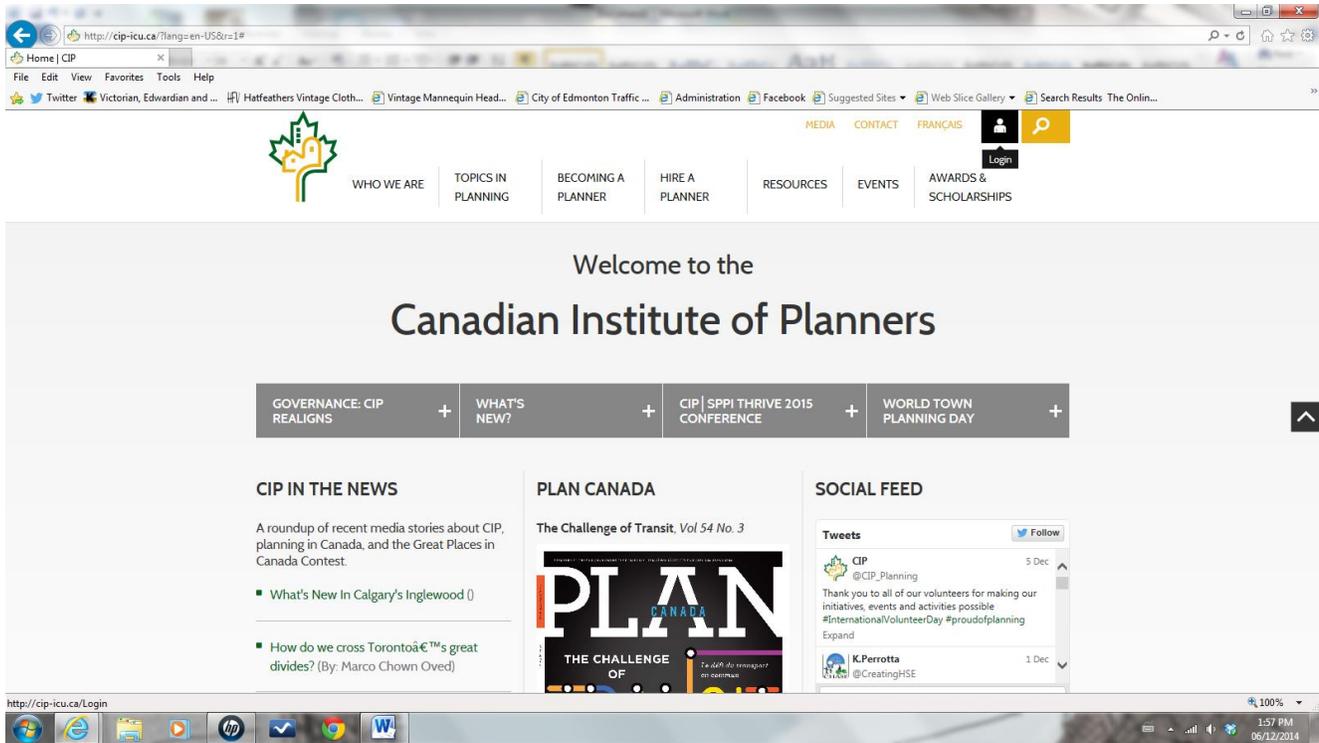
