

CONTINUOUS PROFESSIONAL LEARNING

GUIDE



Serving Alberta, Northwest Territories and Nunavut

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) and the CIP website (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.

"PTIA" means Provincial & Territorial Institutes & Associations [formerly Affiliates]

*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 LUs of Structured activities. The other learning units can 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 Provincial CPL Standards

CIP has set standards regarding continuous professional learning and the PTIA has embraced the standards with some regional variation. The intent of the national standards is to ensure consistency and portability across Canada. The intent of setting variations by an Institute or Association 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

CPL is recorded as Learning Units (LU's). One LU represents one hour of approved professional learning activity. LUs cannot be recorded for time spent in registration, travel, health breaks or social gatherings.

3.2 a Deadline for Acquiring and Reporting Learning Units

The reporting deadline is the calendar year end of December 31st and will not be extended. To remain a member in good standing, the minimum of 18 LU's for each year must be acquired and reported on or before December 31st.

3.3 Types of Learning Units: Structured and Unstructured

All LUs 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 Provincial Partners, 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 required to be recognized in advance by APPI. 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.

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 30th of the calendar year and will not come into effect until January 1st 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

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

<http://www.albertaplanners.com/professional-development/continuous-professional-learning>

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 correspondence from APPI to confirm that they have met the CPL requirements.

5.2 Non Compliance

A member who is non-compliant with the established criteria of the CPL program at the end of the calendar year shall be removed from the Register of members in Good Standing – effective January 1st of the current year, until she or he complies with the CPL program. APPI will inform these members of their status via email and written correspondence.

The Practice Review Committee shall, by February 28 of each year, review the Continuous Professional Learning records for the previous calendar year of those Regulated Members not in compliance with the CPL program. (Refer to the following graphic).

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

The six month extension to June 30th is in place to give those members not in good standing additional time to acquire and report the learning units retroactively to the previous calendar year. These same learning units may not be used to meet the current year's requirements.

Members remain "not in good standing" until they formally request their membership to be reactivated via confirmation of CPL compliance, submission of a reactivation form and the applicable reactivation fee.

5.3 Re-activation of Membership

Any member remaining in breach of the criteria for the CPL program after June 30th 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).

