, however you will still be able to update your previous year’s CPD record until the 31st March.

GET IN TOUCH



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www.atainz.co.nz