

# **CONTINUOUS PROFESSIONAL LEARNING**

## **GUIDE**

**ACTIVE DRAFT**



Serving Alberta, Northwest Territories and Nunavut

**August 2013**

## PREAMBLE

This Implementation Guide has been prepared to assist Regulated Members of the Institute in their reporting of learning units to fulfill mandatory continuous professional learning (CPL). Reporting has become mandatory as of January 1, 2013.

One of the requirements to remain a member in good standing with the Alberta Professional Planners Institute, (APPI) and the Canadian Institute of Planners (CIP) is to engage in continuous professional learning as outlined in this Implementation Guide.

You are obligated to acquire and report within a calendar year a minimum of 18 Learning Units (LUs) in specific combination. There is an opportunity to carry up to nine additional specific learning units earned in one calendar year into the next calendar year.

For updates regarding what is considered to be acceptable learning units, a tutorial and FAQ's are available online, please refer to the APPI website ([www.albertaplanners.com](http://www.albertaplanners.com)) and the CIP website ([www.cip-icu.ca](http://www.cip-icu.ca)) for current events and other professional offerings.

Reference is made in this document to: "Regulated Member," the phrase "in good standing," the "Registrar," the "Practice Review Committee," and the "Discipline Committee."

**"Regulated Member"** means a Registered Professional Planner and a Candidate Member.

**"In Good Standing"** means any Regulated Member in any category who has paid all dues, levies and other assessments owing within a period of time established by the Council and who is current with ongoing requirements of membership, if any, and who is not suspended.

**"Registrar"** means the Institute Registrar appointed under the Regulation\* and the Bylaws to perform all functions assigned by Council and stipulated in the Act\* and Regulation\*, including the maintenance of the register of Members of the Institute

**"Practice Review Committee"** means the Standing Committee appointed by Council pursuant to the Act\* and Regulation\* to recommend policy to the Council and act on behalf of the Institute with respect to matters relating to competence in the practice of planning under the Regulation\*, including the review of the practice of a Regulated Member.

This Guide has been written by volunteers who were asked to form a Continuous Professional Learning Committee, consisting of RPP's drawn from the general membership of the Institute. The Continuous Professional Learning Committee is an ad hoc sub-committee of the Practice Review Committee.

\*The Professional and Occupational Associations Registration Act of Alberta (Alberta Regulation 119/2011)

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## **1.0 OBLIGATIONS**

### **1.1 CPL Obligations under Provincial Legislation**

In order for the Alberta Professional Planners Institute (APPI) to meet the obligations of the Professional and Occupational Associations Registration Act (POARA) and to maintain our right to title Regulated Members, the Institute must ensure that all our members are participating in Continuous Professional Learning (CPL). The Professional Planner Regulation of POARA, the Canadian Institute of Planners (CIP) Statement of Values and Code of Professional Practice, and APPI's Code of Professional Conduct, require that Regulated Members must "maintain currency in the knowledge and skill necessary to carry out the practice of planning" and "must continually seek further knowledge in the theory and practice of planning and all other matters that enhance the reputation of the profession and the Regulated Member".

### **1.2 Obligations of Regulated Members**

All Regulated Members of APPI are required to engage in continuous professional learning and report in a specified manner that they have done so. Regulated Members of APPI include Candidate and Registered Professional Planner (RPP) Members. Non regulated members including those who are non-practicing and students are not required to engage in CPL.

### **1.3 Required Numbers of Learning Units**

The required number of Learning Units (LU's) for each reporting period (January 1st to December 31st) is 18.0 LU's. This must include a minimum of 9.0 learning units of Structured activities. The other learning units could be Structured activities, Unstructured activities, or a combination of the two. Examples of activities that support the acquisition of learning units are discussed further in Section 3 of this Implementation Guide. Responsibility is on the Regulated Member to report acquired learning units.

### **1.4 Temporary Exemptions**

Temporary exemptions to this obligation may be granted by APPI. Any such exemption could be a result of medical leave, parental leave, and temporary leave of up to one calendar year from the profession with an option for an extension. Submit your request for exemption in writing to the APPI office.

### **1.5 National and Affiliate CPL Standards**

CIP has set standards regarding continuous professional learning and affiliates have embraced the standards with some regional variation. The intent of the national standards is to ensure consistency and portability across Affiliates. The intent of setting variations by an Affiliate is to provide flexibility to meet regional needs and preferences.

## 2.0 DESIGNATED COMPETENCIES

### 2.1 The APPI Competencies Tree

Regulated Members will have different CPL needs depending on where they are in their career and in which geographic region they practice. APPI's members have great flexibility in acquiring structured and unstructured CPL opportunities from APPI, CIP or any other external provider of professional development and in a variety of mediums including but not limited to webinars, in person events, conferences, journals, websites, etc. The core competencies defined for the planning profession in Canada, are required to be developed and championed by all Regulated Members throughout their careers and Members should use the core competencies to guide their learning choices.

The APPI Competencies Tree (Refer to graphic below) has been developed to assist members in their learning endeavours. The tree is based on two categories of core competencies that all Regulated Members shall strive to achieve. They are:

a) functional core competencies (in dark blue) – defined as the common knowledge and skill base of all regulated members; and,

b) enabling core competencies (in light blue) – defined as the capability required to enhance practice effectively—as per the *Professional Planner Regulation* of the Professional and Occupational Associations Registration Act inclusive of our Code of Conduct. (Refer to Appendix 'A').



### **3.0 PROFESSIONAL LEARNING UNITS AND LEARNING ACTIVITIES**

#### **3.1 Continuous Professional Learning**

The Continuous Professional Learning Program is intended to accommodate members' professional interests through flexible resources available to all members. Information can be accessed on the APPI website under "Events, Professional Development and Resources."

The purpose of professional learning activities is to engage actively Regulated Members in furthering their knowledge, understanding, skills and abilities, relevant to the theory, methods, and practice of planning. Day to day work activities are not considered to be part of the program of continuous professional learning and hence cannot be included as such. Professional learning activities exist in many formats and are not limited to traditional in-class learning activities.

#### **3.2 Learning Units**

Continuous Professional Learning credits are recorded as Learning Units (LU's). One Learning Unit represents one hour of approved professional learning activity. Credits cannot be recorded for time spent in registration, travel, health breaks or social gatherings.

#### **3.3 Types of Learning Units: Structured and Unstructured**

All Learning Units are categorized as either Structured or Unstructured depending upon the learning activity. Structured LU's are derived from activities that include any organized courses, meetings, seminars and workshops that are either provided by APPI, CIP and its Affiliates, or by an external provider or group, which may or may not be recognized in advance by APPI. These activities would include organized and distance-education activities with live interaction and set learning goals. The delivery of the activity does not have to be 'in-person' but must have the opportunity to be interactive.

Unstructured LU's are derived from activities that are largely independent and not normally recognized in advance by APPI. To be eligible for credit, Unstructured activities must be in some way planned, must be educational and yield new knowledge for the individual member and apply to the practice of planning but do not have to include live interaction.

#### **3.4 Numbers of Learning Units Required in a Calendar Year**

A total of 18.0 LUs is required annually and they may be achieved in specific combinations of Structured or Unstructured learning units. 1.0 hour of learning activity = 1.0 LU and can be reported in increments of 15 minutes = 0.25 LUs.

There is no maximum amount of credits that can be logged for any specific learning activity. However, the diversification of functional and enabling core competencies should be considered.

Where 9.0 Structured LU's have been acquired in the current year, the remaining number of LU's can be any combination of Structured and Unstructured.

A maximum of 9.0 Structured LU's can be carried forward to the next year. This is done automatically by the CIP continuous professional learning reporting system.