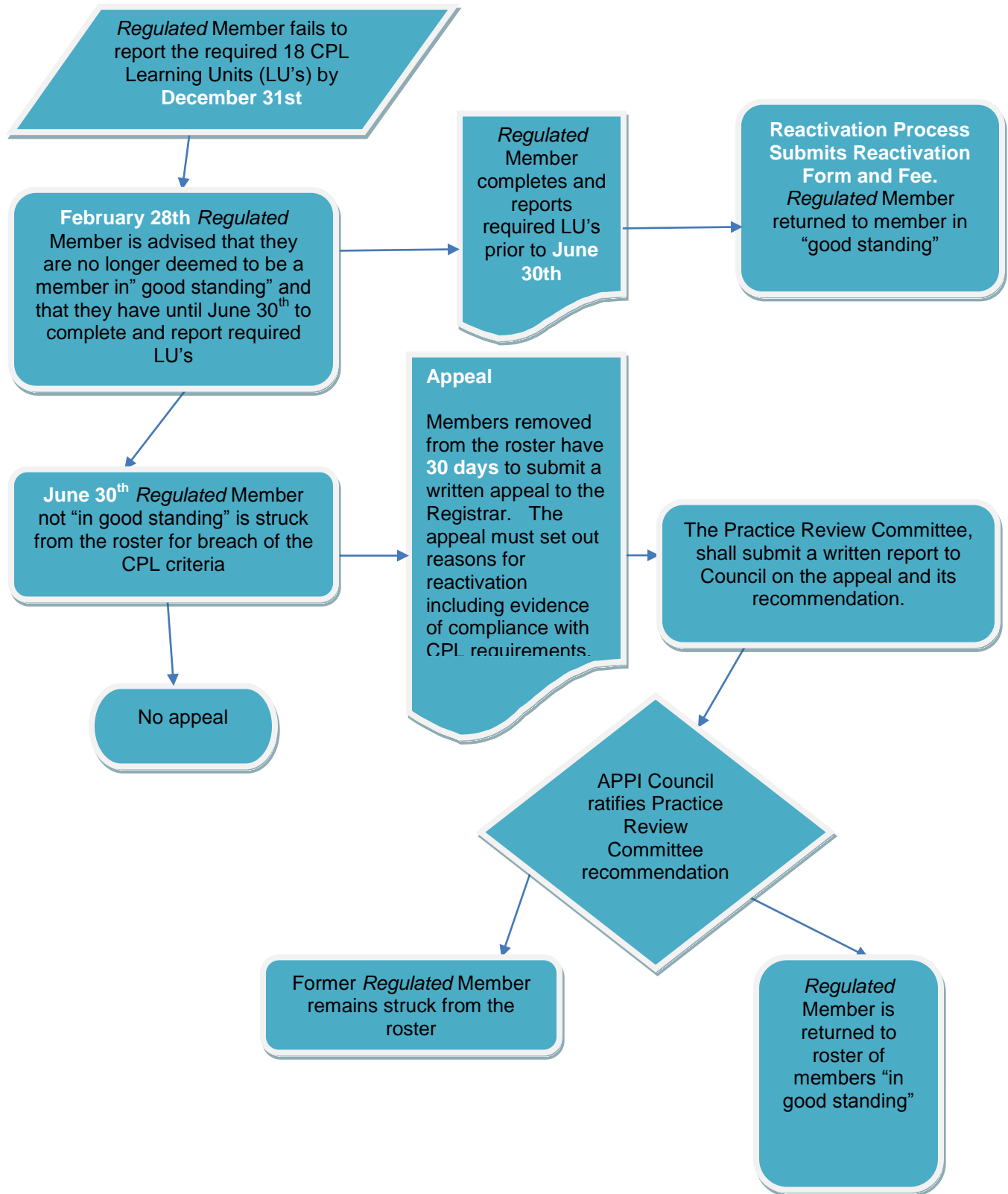
Members who are struck off the Register of the Institute for breach of the criteria for the CPL program after June 30th may not be reactivated, but will need to re-apply as a new Regulated Member of the Institute via the Professional Standards Board and will be required to pay the corresponding assessment/application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

5.4 Process of Appeal

A member who is not reactivated in good standing after June 30th 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:

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

Summary of Enabling Core Competencies

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

Appendix B Steps Required to Report On-Line

Reporting Tips

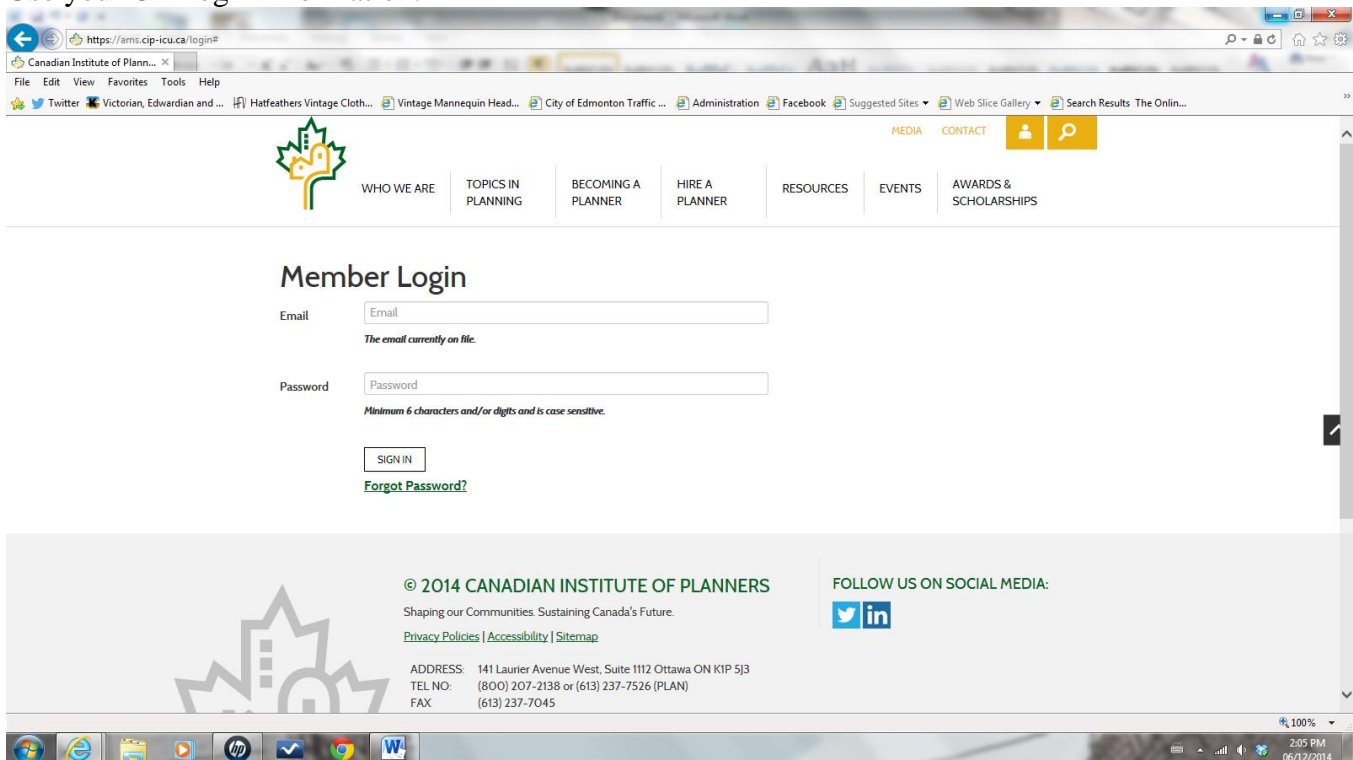
This tutorial provides a few examples of reporting LUs on the CIP website to illustrate the steps that would be required to do so. Here are a few tips for making CPL reporting easier:

1. Take a few moments shortly after acquiring LU(s) for a learning activity and report it online. 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 of 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:

On the CIP website <http://www.cip-icu.ca> log in by clicking on the symbol shown below in black.



Use your CIP login information.



My Member Console

Under **All About Me**, click on **CPL Activities**

https://ams.cip-icu.ca/selfserve#

Canadian Institute of Plann...

File Edit View Favorites Tools Help

Twitter Victorian, Edwardian and ... Hatfeathers Vintage Cloth... Vintage Mannequin Head... City of Edmonton Traffic ... Administration Facebook Suggested Sites Web Slice Gallery Search Results The Onlin...

MEDIA CONTACT

WHO WE ARE TOPICS IN PLANNING BECOMING A PLANNER HIRE A PLANNER RESOURCES EVENTS AWARDS & SCHOLARSHIPS

MY MEMBER CONSOLE

Welcome Vicki Hack! Please use the links below to manage your CIP Membership.

All About Me...

- Profile
- Specialties and Skills
- CPL Activities**
- Current and Past Events

Access CIP's...

- Find a Member
- Jobs, RFPs, RFQs
- Plan Canada
- Canadian Planning & Policy Journal
- Newsletter Archives

Invoices and Receipts

- My Invoices
- My Insurance and Receipts

Member Services

- Member Services and Programs
- Affinity programs: PLI, Home and Auto Life Insurance, VIA Rail
- Products: Seal order forms, kids guide to planning, PPM, Annual Report, By-laws, code of professional practice.

LOGOUT

https://ams.cip-icu.ca/Cpl

100%

2:12 PM 06/12/2014

MY ACTIVITIES

This page shows your current year recorded activities.

https://ams.cip-icu.ca/Cpl#

Canadian Institute of Plann...

File Edit View Favorites Tools Help

Twitter Victorian, Edwardian and ... Hatfeathers Vintage Cloth... Vintage Mannequin Head... City of Edmonton Traffic ... Administration Facebook Suggested Sites Web Slice Gallery Search Results The Onlin...

