Alberta Professional Planners Institute

Request to Change Member Status from RPP or Candidate Practicing to RPP Or Candidate Non-Practicing

First Name:_____ Last Name:_____

Home Address: _____

(Street)

_____

(City, Province, Postal Code)

_____ _____

(Phone) (Cell)

_____

(Home/Preferred email)

1. **Non-Practicing Eligibility** – In order to be eligible to change from RPP or Candidate practicing status to RPP Non-Practicing or Candidate Non-Practicing status, you must:

   - Be a regulated member Candidate or RPP member in good standing – Good standing means that all existing financial obligations to APPI are paid and the member is fully compliant with APPI's Continuous Professional Learning (CPL) program; and

   - Meet any one of the following additional eligibility requirements, **please check the applicable situation:**
     - □ Currently unemployed due to ill health or disability consideration;
     - □ Currently on a maternity or parental leave;
     - □ Currently attending a full-time post-secondary education program AND not employed in professional planning in any capacity;
     - □ Currently unemployed and actively seeking professional planning work;
     - □ Considering full Retirement (i.e., Non-Regulated Member status) but still uncertain, and not employed in professional planning in any capacity;
     - □ Recently retired; or
     - □ Other (Please specify here _____).

2. **2027 Continuous Professional Learning (CPL) Compliance** – RPP and Candidate members who are approved for a change from Practicing to Non-Practicing status are still subject to all of the rights and responsibilities of regulated members, as entrenched in APPI's bylaws and regulation, including compliance with the CPL program. However, Non-Practicing members may be approved for a CPL reporting exemption upon written request below. All members who do not receive an exemption must acquire and report their CPL credits as usual.

   ☐ ***Yes, I am requesting a 2027 CPL Reporting Year exemption.***

3. **Right to the Registered Professional Planner (RPP) title** – All RRP members approved for Non-Practicing status still retain the right to use the Registered Professional Planner (RPP) title.

4. **Professional Liability Insurance** (PLI) – RPP and Candidate members who are approved for a change from Practicing to Non-Practicing status thereby declare that they will not be engaged in the practice of planning, and therefore they are not required to pay the annual PLI premium. However, Non-Practicing RPP and Candidate members who have been insured under the APPI PLI program for a minimum of two (2) years are still covered under the program, as that program includes a ten-year Extended Reporting Period that is automatically available at no cost or additional premium for Retired and Non-Practicing Members.

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5. **Time Limits** – The maximum time that a RPP or Candidate member may retain Non-Practicing member status is two years. Extensions will only be considered by the Registration Committee in rare circumstances. After the maximum two-year period as a Non-Practicing member, the member may return to RPP or Candidate Practicing status, change to Retired Member (a Non-Regulated class) or resign their APPI membership. (Note: Retired members and those who resign their membership, who later wish to re-acquire RPP or Candidate practicing membership must **re-apply as new members and re-certify**, via the Professional Standards Board, including meeting all certification requirements at the time of the application and payment of all applicable fees.)

6. **2027 Schedule of Member Fees –** APPI members may opt out of CIP membership upon request.

I wish to opt out of CIP membership for 2027: ☐ Yes ☐ No

	APPI Fees including GST	Professional Liability Insurance (PLI)	Total APPI Fees	CIP Fees including GST	Total APPI & CIP Fees
RPP & Candidate Practicing	**$411.20**	**$50.00**	**$461.20**	**$293.46**	**$754.66**
RPP & Candidate Non-Practicing	**$90.90**	**$0**	**$90.90**	**$78.75**	**$169.65**
Retired (Non-Regulated Members)	**$90.90**	**$0**	**$90.90**	**$108.15**	**$199.05**

I, _____ (print name), hereby declare that I am not actively engaged in the practice of professional planning under the Professional Planner Regulation of Alberta.

I undertake to immediately notify the APPI Registrar in writing, if I intend, within the two years allowable time, to resume the practice of planning.

Date Submitted: _____

Signature of Applicant: _____

Personal and commercial information is collected under the authority of the Personal Information Protection Act of Alberta (PIPA). The use of personal and commercial information is limited to administration of applications, program and event registrations and membership management.

Please email this completed form to the APPI Office: office@albertaplanners.com

Form Updated October 2026