#### **3.5 Activities that Support Continuous Professional Learning**

Council shall review and set the criteria for continuous professional learning activities for each calendar year and the method of reporting. Any changes to the criteria must be approved prior to June 30<sup>th</sup> of the calendar year and will not come into effect until January 1<sup>st</sup> of the subsequent year.

Examples of activities for Structured and Unstructured Learning Units are listed below. The lists of examples are not exhaustive.

Examples of Activities Deemed to be Structured Learning Units

Participation in guided walking tours or mobile workshops locally, regionally and internationally
Attendance and associated study within formal courses
Attendance at organized Workshops/Seminars/Lectures
Attendance at APPI/CIP/APA and planning related professional conference sessions
Preparation/Presentation of material for Lectures/Workshops/Seminars/Conference sessions
Participation in organized interactive distance education programs & activities (tele-learning, correspondence, web based, including live webinars that could involve marked assignments)
Participation in an organized audio or film presentations/documentaries with interactive discussion either in person or through a live webinar
Delivery of organized presentations/activities of professional community outreach (i.e. to schools, community groups)
Attendance at credit courses, lectures or similar learning activity
Presentation/Delivery of organized planning courses/lectures and training sessions
Publication of planning articles, books and research reports in national and international journals and academic/professional presses
Participation on professional, civic, advisory Boards and Committees (outside regular work duties)
Volunteering on APPI Council, committees, task forces, exam panels
Serving as a mentor to a candidate member within a mentorship program.

Examples of Activities Deemed to be Unstructured Learning Units

Self-directed research (e.g. web, literature, interviews)
Critical readings/reviews
Self-guided educational walking tours
Self-guided tours and site visits and related discussions or deliverables
Researching and writing professional articles or books for review/publication in planning journals, publications and books
Critical review of professional development materials/tools (videos, multimedia)
Research and preparation of conference presentations/lectures/workshop material
Research and development of training materials and professional education tools

#### **4.0 ON-LINE REPORTING**

Units are to be reported via the CIP website (<http://www.cip-icu.ca>). A reporting tutorial is included in this guide and is also available on the APPI website.

NOTE: The CIP website uses wording related to activities that support learning units which are words different to those used by APPI.

The word “organized” is used by CIP to refer “structured” learning for the purposes of APPI CPL reporting. Similarly, the words “individual” and “self-directed” are used to refer to “unstructured” learning for the purposes of APPI CPL.

Refer to Appendix B Steps Required to Report On-Line



## **5.0 COMPLIANCE**

### **5.1 Recognition of Achievement**

Regulated Members will receive a transcript (certificate) from APPI by April 30<sup>th</sup> of the following year in which LU credits are reported, reflecting the balance of LU's (structured versus unstructured). Transcripts will reflect a negative balance if a member has not completed the previous year requirements, thus adding to the current year's total obligation.

### **5.2 When a Shortfall Occurs**

The Practice Review Committee shall, by February 28 of each year, review the Continuous Professional Learning records for the previous calendar year to determine whether Regulated Members comply with the CPL program. (Refer to the following graphic).

Missing LU's must be completed and recorded by June 30<sup>th</sup> of the current year.

The six month extension to June 30<sup>th</sup> is in place to give members additional time to acquire and report the learning units necessary to eliminate any shortfall in learning units for a given period.

The Registrar shall notify in writing the member of any shortfall in learning units by category. Any member remaining in breach of the criteria for the CPL program after June 30<sup>th</sup> of each year, following fourteen days' notice from the Registrar, shall forfeit all privileges and be struck off the Register of the Institute. Where applicable, this includes losing the right to the title of Registered Professional Planner (RPP).

### **5.3 Re-activation of Membership**

Members who are removed from the Register of members in good standing for non-compliance with the CPL program in any given year, but who accrue and report the outstanding learning units from the year before, and pay the applicable reactivation fee, will be reactivated immediately.

Members who are struck off the Register of the Institute for breach of the criteria for the CPL program after June 30<sup>th</sup> may not be reactivated, but will need to re-apply as a new Regulated Member of the Institute and will be required to pay the corresponding application fee and satisfy all the requirements for membership in effect at the time of their re-application.

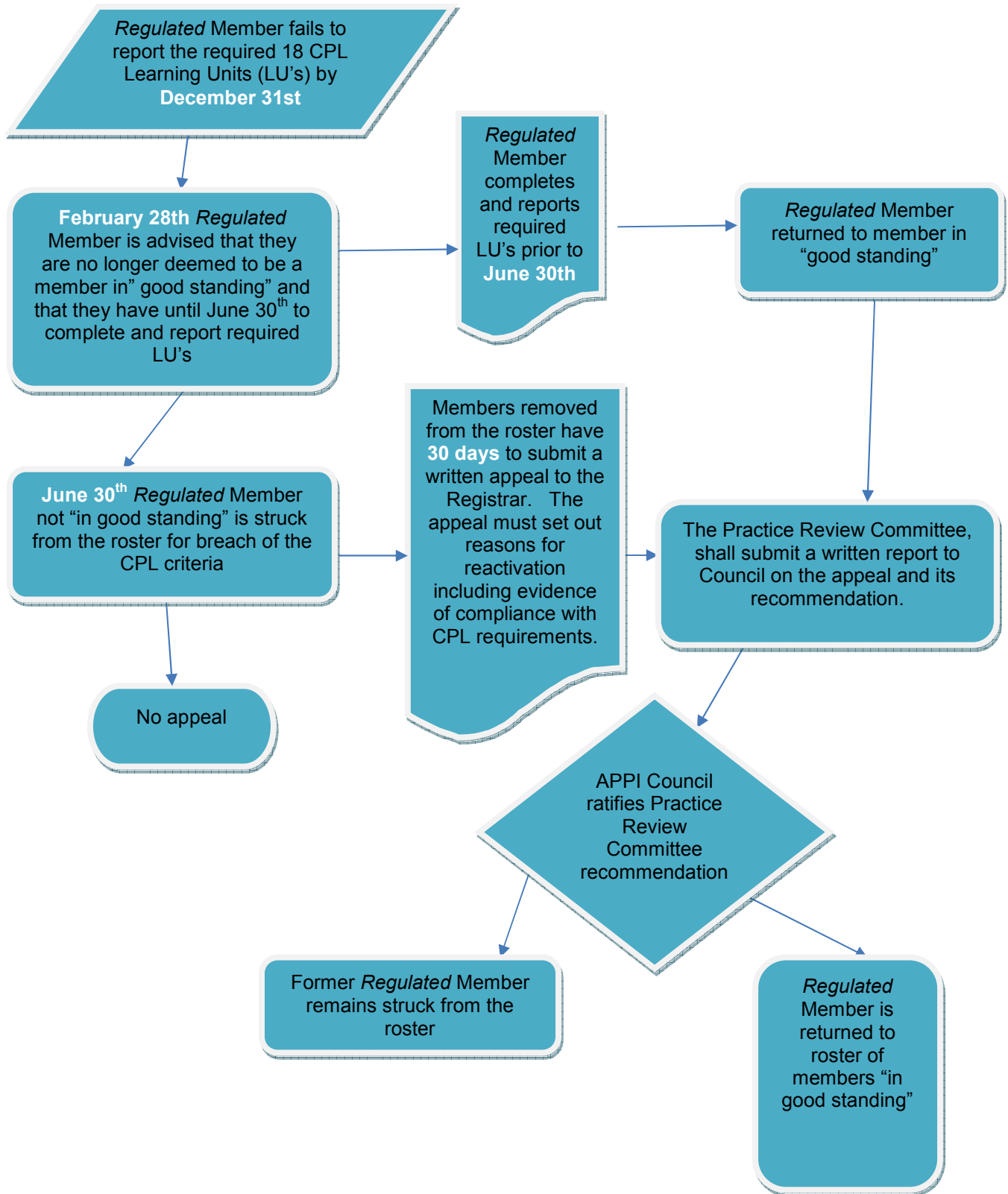
A member who is struck for breach of the criteria for the CPL Program may be eligible to make an appeal to the Practice Review Committee.