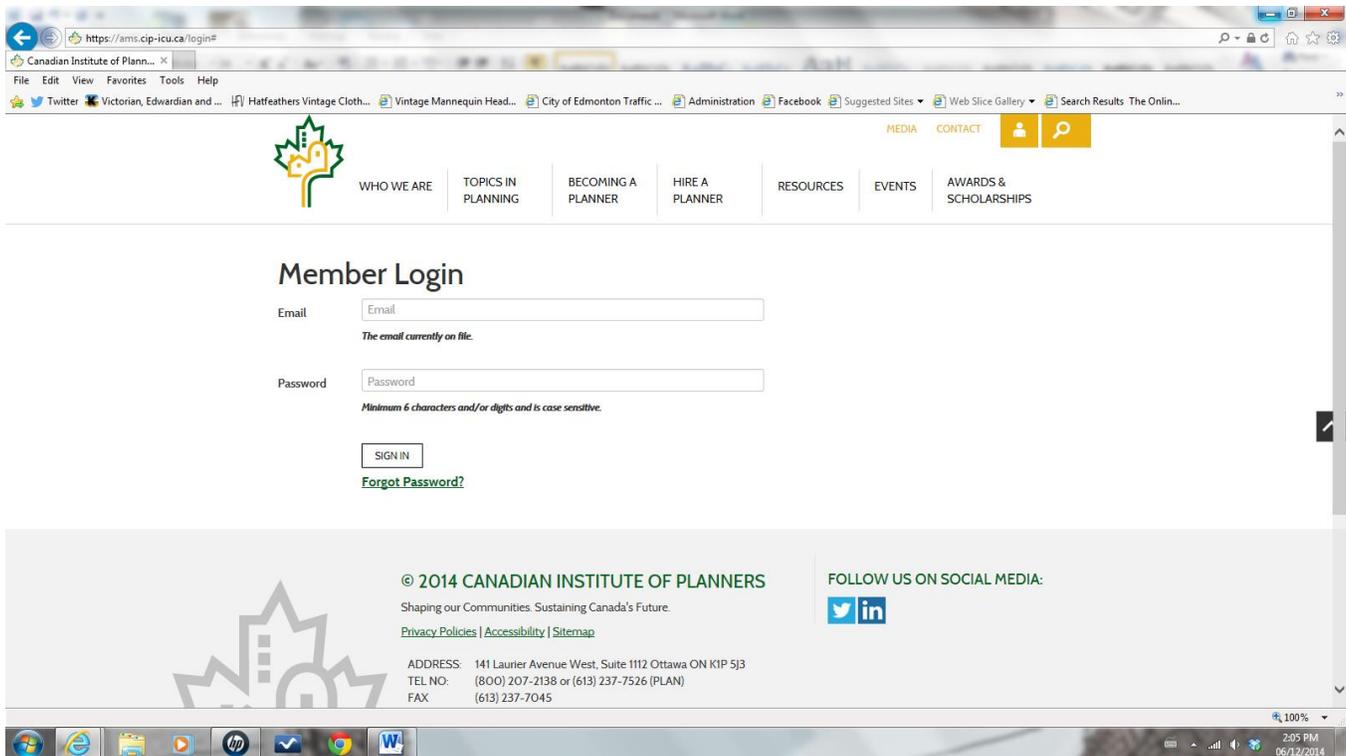