MEDIA CONTACT

WHO WE ARE TOPICS IN PLANNING BECOMING A PLANNER HIRE A PLANNER RESOURCES EVENTS AWARDS & SCHOLARSHIPS

[Back to My Member Console](#)

CONTINUOUS PROFESSIONAL LEARNING

MY ACTIVITIES

This is where you can record your CPL activities and learning units for the relevant year. Click the ADD button to start a new record, and then enter a very brief description of the activity (including location if relevant), the date it occurred, and the hours/learning units you are reporting. Then click SAVE to finalize the record and return to this page. [Please consult the CIP website for the CPL Guides that apply to your provincial institute.](#)

Note: Only shows activity for CPL year 2014

Description of CPL Activity	Date	Learning Units	
		Organized & Structured	Independent & Self-directed
<input type="checkbox"/> CPAA Conference Sessions	4/14/2014	6.00	0.00
<input type="checkbox"/> Read APPI Planning Journal	12/3/2014	0.00	1.00

ADD EDIT DELETE

100%

2:34 PM 06/12/2014

To report/input/add your continuous professional activities: Click on the **ADD** button at the bottom of the page.

ADD CPL ACTIVITY /EVENTS

If the activity has been organized by CIP or APPI, they are listed in the following drop down menus:

CIP Conference Events

Home Affiliate Events (APPI)

Other Affiliate Events

ADD CPL ACTIVITY

Note: The final date for reporting CPL activities for the current calendar year is December 31.

Description of CPL
Activity:
200 characters or less

Year to Apply Activity
to:

Activity Date:

Mon/Day/Year eg:08/20/2013

Learning Units:

Enter number to nearest quarter hour (i.e. 1.25)

Learning Unit Type:

EVENTS

Select an event from one of the following three lists if you would like the details auto populated.

CIP Conference
Events:

or

Home Affiliate Events:

or

Other Affiliate Events:

Provider:

CANCEL

ADD ANOTHER

SAVE

Here is the **Home Affiliate** – APPI drop down menu. All events are listed alphabetically, with the location (or ABConf and WTPD) first for easy searching.

The screenshot shows a web browser window with the URL <https://ams.cip-icu.ca/Cpl/Add#>. The browser's address bar and tabs are visible at the top. Below the browser window, the website's navigation bar includes links for File, Edit, View, Favorites, Tools, and Help. The main content area features a form with the following fields:

- Activity Date:** A text input field with a red asterisk and a hint "Mon/Day/Year eg:08/20/2013".
- Learning Units:** A text input field with a red asterisk.
- Learning Unit Type:** A dropdown menu with the word "EVENTS" highlighted in green. Below the dropdown, the text "Select an event from or" is visible.
- CIP Conference Events:** A list of events.
- Home Affiliate Events:** A list of events.
- Other Affiliate Events:** A list of events.
- Provider:** A list of providers.

The dropdown menu for "Learning Unit Type" is open, showing a list of events. The events are listed alphabetically, with the location (or ABConf and WTPD) first. The events listed are:

- ABCON14 4B Climate Change Adaptation Planning Panel
- ABCON14 4C Fifty Shades of Grey
- ABCON14 Closing Planery Paying it Forward
- ABCON14 KeyNote:Paul Bedford 'Lifecycle of a Planner'
- APPI Urban Agriculture Course
- Calgary Event - Industrial Land Development in the Calgary Region
- Calgary Event - nextCity Demographics & Development
- Calgary Event Bacon Fest 1
- Calgary Event Bacon Fest 2
- Calgary Event Bacon Fest 3
- Calgary Event Bacon Fest 4
- Calgary Event Bacon Fest 5
- Calgary Event Bacon Fest 6
- Calgary Event Bacon Fest 7
- Calgary Event CIP ReAligns
- Calgary Event EngageHub Tours
- Calgary Event LEED-ND Analysis
- Calgary Event Negotiation Skills for Planners
- Calgary Event Off Site Levies
- Calgary Event Social Justice Encounter 2014 Affordable Housing
- Calgary Event The World of Mixed Use Development
- Calgary Event Walkability Workshop
- Calgary Mentoring Evening
- Edmonton Event - Parking Minimum Requirements
- Edmonton Event Business Revitalization Zone
- Edmonton Event Education Session 1 - Off Site Levies
- Edmonton Event Education Session 2 - How to Write an RFP
- Edmonton Event Night at the Art Gallery of Alberta
- Edmonton Event Planning for LEED Projects
- Edmonton Event Public Art and the Urban Domain

At the bottom of the dropdown menu, there are two buttons: "CANCEL" and "ADD ANOTHER".