### **5.4 Process of Appeal**

A member who is not reactivated in good standing after June 30<sup>th</sup> for lack of compliance with CPL Program requirements may, by notice in writing served on the Institute Registrar within 30 days of receiving a notice of refusal, appeal to the Practice Review Committee. The notice of appeal must set out the reasons why the application for reactivation should be approved, which should be supported by evidence of compliance with CPL requirement. The Practice Review Committee, in accordance with the provisions in section 12 and 14 of The Professional and Occupational Associations Registration Act of Alberta (Alberta Regulation 119/2011), shall make a written report to the Council on the appeal and its decision.

Refer to the flow chart below.

Process of Appeal



**Appendix A Summary of The Functional and Enabling Core Competencies**

**Summary of the Functional Core Competencies:**

<b>Human Settlement</b>	<b>History &amp; Principles of Community Planning</b>	<b>Government Law and Policy</b>	<b>Plan and Policy Considerations</b>	<b>Plan and Policy Making</b>	<b>Plan and Policy Implementation</b>	<b>Developments In Planning and Policy</b>
<ul style="list-style-type: none"> <li>• Human Settlement and Community, Regional and Provincial Settings</li> <li>• Influences on Communities</li> </ul>	<ul style="list-style-type: none"> <li>• History of Planning in Canada and other countries</li> </ul>	<ul style="list-style-type: none"> <li>• Government and Legislation</li> <li>• Policies and Application</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental And Sustainable Development Issues</li> <li>• Diversity and Inclusiveness</li> <li>• Functional Integration of Knowledge</li> <li>• Finance and Economics</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Approaches and Focus</li> <li>• Developing Visions and Outcomes</li> <li>• Strategic Information Gathering and Analysis</li> <li>• Obtaining Input and Approvals</li> </ul>	<ul style="list-style-type: none"> <li>• Decision Making and Risk Management</li> <li>• Implementation Plan</li> <li>• Project Management</li> <li>• Finance and Administration</li> <li>• Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Emerging Trends and Issues</li> </ul>

**Summary of Enabling Core Competencies**

<b>Critical Thinking</b>	<b>Interpersonal</b>	<b>Communication</b>	<b>Leadership</b>	<b>Professionalism and Ethical Behavior</b>
<ul style="list-style-type: none"> <li>• Issue Identification</li> <li>• Problem Solving and Decision Making</li> <li>• Research and Analytical</li> <li>• Innovation and Creativity</li> <li>• Political Awareness</li> <li>• Change Management</li> </ul>	<ul style="list-style-type: none"> <li>• Integrity and trust</li> <li>• Diversity and Inclusiveness</li> <li>• Facilitation</li> <li>• Negotiation</li> <li>• Collaboration and Consensus Building</li> <li>• Conflict Management</li> </ul>	<ul style="list-style-type: none"> <li>• Listening</li> <li>• Written, Oral and Visual Presentation</li> <li>• Information and Knowledge</li> <li>• Use of Information Technology</li> <li>• Internal and External Relations</li> </ul>	<ul style="list-style-type: none"> <li>• Vision</li> <li>• Responsiveness and Influence</li> <li>• Team Building</li> <li>• Climate of Excellence</li> <li>• Managing Resources and Results</li> </ul>	<ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Ethical Standards</li> <li>• Continuous Learning</li> </ul>

**Appendix B Steps Required to Report On-Line**



## Tutorial for Reporting CPL Learning Units on the CIP Website

### Continuous Professional Learning (CPL)

As part of the Canadian Institute of Planner's commitment to assist members with the on-going acquisition of knowledge, skills and training and to provide members, regardless of location, with easy access to CPL learning opportunities, the National CPL Committee created The Learning Net (TLN). The TLN is an Internet-based tool that provides access to a virtual universe of planning education opportunities with a simple click of the button.

### Required Units

APPI members are required to earn and report a minimum of 18 Learning Units (LUs) per year. There are two types of CPL activities: **"structured"** and **"unstructured"**. Of your total CPL activities for a year, a maximum of nine can be for "unstructured" activities, which are self-directed. There is no yearly maximum for "structured" CPL activities, so ALL may be of the "structured" variety. Examples of "structured" activities include conference sessions, breakfast seminars, and other activities organized for groups. For many, if not all, of the "structured" activities provided by CIP and its affiliates, LUs are predetermined and loaded on the CIP website for ease of reporting.

### Carry Over Units

If you should obtain more than the required yearly amount of LUs, you can 'carry over' up to nine the following year, but this is limited to LUs received for 'structured' events only. The on-line reporting system will keep track of the number of LUs eligible for 'carry over'.

### Reporting Tips

This tutorial provides a few examples of reporting LUs on the CIP website to illustrate the steps that would be required to do so. Here are a few tips for making CPL reporting easier:

1. Take a few moments shortly after acquiring LU(s) for a learning activity and report it on-line. The longer you wait the more difficult it may be to remember event details.
2. Keep a paper record of your CPL activities. Many events you will attend provide some kind documentation that you can keep with your records. Receipts of APPI luncheons and events should also be retained. Each APPI member should create and maintain a folder of their CPL activities.
3. Consult the APPI Continuous Professional Learning Guide for assistance calculating LUs for a specific activity:

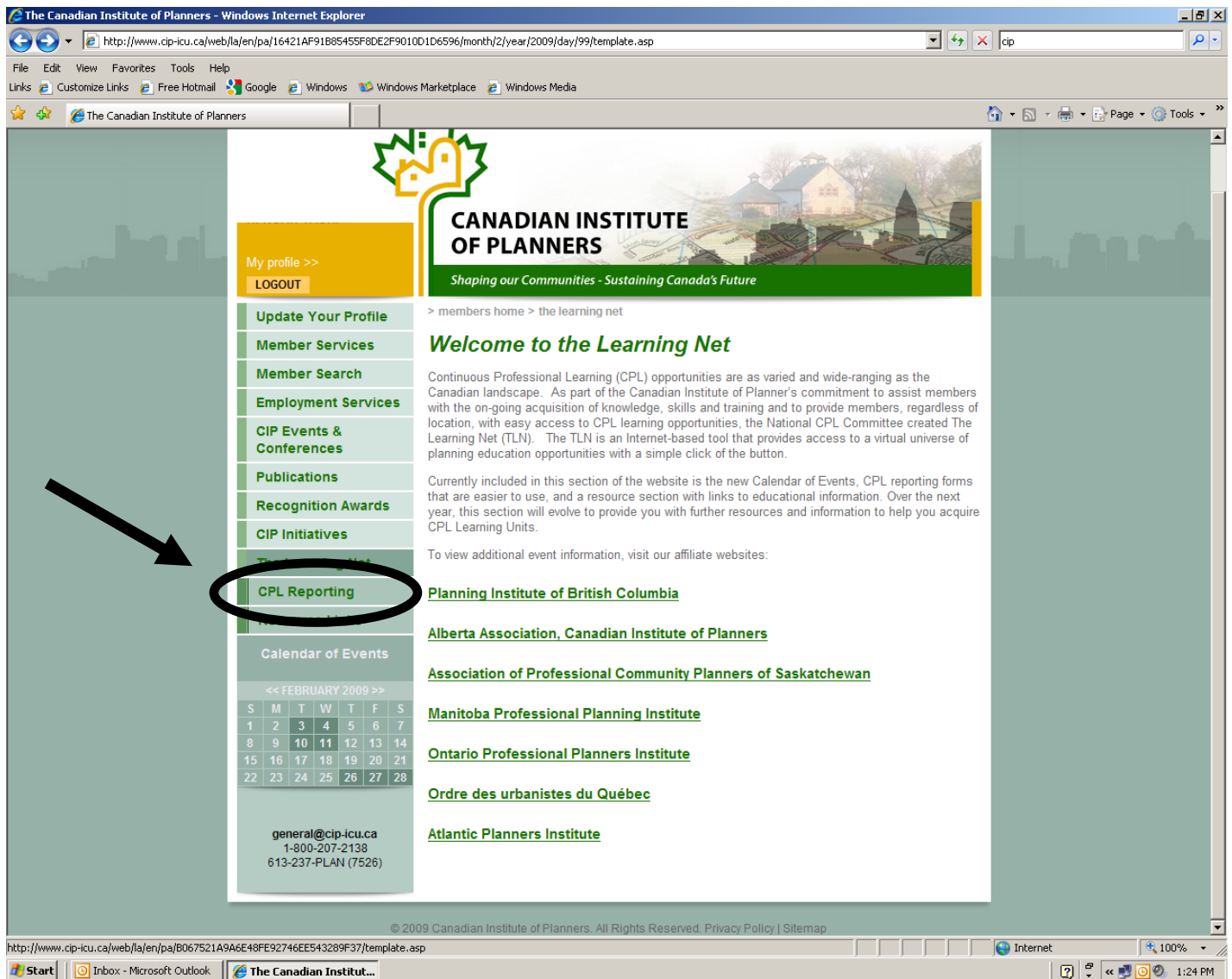
<http://www.albertaplanners.ca/siteadmin/uploads/CPLProgramGuideRVoct2011.pdf>

## Tutorial

To record your CPL units you will require your CIP Member Name and Password. If you have forgotten your password please contact CIP.

On the CIP website (<http://www.cip-icu.ca/>) log into the “Members Only” area.

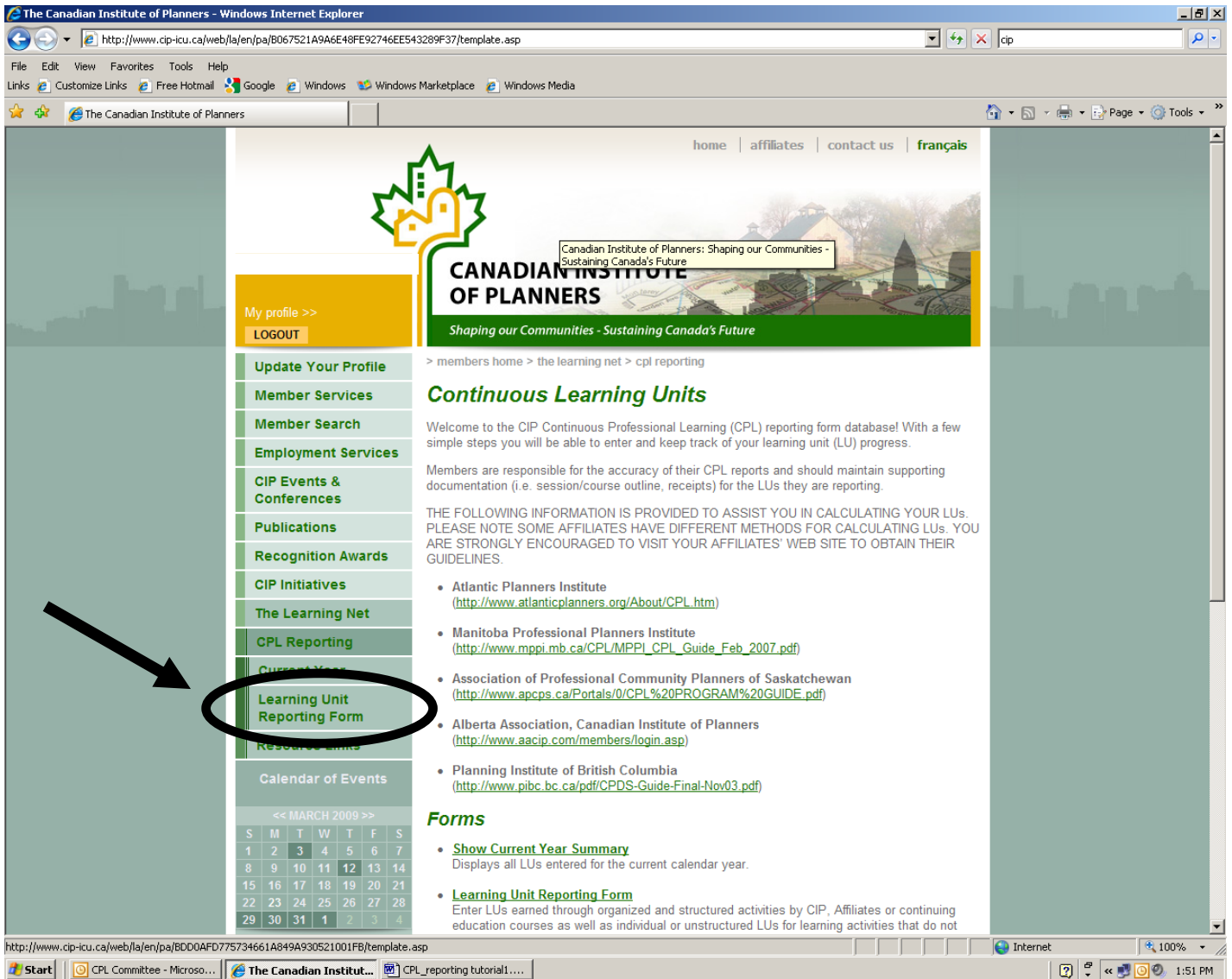
Next: Click on the **CPL Reporting** tab.



The screenshot shows the website interface with the following elements:

- Browser:** Windows Internet Explorer, address bar shows <http://www.cip-icu.ca/web/la/en/pa/16421AF91B8545F8DE2F9010D1D6596/month/2/year/2009/day/99/template.asp>
- Header:** CANADIAN INSTITUTE OF PLANNERS, Shaping our Communities - Sustaining Canada's Future
- Navigation Menu (Left):** My profile >>, LOGOUT, Update Your Profile, Member Services, Member Search, Employment Services, CIP Events & Conferences, Publications, Recognition Awards, CIP Initiatives, **CPL Reporting** (circled), Calendar of Events, Contact Info (general@cip-icu.ca, 1-800-207-2138, 613-237-PLAN (7526)).
- Main Content:**
  - Members home > the learning net
  - Welcome to the Learning Net**
  - Continuous Professional Learning (CPL) opportunities are as varied and wide-ranging as the Canadian landscape. As part of the Canadian Institute of Planner's commitment to assist members with the on-going acquisition of knowledge, skills and training and to provide members, regardless of location, with easy access to CPL learning opportunities, the National CPL Committee created The Learning Net (TLN). The TLN is an Internet-based tool that provides access to a virtual universe of planning education opportunities with a simple click of the button.
  - Currently included in this section of the website is the new Calendar of Events, CPL reporting forms that are easier to use, and a resource section with links to educational information. Over the next year, this section will evolve to provide you with further resources and information to help you acquire CPL Learning Units.
  - To view additional event information, visit our affiliate websites:
    - [Planning Institute of British Columbia](#)
    - [Alberta Association, Canadian Institute of Planners](#)
    - [Association of Professional Community Planners of Saskatchewan](#)
    - [Manitoba Professional Planning Institute](#)
    - [Ontario Professional Planners Institute](#)
    - [Ordre des urbanistes du Québec](#)
    - [Atlantic Planners Institute](#)
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Next: Click on the **Learning Unit Reporting Form** tab



home | affiliates | contact us | français

Canadian Institute of Planners: Shaping our Communities - Sustaining Canada's Future

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- Recognition Awards
- CIP Initiatives
- The Learning Net
- CPL Reporting
- Current Year
- Learning Unit Reporting Form**
- Resources

Calendar of Events

<< MARCH 2009 >>

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

> members home > the learning net > cpl reporting

### Continuous Learning Units

Welcome to the CIP Continuous Professional Learning (CPL) reporting form database! With a few simple steps you will be able to enter and keep track of your learning unit (LU) progress.

