CONTINUOUS PROFESSIONAL LEARNING

GUIDE

APPI
Alberta Professional Planners Institute

Serving Alberta, Northwest Territories and Nunavut

PREAMBLE

This Guide has been prepared to assist Regulated Members of the Institute in their reporting of learning units to fulfill mandatory Continuous Professional Learning (CPL).

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 Guide.

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

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 who has paid all dues, levies and other assessments owing within a period 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.
>
> **"PTIA"** means Provincial & Territorial Institutes & Associations [formerly Affiliates]

*The Professional and Occupational Associations Registration Act of Alberta Revised Statutes of Alberta 2000 Chapter P-26 Current as of November 16, 2022
*The Professional Planner Regulation 115/2010 with amendments up to and including Alberta Regulation 86/2018
*APPI Bylaws 2010/Amendment 2017
Official Documents | Alberta Professional Planners Institute (albertaplanners.com)

TABLE OF CONTENTS

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 certified members' right to title, the Institute must ensure that all Regulated Members are participating in Continuous Professional Learning (CPL). The Professional Planner Regulation of POARA, the Canadian Institute of Planners (CIP) Code of Professional Practice, and APPI's Professional Code of Practice, 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   Required Numbers of Learning Units

The required number of Learning Units (LU's) for each reporting cycle (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 Guide. Responsibility is on the Regulated Member to report acquired learning units.

1.3   Temporary Exemptions

Temporary exemptions to this obligation may be granted by APPI. An exemption may be considered for medical leave, parental leave, and temporary leave of up to two calendar years from the practice of planning.

Submit your request for exemption in writing to the APPI office. [Changing Member Status and Transfers | Alberta Professional Planners Institute (albertaplanners.com)](#)

1.4   National Continuous Professional Learning Standard for the Planning Profession in Canada

The Planning Profession in Canada has committed to mandatory Continuous Professional Learning (CPL) as an ongoing requirement of professional membership.

The National CPL Standard sets and summarizes the minimum CPL standard that professional members must adhere to and that each PTIA must maintain and uphold. The intent of the national standards is to ensure consistency and portability across Canada. PTIAs may develop and define their own CPL program, policy manual, and practices, providing that they adhere to this minimum National CPL Standard.

[Continuous Professional Learning | Alberta Professional Planners Institute (albertaplanners.com)](#)

2.0   DESIGNATED COMPETENCIES

2.1   Competencies

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 should use the core competencies to guide their learning choices.

The APPI Competencies have been developed to assist members in their learning endeavors. There are two categories of core competencies that all Regulated Members shall strive to achieve. They are:

a) functional core competencies defined as the common knowledge and skill base of all regulated members; and,

b) enabling core competencies 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 Professional Code of Practice.

Refer to APPENDIX A

3.0   PROFESSIONAL LEARNING UNITS AND LEARNING ACTIVITIES

3.1   Continuous Professional Learning

The Continuous Professional Learning Program accommodates members' professional learning interests. The purpose of professional learning activities is to engage Regulated Members in furthering their knowledge, understanding, skills and abilities, relevant to the theory, methods, and practice of planning. Learning activities must be outside a members' normal day-to-day professional work.

Resources available to members:
[Other Learning and Related Organizations | Alberta Professional Planners Institute (albertaplanners.com)](#)
[Video Library | Alberta Professional Planners Institute (albertaplanners.com)](#)
[CPL HUB – Canadian Institute of Planners (CIP) (cip-icu.ca)](#)

Candidates preparing for RPP certification via courses and mentoring does not qualify for any type of CPL learning units.

3.2   Learning Units

CPL is recorded in Learning Units (LU's). One LU represents one hour of professional learning activity.

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.

Unstructured LU's are derived from activities that are independent. 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.

3.3   Learning Units Required in a Reporting Cycle

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 must be rounded to the nearest increment of 15 minutes = 0.25 LUs (no less).

A minimum of 9.0 LU's must be Structured. The remaining number of LU's can be any combination of Structured and Unstructured. However, only a maximum of 9.0 Unstructured LU's may be reported and can not be carried forward.

A maximum of 9.0 Structured LU's can be carried forward to the next reporting cycle and is calculated by the reporting system.

3.4   Activities that Support Continuous Professional Learning

Examples of Activities Deemed to be Structured Learning Units
Participation and/or Attendance may be in-person or virtual.

Guided walking tours or mobile workshops.
Instructional time for credit courses.
Organized lectures/workshops/seminars.
APPI/CIP/APA and planning related professional conference sessions/tours/workshops.
Presenting lectures/workshops/seminars/conference sessions
Organized professional community outreach

Delivering planning courses/lectures and training sessions
Writing planning articles, books and reports for academic/professional publication
Participation on professional, civic, advisory Boards and Committees (outside regular work duties)
Volunteering on APPI/CIP Council, committees, task forces, including mentoring Candidate members through the RPP certification process
Volunteering on other boards, committees, or task forces
Note: This does not exclude special in-house workplace professional development or training activities during work time that are outside of and beyond a member's normal day-to-day professional work activities, e.g., employer organized in-house educational sessions, webinars, workshops, etc.

