

Certified Payroll Specialists C.P.S. Renewal Form

The aim of TAPS' continuing professional education programme is to enable payroll practitioners to continuously develop their skills. Studying for professional qualifications provides a valuable base of knowledge but making a commitment to keep informed in an ever-changing environment is equally vital. Maintaining and refreshing the original value of professional studies is a key requirement in retaining your C.P.S. designation.

To retain the Certified Payroll Specialist designation, it is a requirement that a certain number of points of continuing professional education be attained.

If you gain your C.P.S. between April and September you will require 750 points by the September twelve months later to maintain your C.P.S. standing. Similarly, if you gain your C.P.S. between October and March you will require 750 points by the March twelve months later.

You will then be required to attain 1500 points in each successive twelve month period.

Documentary evidence needs to be attached to the renewal form.

Points earned in addition to the minimum requirement will not carry forward into the next year.

Documentary evidence:

If you have attended a TAPS training course, you will have been advised of the points earned either on the certificate of attainment or on the attendance certificate you requested at registration (e.g. at Payroll Briefings or Compact Conferences).

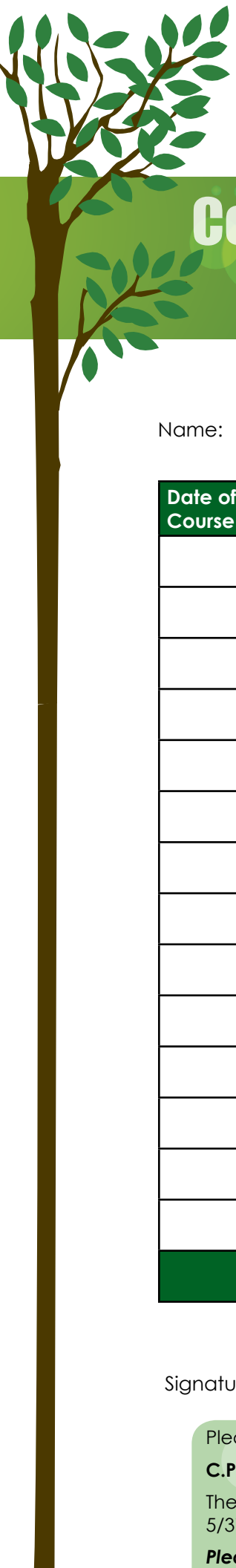
For non-TAPS courses, you will need, as a minimum, the following:

- Name of provider
- Proof of attendance (not merely confirmation of registration)
- Length of course
- Course Content

If you attend training provided by another organisation, you will be required to calculate the points yourself. One hour of education is equivalent to 100 points. e.g. Training run 9am to 5pm with one hour for lunch will be deemed to have 7 hours of education.

7 hours x 100 points = 700 points

** you should keep a copy of all documents for your own records.*



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Name: _____

Date of Course	Course Provider	Name of Course	Points
Total Points			

Signature: _____

Please return form to:
C.P.S. Recertification Panel
 The Association for Payroll Specialists
 5/37 Pitt Street, Sydney NSW 2000
Please attach proof of course attendance to the renewal form.



* you should keep a copy of all documents for your own records.