Members are responsible for the accuracy of their CPL reports and should maintain supporting documentation (i.e. session/course outline, receipts) for the LUs they are reporting.

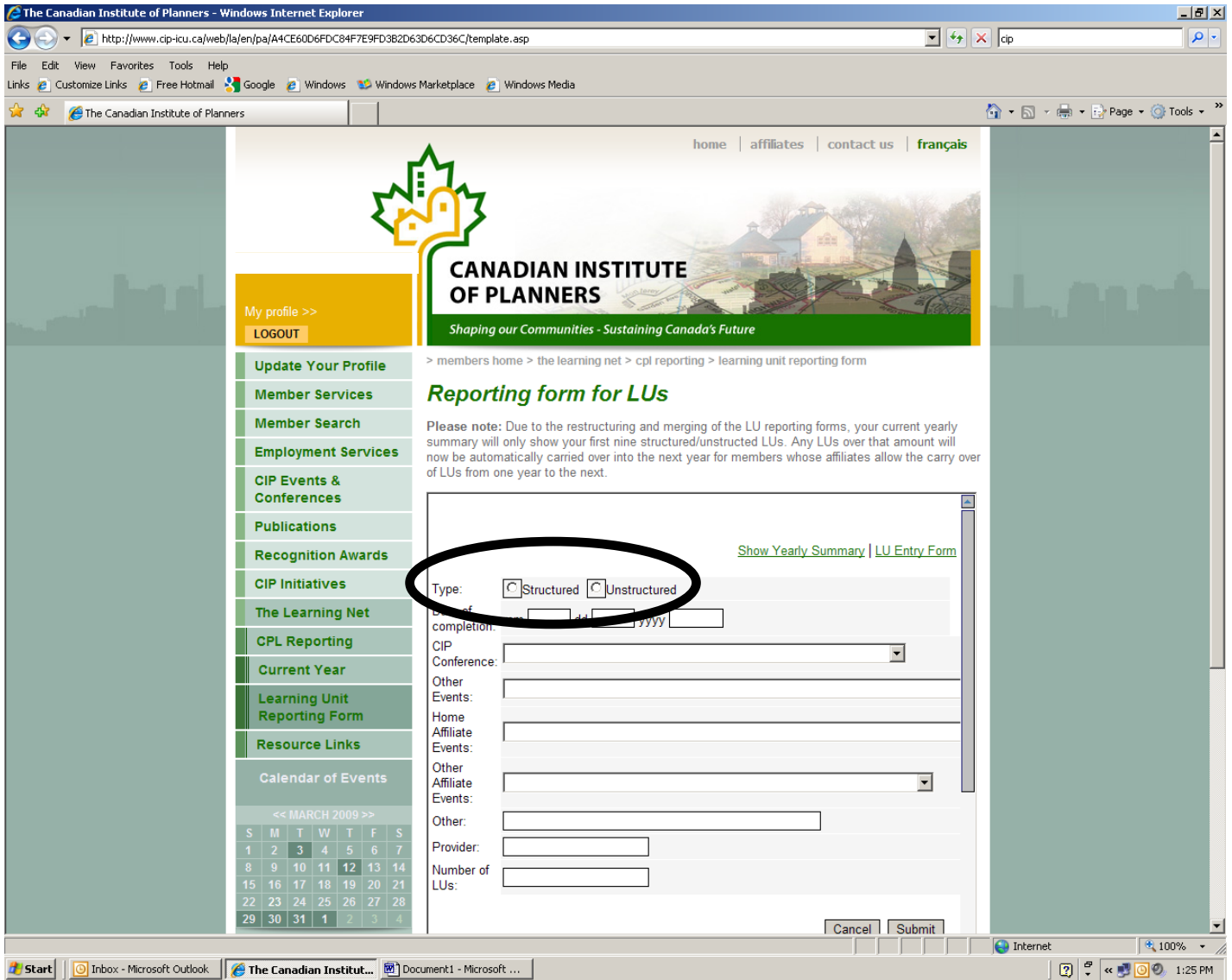
THE FOLLOWING INFORMATION IS PROVIDED TO ASSIST YOU IN CALCULATING YOUR LUs. PLEASE NOTE SOME AFFILIATES HAVE DIFFERENT METHODS FOR CALCULATING LUs. YOU ARE STRONGLY ENCOURAGED TO VISIT YOUR AFFILIATES' WEB SITE TO OBTAIN THEIR GUIDELINES.

- Atlantic Planners Institute  
(<http://www.atlanticplanners.org/About/CPL.htm>)
- Manitoba Professional Planners Institute  
([http://www.mppi.mb.ca/CPL/MPPI\\_CPL\\_Guide\\_Feb\\_2007.pdf](http://www.mppi.mb.ca/CPL/MPPI_CPL_Guide_Feb_2007.pdf))
- Association of Professional Community Planners of Saskatchewan  
(<http://www.apcps.ca/Portals/0/CPL%20PROGRAM%20GUIDE.pdf>)
- Alberta Association, Canadian Institute of Planners  
(<http://www.aacip.com/members/login.asp>)
- Planning Institute of British Columbia  
(<http://www.piibc.bc.ca/pdf/CPDS-Guide-Final-Nov03.pdf>)

### Forms

- Show Current Year Summary**  
Displays all LUs entered for the current calendar year.
- Learning Unit Reporting Form**  
Enter LUs earned through organized and structured activities by CIP, Affiliates or continuing education courses as well as individual or unstructured LUs for learning activities that do not

Next: Indicate whether the learning units you are entering are **Structured** or **Unstructured** by clicking either option