On the CIP website <http://www.cip-icu.ca> log in by clicking on the symbol shown below in black.



Use your CIP login information.



My Member Console

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

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, RFOs
 - 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](#)

My Activities

This page shows your current year recorded activities.

[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](#)

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.

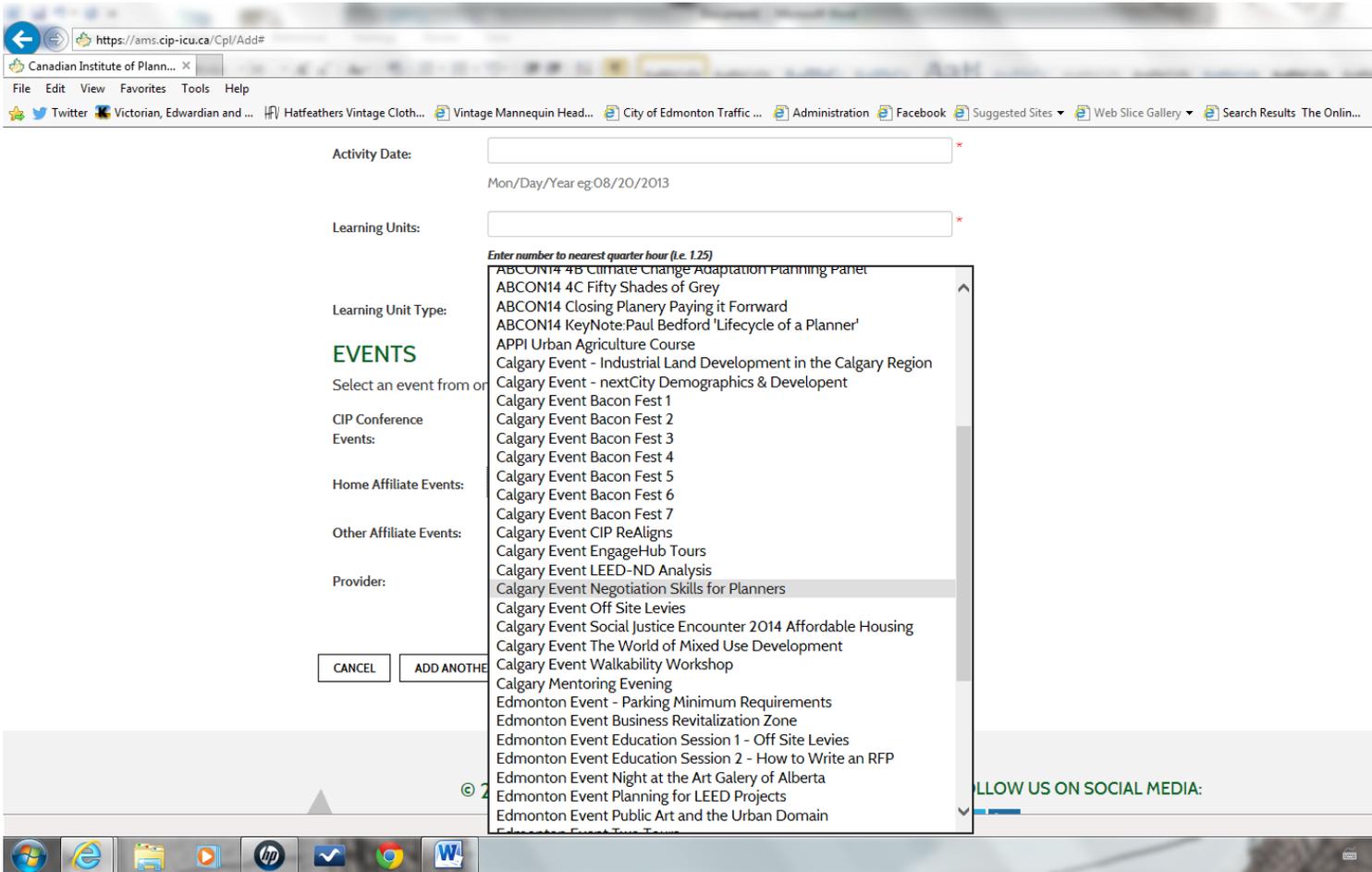
CIP Conference Events:

Home Affiliate Events:

Other Affiliate Events:

Provider:

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 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: <small>200 characters or less</small>	<input type="text" value="Edmonton Event Winter City Design Guidelines"/>	*
Year to Apply Activity to:	<input type="text" value="2014"/>	*
Activity Date:	<input type="text" value="11/18/2014"/> <small>Mon/Day/Year eg:08/20/2013</small>	*
Learning Units:	<input type="text" value="1"/> <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="Edmonton Event Winter City Design Guidelines"/>	or
Other Affiliate Events:	<input type="text" value="Select an Event"/>	
Provider:	<input type="text" value="APPI"/>	

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

To add an activity not provided by CIP or APPI:

Type the information in the Description of CPL Activity

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

Description of CPL Activity	Date	Learning Units	
		Organized & Structured	Independent & Self-directed
<input type="checkbox"/> CIPA 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"/>
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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: <small>200 characters or less</small>	<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"/>	

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.

End of Document