Examples of Activities Deemed to be Unstructured Learning Units

Self-directed research (e.g. web, literature, interviews)
Critical readings/reviews
Self-guided tours, site visits and related discussions or deliverables
Research and preparation of lectures/workshops/seminars/conference sessions materials
Research and development of training materials and professional education tools

4.0   ONLINE REPORTING

Learning units are reported via the APPI CPL reporting portal on the CIP website: Member Login – Canadian Institute of Planners (CIP) (cip-icu.ca).

Refer to APPENDIX B in this guide and the APPI website for the steps to login and use the reporting system.

5.0   COMPLIANCE

5.1   Recognition of Achievement

Regulated members are able to access their CPL Activity records to confirm that they have met the CPL requirements via the CIP website and APPI portal http://www.cip-icu.ca.

5.2   Non-Compliant as of January 1st

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 they comply with the CPL program. The Registrar will inform CPL non-compliant members of their status via email in the beginning of January, that:

- They are not compliant with the mandatory CPL program.
- They are now deemed a member not in good standing.
- If they do not meet the mandatory CPL program requirements by February 28, they will be subject to the reactivation process and payment of the applicable reactivation fee as per 5.3.

In order to comply with the CPL program, non-compliant members may acquire and report learning from January 1 to February 28, and apply those learning units retroactively to the previous reporting cycle. These same learning units may not be used to meet the current year's requirements. Members remain not in good standing until they advise the Registrar, via email, that they have met the CPL requirements, and the Registrar confirms via email that they have met the CPL requirements and have been returned to member in good standing status.

5.3   Re-activation Process after February 28

Any member remaining in breach of the criteria for the CPL program after February 28th of each year will be subject to the formal reactivation process. All requests for reactivation must be submitted in writing to the Registrar, for review and written approval and must include:

- Submission of the applicable re-activation form and proof that they have met the CPL reporting requirements.
- Remittance of the applicable reactivation fee plus GST as determined by Council annually.

CPL non-compliant members may acquire and report learning from January 1 to June 30th and apply those learning units retroactively to the previous reporting cycle. These same learning units may not be used to meet the current year's requirements. Members remain not in good standing until they advise the Registrar, via email, that they have met the CPL requirements, and the Registrar confirms via email that they have met the CPL requirements and have been returned to member in good standing status.

5.4   Removal from Register after June 30th

Members removed from the Register of good standing for non-compliance with the criteria of the CPL program and who does not submit and receive approval for reactivation will be struck from the register of APPI members, as of June 30, in the appropriate year. Following fourteen days' notice from the Registrar, members who are struck off the Register of the Institute for non-compliance with the CPL program after June 30th shall forfeit all membership rights and responsibilities, including the right to the title of Registered Professional Planner (RPP), where applicable.

These same members may not be reactivated as per the process outlined in 5.3 above. A member struck from the Register, who wants to rejoin the Institute at some time in the future, will need to re-apply as a new member via the Professional Standards Board and via the application processes and corresponding assessment/application fees in place at the time of the re-application. Members remain not in good standing until they advise the Registrar, via email, that they have met the CPL requirements, and the Registrar confirms via email that they have met the CPL requirements and have been returned to member in good standing status.

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
• Human Settlement and Community, Regional and Provincial Settings • Influences on Communities	• History of Planning in Canada and other countries	• Government and Legislation • Policies and Application	• Environmental And Sustainable Development Issues • Diversity and Inclusiveness • Functional Integration of Knowledge • Finance and Economics	• Planning Approaches and Focus • Developing Visions and Outcomes • Strategic Information Gathering and Analysis • Obtaining Input and Approvals	• Decision Making and Risk Management • Implementation Plan • Project Management • Finance and Administration • Evaluation	• Emerging Trends and Issues

Summary of Enabling Core Competencies

Critical Thinking	Interpersonal	Communication	Leadership	Professionalism and Ethical Behavior
• Issue Identification • Problem Solving and Decision Making • Research and Analytical • Innovation and Creativity • Political Awareness • Change Management	• Integrity and trust • Diversity and Inclusiveness • Facilitation • Negotiation • Collaboration and Consensus Building • Conflict Management	• Listening • Written, Oral and Visual Presentation • Information and Knowledge • Use of Information Technology • Internal and External Relations	• Vision • Responsiveness and Influence • Team Building • Climate of Excellence • Managing Resources and Results	• Professionalism • Ethical Standards • Continuous Learning

APPENDIX B   Steps Required to Report On-Line

Access your CIP/APPI Member Profile and CPL reporting section on the CIP website, via the APPI portal:

1. Go to the CIP website Canadian Institute of Planners (CIP) – The Voice of Canada's Planning Profession (cip-icu.ca)
2. Click on the APPI logo Member Login – Canadian Institute of Planners (CIP) (cip-icu.ca) and log in.
3. The side menu has 'Record/View CPL Activities', click to continue.
4. Follow the prompts.
5. A minimum of 9.00 structured Learning Units (LU's) must be reported annually.
6. Unstructured Learning units are limited to a maximum of 9.00 per year.
7. You are now able to enter unlimited structured learning units into the current cycle.
8. The carry forward function will apply the maximum of 9.0 reported into next year's cycle.

End of Document