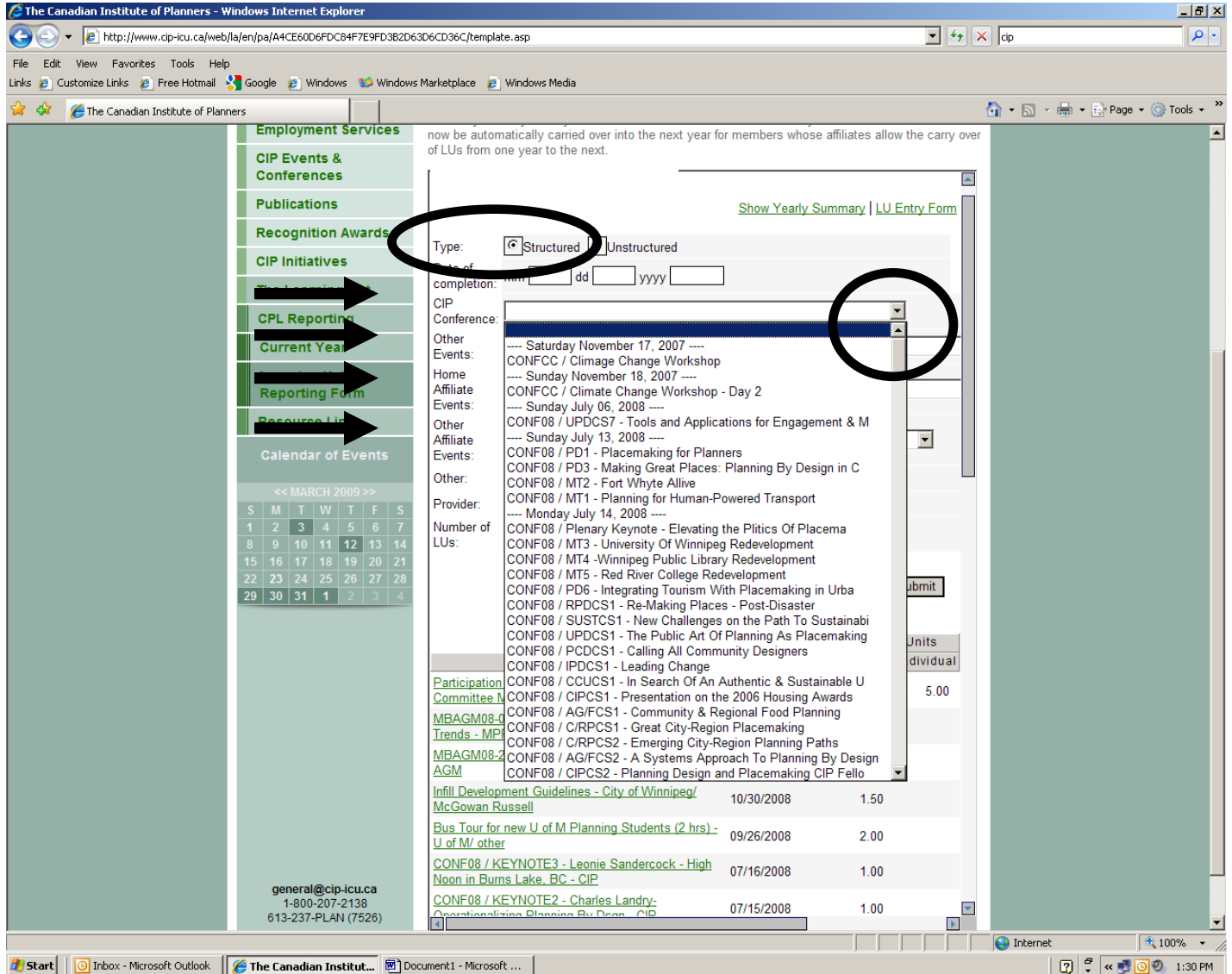


The screenshot shows a web browser window displaying the Canadian Institute of Planners' reporting form. The page title is "Reporting form for LUs". A note states: "Please note: Due to the restructuring and merging of the LU reporting forms, your current yearly summary will only show your first nine structured/unstructured LUs. Any LUs over that amount will now be automatically carried over into the next year for members whose affiliates allow the carry over of LUs from one year to the next." The form includes fields for "Type" (with radio buttons for "Structured" and "Unstructured"), "Date of completion", "CIP Conference", "Other Events", "Home Affiliate Events", "Other Affiliate Events", "Other", "Provider", and "Number of LUs". A black circle highlights the "Structured" and "Unstructured" radio buttons. The browser's address bar shows the URL: http://www.cip-icu.ca/web/la/en/pa/A4CE60D6FDC84F7E9FD382D63D6CD36C/template.asp. The taskbar at the bottom shows the Start button, Microsoft Outlook, and the Canadian Institute of Planners website.



If the Learning Units are **Structured** and organized by APPI or CIP, the activity may be listed in one the following drop down menus:

- CIP Conference
- Other Events
- Home Affiliate Events
- Other Affiliate Events



The screenshot shows a web browser window with the URL <http://www.cip-icu.ca/web/la/en/pa/A4CE60D6FDC84F7E9FD3B2D63D6CD36C/template.asp>. The page title is "The Canadian Institute of Planners".

On the left sidebar, there is a "Calendar of Events" for March 2009. The calendar shows dates 1 through 31, with the 1st, 2nd, 3rd, and 4th highlighted in green. Below the calendar is contact information: [general@cip-icu.ca](mailto:general@cip-icu.ca), 1-800-207-2138, and 613-237-PLAN (7526).

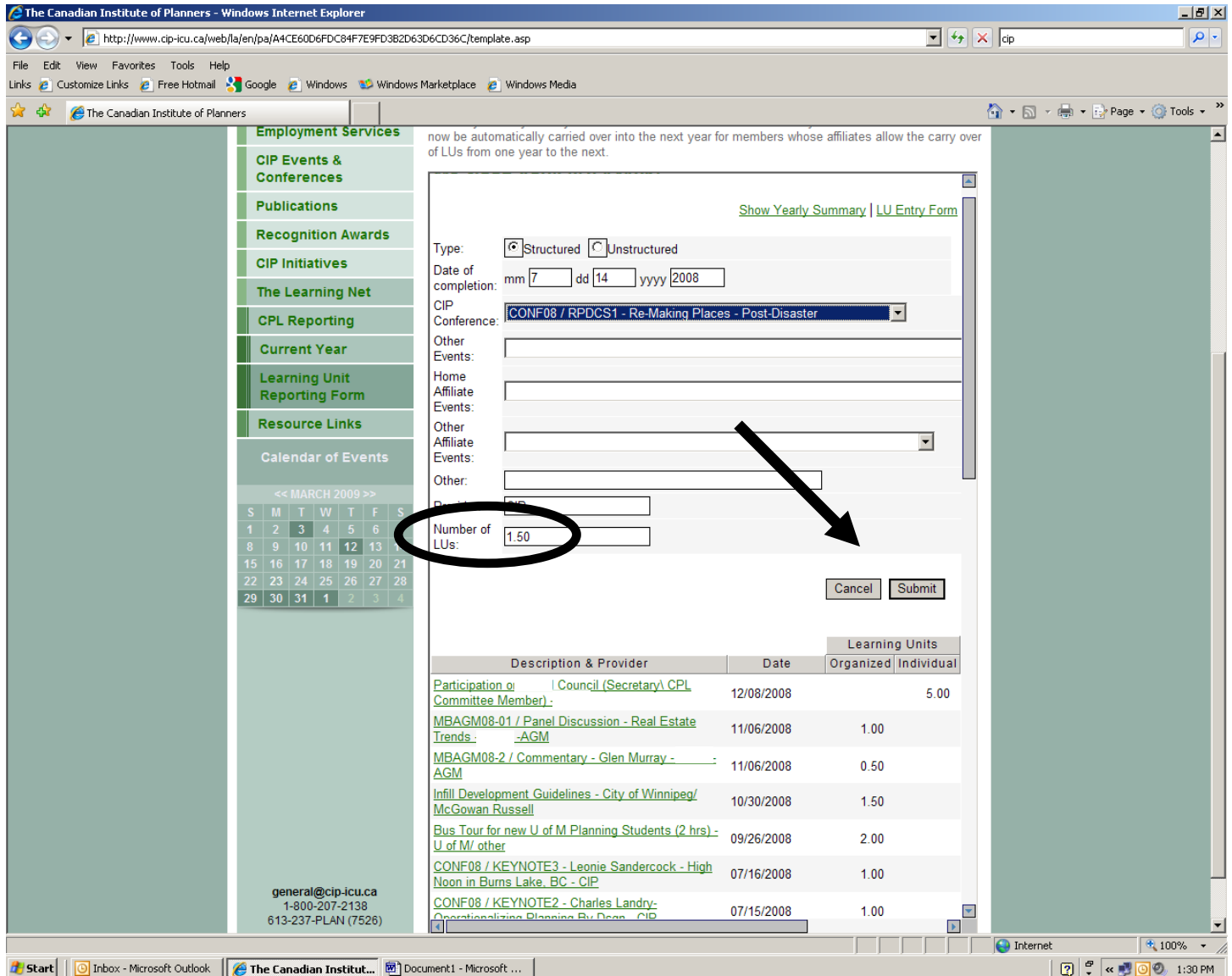
The main content area contains a form for entering Learning Units. The "Type" dropdown menu is set to "Structured". Below it, the "CIP Conference" dropdown menu is highlighted with a red circle. The dropdown list includes various events such as "Saturday November 17, 2007", "CONFCC / Climate Change Workshop", "Sunday November 18, 2007", "CONFCC / Climate Change Workshop - Day 2", "Sunday July 06, 2008", "CONF08 / UPDCS7 - Tools and Applications for Engagement & M", "Sunday July 13, 2008", "CONF08 / PD1 - Placemaking for Planners", "CONF08 / PD3 - Making Great Places: Planning By Design in C", "Fort Whyte Allive", "CONF08 / MT1 - Planning for Human-Powered Transport", "Monday July 14, 2008", "CONF08 / Plenary Keynote - Elevating the Politics Of Placema", "CONF08 / MT3 - University Of Winnipeg Redevelopment", "CONF08 / MT4 - Winnipeg Public Library Redevelopment", "CONF08 / MT5 - Red River College Redevelopment", "CONF08 / PD6 - Integrating Tourism With Placemaking in Urba", "CONF08 / RPDCS1 - Re-Making Places - Post-Disaster", "CONF08 / SUSTCS1 - New Challenges on the Path To Sustainabi", "CONF08 / UPDCS1 - The Public Art Of Planning As Placemaking", "CONF08 / PCDCS1 - Calling All Community Designers", "CONF08 / IPDCS1 - Leading Change", "CONF08 / CCUCS1 - In Search Of An Authentic & Sustainable U", "CONF08 / CIPCS1 - Presentation on the 2006 Housing Awards", "CONF08 / AG/FCS1 - Community & Regional Food Planning", "CONF08 / C/RPCS1 - Great City-Region Placemaking", "CONF08 / C/RPCS2 - Emerging City-Region Planning Paths", "CONF08 / AG/FCS2 - A Systems Approach To Planning By Design", and "CONF08 / CIPCS2 - Planning Design and Placemaking CIP Fello".