The selected **Activity** will populate the **Description of CPL Activity**, **Year to Apply Activity**, **Learning Units** and **Learning Unit Type** fields. Click **Save** or **Add Another**

ADD CPL ACTIVITY

Note: The final date for reporting CPL activities for the current calendar year is December 31.

Description of CPL
Activity:
200 characters or less

Edmonton Event Winter City Design Guidelines *

Year to Apply Activity
to:

2014 *

Activity Date:

11/18/2014 *

Mon/Day/Year eg:08/20/2013

Learning Units:

1 *

Enter number to nearest quarter hour (i.e. 1.25)

Learning Unit Type:

Organized & Structured *

EVENTS

Select an event from one of the following three lists if you would like the details auto populated.

CIP Conference
Events:

Select an Event *

or

Home Affiliate Events:

Edmonton Event Winter City Design Guidelines *

or

Other Affiliate Events:

Select an Event *

Provider:

APPI

CANCEL

ADD ANOTHER

SAVE

To add an activity not provided by CIP or APPI:

Type in the **Description of CPL Activity**, **Year to Apply Activity**, **Learning Units** and **Learning Unit Type** fields. Click **Save** or **Add Another**.

Description of CPL Activity: *

200 characters or less

Year to Apply Activity to: *

Activity Date: *

Mon/Day/Year eg:08/20/2013

Learning Units: *

Enter number to nearest quarter hour (i.e. 1.25)

Learning Unit Type: *

EVENTS

Select an event from one of the following three lists if you would like the details auto populated.

CIP Conference Events: or

Home Affiliate Events: or

Other Affiliate Events:

Provider:

Save. You are returned to the My Member Console with an overview of all of the inputted activities. **To correct or edit an activity** go back to the **My Member Console** and click on that activity to edit:

[Back to My Member Console](#)

CONTINUOUS PROFESSIONAL LEARNING

MY ACTIVITIES

This is where you can record your CPL activities and learning units for the relevant year. Click the ADD button to start a new record, and then enter a very brief description of the activity (including location if relevant), the date it occurred, and the hours/learning units you are reporting. Then click SAVE to finalize the record and return to this page. [Please consult the CIP website for the CPL Guides that apply to your provincial institute.](#)

Note: Only shows activity for CPL year

<input type="checkbox"/>	Description of CPL Activity	Date	Learning Units	
			Organized & Structured	Independent & Self-directed
<input type="checkbox"/>	CPAA Conference Sessions	4/14/2014	6.00	0.00
<input checked="" type="checkbox"/>	Edmonton Heritage Council Seminar	6/26/2014	2.00	0.00
<input type="checkbox"/>	Edmonton Event Winter City Design Guidelines	11/18/2014	1.00	0.00
<input type="checkbox"/>	Read APPI Planning Journal	12/3/2014	0.00	1.00

	Organized & Structured	Independent & Self-directed	Total
Total reported	9.00	1.00	10.00
Carried forward from last year	0	N/A	
Sub-total	9.00	1.00	10.00
Additional required	0.00		8.00

A minimum of 18.00 total Learning Units are required per year. Individual & Self-Directed Learning Units are limited to a maximum of 9.00 per year. Carry Forward is limited to a maximum of 9.00 unused Organized & Structured Learning Units per year, carried forward for no more than one year. That is, unused Organized & Structured Learning Units may not be "banked" or saved for additional future years. All Learning Activities and LUs reported are subject to audit & review.

Input the Provider of the activity in the Provider field and not the description!

EDIT CPL ACTIVITY

Note: The final date for reporting CPL activities for the current calendar year is December 31.

