

November 4, 2025

### **2025 Continuous Professional Learning (CPL) Reporting Deadline is December 31, 2025**

A reminder that all regulated members (Registered Professional Planners and Candidate members, including Non-Practicing unless they have been applied and been approved for a reporting exemption) are required to report their Learning Units (LUs) for 2025 on or before December 31, 2025. Information on the Continuous Professional Learning (CPL) program is found here [Continuous Professional Learning](#).| [Alberta Professional Planners Institute](#).

As a regulated profession under the Professional Governance Act (PGA), APPI is obligated to ensure that all regulated registrants of APPI abide by the Institute's CPL program, as a demonstration of their commitment to maintain competence in the profession.

### **2024 CPL Annual Review Now Complete and Lessons Learned**

The APPI Registration Committee, who is responsible for overseeing the Institute's CPL program has completed the 2024 annual review of the membership's CPL reporting.

The Committee has identified a number of lessons learned from the 2024 CPL review, which regulated members should keep in mind when reporting their 2025 CPL:

- Candidates preparing for RPP certification may not log as CPL LUs, time preparing, studying or writing the Ethics & Professionalism Course or the Professional Examination, or time spent being mentored. Mentors and Sponsors of Candidate members may log the time they spend serving as a mentor and/or sponsor of a Candidate member.
- Members must ensure entries for their time allotted to preparation, research, etc. is not part of their "day job", but rather independent professional learning in furthering their knowledge, understanding, skills and abilities relevant to the theory, methods, and practice of planning.
- Members must enter each course taken as part of a full course or program, and identify the specific hours, event type and category for each course.
- Members may log LUs for time spent volunteering on boards or committees, however, this volunteer time must not be recorded as one entry for the entire year, rather each meeting or volunteer commitment should be separately logged.
- Members must enter the Provider/Author of each event.
- Members are responsible for ensuring that if they have participated in a conference, webinar, etc. through APPI, CIP, or another PTIA, that the same entry was not already uploaded on their behalf by the provider, to avoid the duplicate entry of CPL LUs.

- Members must ensure that the LUs being entered are correctly identified as either structured or unstructured, and that they annually meet the minimum requirement of 9 structured LUs. If unsure, consult the 2025 CPL Guide for clarification and examples.

## Eligible CPL Learning Opportunities that can be Logged

Members have great flexibility in acquiring and logging CPL opportunities including those offered by APPI, CIP and external providers, as long as that learning develops competence in the core competencies for the planning profession.

- Volunteering on boards, committees or task forces
- Mentoring and sponsoring Candidate members
- Reading planning related materials for example Plan Canada or PLAN NW
- Listening to podcasts
- Taking University courses that enhance your planning competence
- Attending events, conferences, workshops and participating in webinars
- Participating in the virtual World Planning Day conference November 7, 2025 which is complimentary. For more information or to register click here [Webinar Registration - Zoom](#)
- Watching the live stream and/or session recording from the 2025 APPI Conference FRESH FOCUS Ignite Your Creativity. The recordings are available for purchase here: [APPI Conference Recording Package](#)

Additional learning opportunities may be found:

[Resources | Alberta Professional Planners Institute](#)

[Video Library | Alberta Professional Planners Institute](#)

[CPL HUB – Canadian Institute of Planners \(CIP\)](#)

[List of Current Events | Alberta Professional Planners Institute](#)

### APPI Mission Statement

We are the face of the planning profession within Alberta, Northwest Territories and Nunavut.  
We serve the public interest by providing regulation, advocacy, promotion and services for our members.

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