At the bottom of the form, there is a "Submit" button and a "Units" field set to "5.00".

For example, CIP Conference sessions are placed on the dropdown menu. APPI events are found under "Home Affiliate Events". Simply click on a session you attended. Events and activities sponsored by CIP or APPI should also appear on the dropdown menus.

Note that once you have selected the appropriate session, the number of Learning Units has already been generated.

Next, click **Submit** and the Session will be added as Structured Learning Units.



now be automatically carried over into the next year for members whose affiliates allow the carry over of LUs from one year to the next.

[Show Yearly Summary](#) | [LU Entry Form](#)

Type:  Structured  Unstructured

Date of completion: mm 7 dd 14 yyyy 2008

CIP Conference: CONF08 / RPDCS1 - Re-Making Places - Post-Disaster

Other Events: \_\_\_\_\_

Home Affiliate Events: \_\_\_\_\_

Other Affiliate Events: \_\_\_\_\_

Other: \_\_\_\_\_

Number of LUs: 1.50

Cancel Submit

Description & Provider	Date	Learning Units	
		Organized	Individual
<a href="#">Participation of Council (Secretary/CPL Committee Member)</a>	12/08/2008		5.00
<a href="#">MBAGM08-01 / Panel Discussion - Real Estate Trends: -AGM</a>	11/06/2008	1.00	
<a href="#">MBAGM08-2 / Commentary - Glen Murray - AGM</a>	11/06/2008	0.50	
<a href="#">Infill Development Guidelines - City of Winnipeg/McGowan Russell</a>	10/30/2008	1.50	
<a href="#">Bus Tour for new U. of M. Planning Students (2 hrs) - U of M/ other</a>	09/26/2008	2.00	
<a href="#">CONF08 / KEYNOTE3 - Leonie Sandercock - High Noon in Burns Lake, BC - CIP</a>	07/16/2008	1.00	
<a href="#">CONF08 / KEYNOTE2 - Charles Landry- Operationalizing Planning By Design - CIP</a>	07/15/2008	1.00	

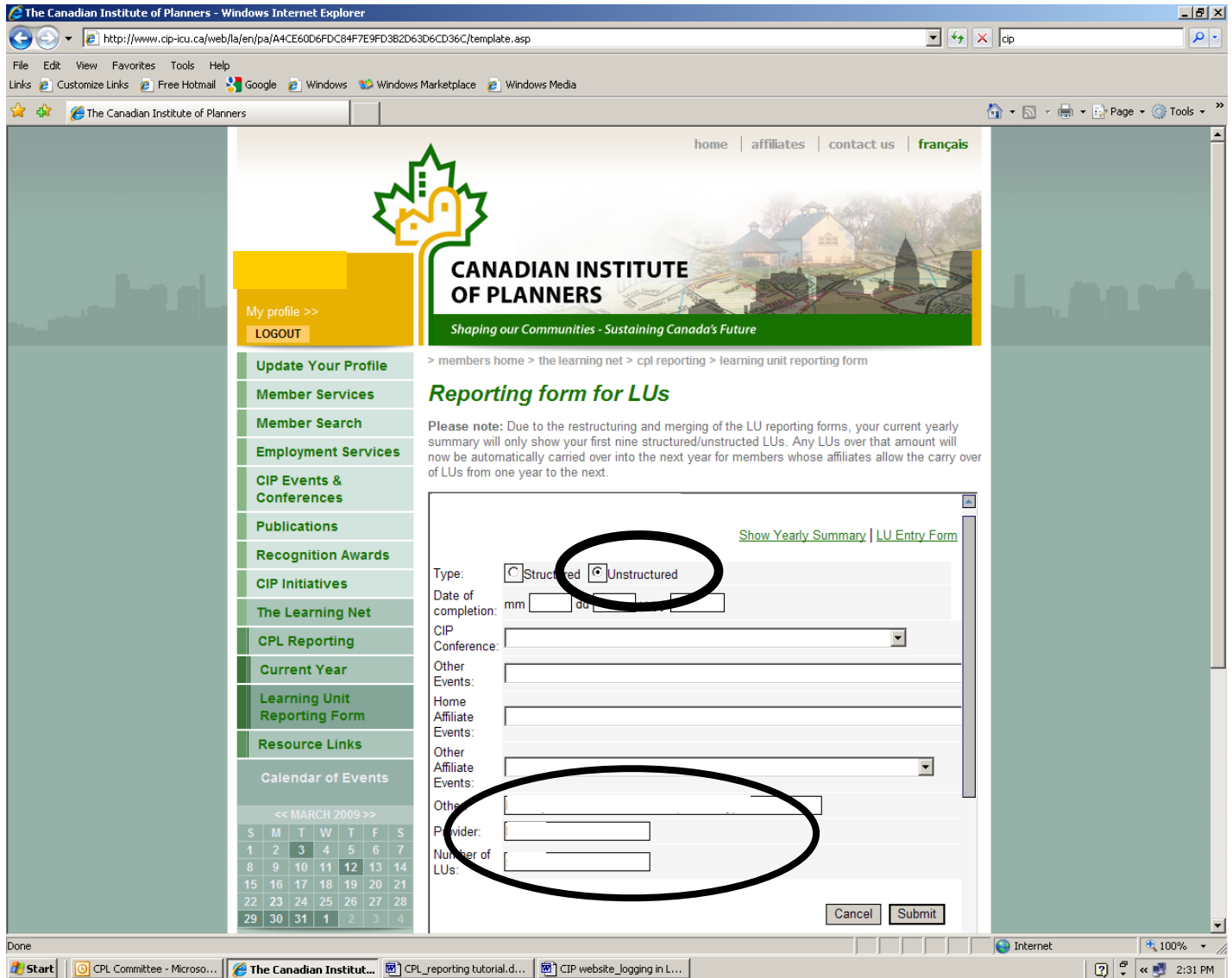
general@cip-icu.ca  
1-800-207-2138  
613-237-PLAN (7526)

Note: You must repeat these steps for each conference session that you have attended

Hint: When attending a Conference it is helpful to keep a copy of the conference program marked with the sessions you attended.