Description of CPL Activity: 200 characters or less	<input type="text" value="Seminar"/>	*
Year to Apply Activity to:	<input type="text" value="2014"/>	*
Activity Date:	<input type="text" value="06/26/2014"/>	*
	<small>Mon/Day/Year eg:08/20/2013</small>	
Learning Units:	<input type="text" value="2.00"/>	*
	<small>Enter number to nearest quarter hour (i.e. 1.25)</small>	
Learning Unit Type:	<input type="text" value="Organized & Structured"/>	*

EVENTS

Select an event from one of the following three lists if you would like the details auto populated.

CIP Conference Events:	<input type="text" value="Select an Event"/>	or
Home Affiliate Events:	<input type="text" value="Select an Event"/>	or
Other Affiliate Events:	<input type="text" value="Select an Event"/>	
Provider:	<input type="text" value="Heritage Council"/>	

<input type="button" value="CANCEL"/>	<input type="button" value="SAVE"/>
---------------------------------------	-------------------------------------

To add an unstructured activity:

Type the information in the **Description of CPL Activity, Activity Date, Learning Units and the Learning Unit Type – Independent & Self-directed**. Save.

ADD CPL ACTIVITY

Note: The final date for reporting CPL activities for the current calendar year is December 31.

Description of CPL Activity: 200 characters or less	<input type="text" value="Self guided art walk"/>	*
Year to Apply Activity to:	<input type="text" value="2014"/>	*
Activity Date:	<input type="text" value="06/20/2014"/>	*
	<small>Mon/Day/Year eg:08/20/2013</small>	
Learning Units:	<input type="text" value="1.5"/>	*
	<small>Enter number to nearest quarter hour (i.e. 1.25)</small>	
Learning Unit Type:	<input type="text" value="Independent & Self-directed"/>	*

EVENTS

Select an event from one of the following three lists if you would like the details auto populated.

CIP Conference Events:	<input type="text" value="Select an Event"/>	or
Home Affiliate Events:	<input type="text" value="Select an Event"/>	or
Other Affiliate Events:	<input type="text" value="Select an Event"/>	
Provider:	<input type="text"/>	

<input type="button" value="CANCEL"/>	<input type="button" value="ADD ANOTHER"/>	<input type="button" value="SAVE"/>
---------------------------------------	--	-------------------------------------

Once the item is saved you will be back at the **MY ACTIVITIES** screen.


Click on **Back to My Member Console** to exit the CPL reporting part of your member record.

[Back to My Member Console](#)

CONTINUOUS PROFESSIONAL LEARNING

MY ACTIVITIES

This is where you can record your CPL activities and learning units for the relevant year. Click the ADD button to start a new record, and then enter a very brief description of the activity (including location if relevant), the date it occurred, and the hours/learning units you are reporting. Then click SAVE to finalize the record and return to this page. [Please consult the CIP website for the CPL Guides that apply to your provincial institute.](#)

Note: Only shows activity for CPL year 2014 

<input type="checkbox"/> Description of CPL Activity	Date	Learning Units	
		Organized & Structured	Independent & Self-directed
<input type="checkbox"/> CPAA Conference Sessions	4/14/2014	6.00	0.00
<input type="checkbox"/> Self guided art walk	6/20/2014	0.00	1.50
<input type="checkbox"/> Seminar	6/26/2014	2.00	0.00
<input type="checkbox"/> Edmonton Event Winter City Design Guidelines	11/18/2014	1.00	0.00
<input type="checkbox"/> Read APPI Planning Journal	12/3/2014	0.00	1.00

	Organized & Structured	Independent & Self- directed	Total
Total reported	9.00	2.50	11.50
Carried forward from last year	0	N/A	
Sub-total	9.00	2.50	11.50
Additional required	0.00		6.50
To carry forward	0.00	N/A	

A minimum of 18.00 total Learning Units are required per year. Individual & Self-Directed Learning Units are limited to a maximum of 9.00 per year. Carry Forward is limited to a maximum of 9.00 unused Organized & Structured Learning Units per year, carried forward for no more than one year. That is, unused Organized & Structured Learning Units may not be "banked" or saved for additional future years. All Learning Activities and LUs reported are subject to audit & review.

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