For **Unstructured** units, or **Structured** units from events that are not organized by APPI or CIP, you will need to report information about the event manually including the title and number of LUs. To record these LUs you need to:

1. Click Unstructured or Structured as the type of learning units.
2. Fill in the appropriate details and information in the “Other” and “Provider” boxes
3. Click **Submit**.



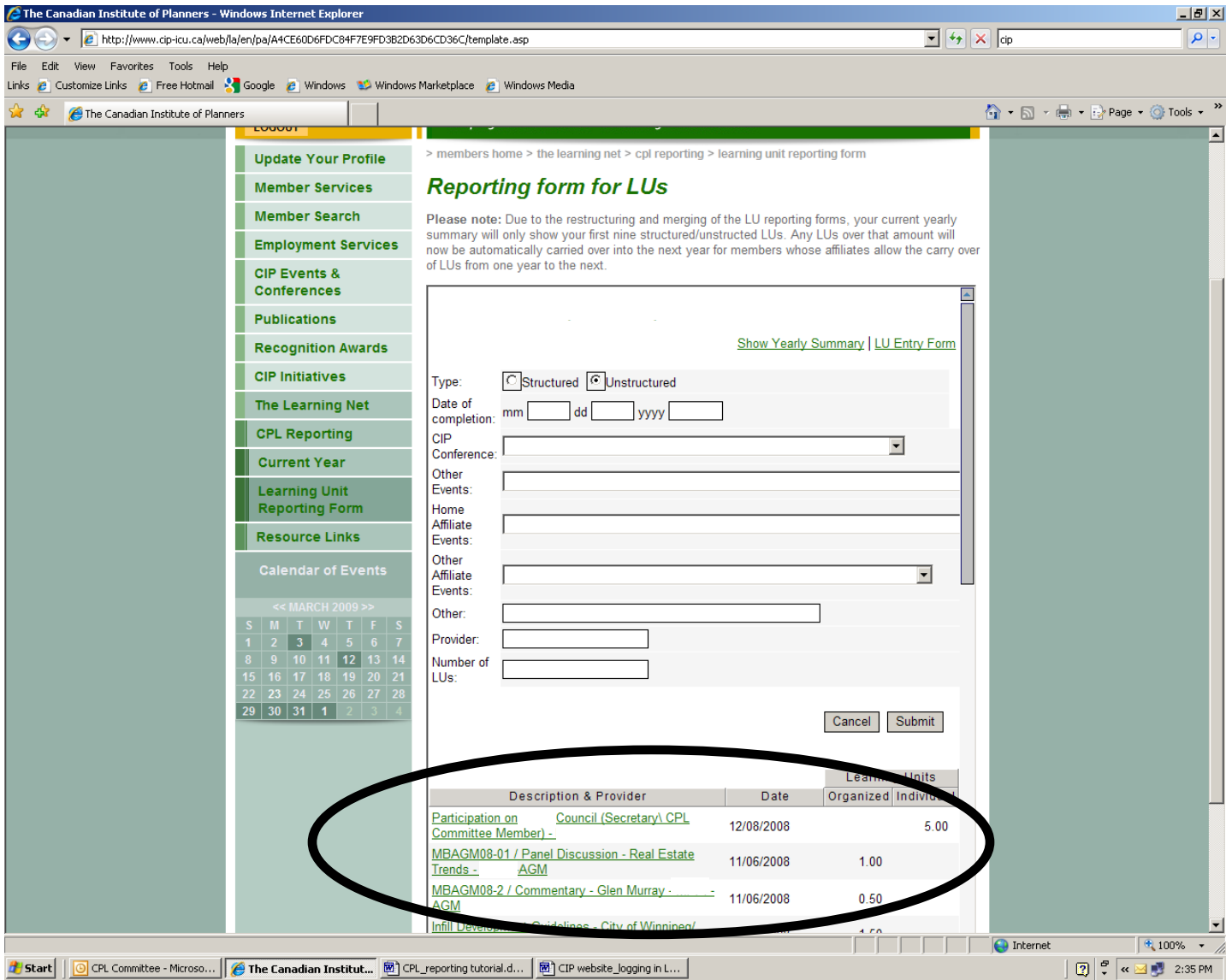
The screenshot shows the 'Reporting form for LUs' page on the Canadian Institute of Planners website. The page is viewed in Internet Explorer. The main content area is titled 'Reporting form for LUs' and includes a note about restructuring and merging of LU reporting forms. The form fields include:

- Type:  Structured  Unstructured (circled in black)
- Date of completion: mm [ ] dd [ ]
- CIP Conference: [ ]
- Other Events: [ ]
- Home Affiliate Events: [ ]
- Other Affiliate Events: [ ]
- Other: [ ]
- Provider: [ ] (circled in black)
- Number of LUs: [ ]

Buttons for 'Cancel' and 'Submit' are at the bottom right of the form. A sidebar on the left contains navigation links such as 'My profile >>', 'Update Your Profile', 'Member Services', 'Member Search', 'Employment Services', 'CIP Events & Conferences', 'Publications', 'Recognition Awards', 'CIP Initiatives', 'The Learning Net', 'CPL Reporting', 'Current Year', 'Learning Unit Reporting Form', and 'Resource Links'. A calendar for March 2009 is also visible in the sidebar.

**Hint:** You may want to consult with the APPI CPL Guide to assess the number of eligible Learning Units eligible for your activity. Some Structured (non-APPI and non-CIP organized activities) and all Unstructured Learning Activities require the amount of LUs to be assessed and entered manually.

Once you have submitted your LUs they will be saved in a detailed list.



The screenshot shows the APPI website interface. On the left is a navigation menu with options like 'Update Your Profile', 'Member Services', and 'CPL Reporting'. The main content area is titled 'Reporting form for LUs' and includes a form with fields for 'Type' (Structured/Unstructured), 'Date of completion', 'CIP Conference', 'Other Events', 'Home Affiliate', and 'Other Affiliate'. Below the form is a table of submitted Learning Units, which is circled in black. The table has columns for 'Description & Provider', 'Date', and 'Learning Units' (Organized and Individual).

Description & Provider	Date	Learning Units	
		Organized	Individual
Participation on Council (Secretary/CPL Committee Member) -	12/08/2008		5.00
MBAGM08-01 / Panel Discussion - Real Estate Trends - AGM	11/06/2008	1.00	
MBAGM08-2 / Commentary - Glen Murray - AGM	11/06/2008	0.50	
Infill Development Guidelines - City of Winnipeg			1.00

**Next Step: Keep learning and keep reporting!!!**