

A Quick Tutorial for reporting mandatory CPL Learning Units on the CIP Website.

API members are required to earn and report a minimum of 18 Learning Units (LUs) per year. There are two types of CPL activities: “structured” and “unstructured”. Of your total CPL activities for a year, a maximum of nine can be for “unstructured” activities, which are self-directed. There is no yearly maximum for “structured” CPL activities, so ALL may be of the “structured” variety. Examples of “structured” activities include conference sessions, Breakfast Seminars, and other activities organized for groups. For many, if not all, of the “structured” activities provided by CIP and its affiliates, LUs are predetermined and loaded on the CIP website for ease of reporting.

If you should obtain more than the required yearly amount of LUs, you can ‘carry over’ up to nine the following year, but this is limited to LUs received for ‘structured’ events only. The on-line reporting system will keep track of the number of LUs eligible for ‘carry over’.

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 on-line. 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 documentation you can keep with your records.
3. Consult the API Continuous Professional Learning Guide [here](#) for assistance calculating LUs for a specific activity.

You will require your Member Name and Password to record CPL activities.

On the CIP website (<http://www.cip-icu.ca/>) log into the “Members Only” area.

Click on the **Learning Net** tab, then the **CPL Reporting** tab

The screenshot shows the website interface for the Canadian Institute of Planners. The browser window title is "The Canadian Institute of Planners - Windows Internet Explorer". The address bar shows the URL: <http://www.cip-icu.ca/web/la/en/pa/16421AF91B85455F8DE2F9010D1D6596/month/2/year/2009/day/99/template.asp>. The website header includes the logo and the text "CANADIAN INSTITUTE OF PLANNERS" with the tagline "Shaping our Communities - Sustaining Canada's Future". A navigation menu on the left lists various services, with "CPL Reporting" highlighted by a red circle. The main content area features a "Welcome to the Learning Net" message and a list of affiliate websites including the Planning Institute of British Columbia, Alberta Association, Canadian Institute of Planners, Association of Professional Community Planners of Saskatchewan, Manitoba Professional Planning Institute, Ontario Professional Planners Institute, Ordre des urbanistes du Québec, and Atlantic Planners Institute. A "Calendar of Events" for February 2009 is also visible.

HI NOAH YAU!
My profile >>
LOGOUT

Update Your Profile
Member Services
Member Search
Employment Services
CIP Events & Conferences
Publications
Recognition Awards
CIP Initiatives
CPL Reporting

Calendar of Events
« FEBRUARY 2009 »
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28

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Next: Click on the **Learning Unit Reporting Form** tab

The screenshot shows a web browser window displaying the Canadian Institute of Planners website. The browser's address bar shows the URL: <http://www.cip-icu.ca/web/la/en/pa/B067521A9A6E48FE92746EE543289F37/template.asp>. The website header includes navigation links for home, affiliates, contact us, and français. The main content area features a logo for the Canadian Institute of Planners and a navigation menu on the left. The 'Learning Unit Reporting Form' link in the menu is circled in red. The main content area displays the 'Continuous Learning Units' section, which includes a welcome message, a list of affiliate links, and a 'Forms' section with links for 'Show Current Year Summary' and 'Learning Unit Reporting Form'. A calendar for March 2009 is visible at the bottom left of the page.

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Publications
Recognition Awards
CIP Initiatives
The Learning Net
CPL Reporting
Learning Unit Reporting Form
Calendar of Events

<< MARCH 2009 >>

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Canadian Institute of Planners: Shaping our Communities - Sustaining Canada's Future

home | affiliates | contact us | français

> members home > the learning net > cpl reporting

Continuous Learning Units

Welcome to the CIP Continuous Professional Learning (CPL) reporting form database! With a few simple steps you will be able to enter and keep track of your learning unit (LU) progress.

Members are responsible for the accuracy of their CPL reports and should maintain supporting documentation (i.e. session/course outline, receipts) for the LUs they are reporting.

THE FOLLOWING INFORMATION IS PROVIDED TO ASSIST YOU IN CALCULATING YOUR LUs. PLEASE NOTE SOME AFFILIATES HAVE DIFFERENT METHODS FOR CALCULATING LUs. YOU ARE STRONGLY ENCOURAGED TO VISIT YOUR AFFILIATES' WEB SITE TO OBTAIN THEIR GUIDELINES.

- Atlantic Planners Institute (<http://www.atlanticplanners.org/About/CPL.htm>)
- Manitoba Professional Planners Institute (http://www.mppi.mb.ca/CPL/MPPI_CPL_Guide_Feb_2007.pdf)
- Association of Professional Community Planners of Saskatchewan (<http://www.apcps.ca/Portals/0/CPL%20PROGRAM%20GUIDE.pdf>)
- Alberta Association, Canadian Institute of Planners (<http://www.aacip.com/members/login.asp>)
- Planning Institute of British Columbia (<http://www.pibc.bc.ca/pdf/CPDS-Guide-Final-Nov03.pdf>)

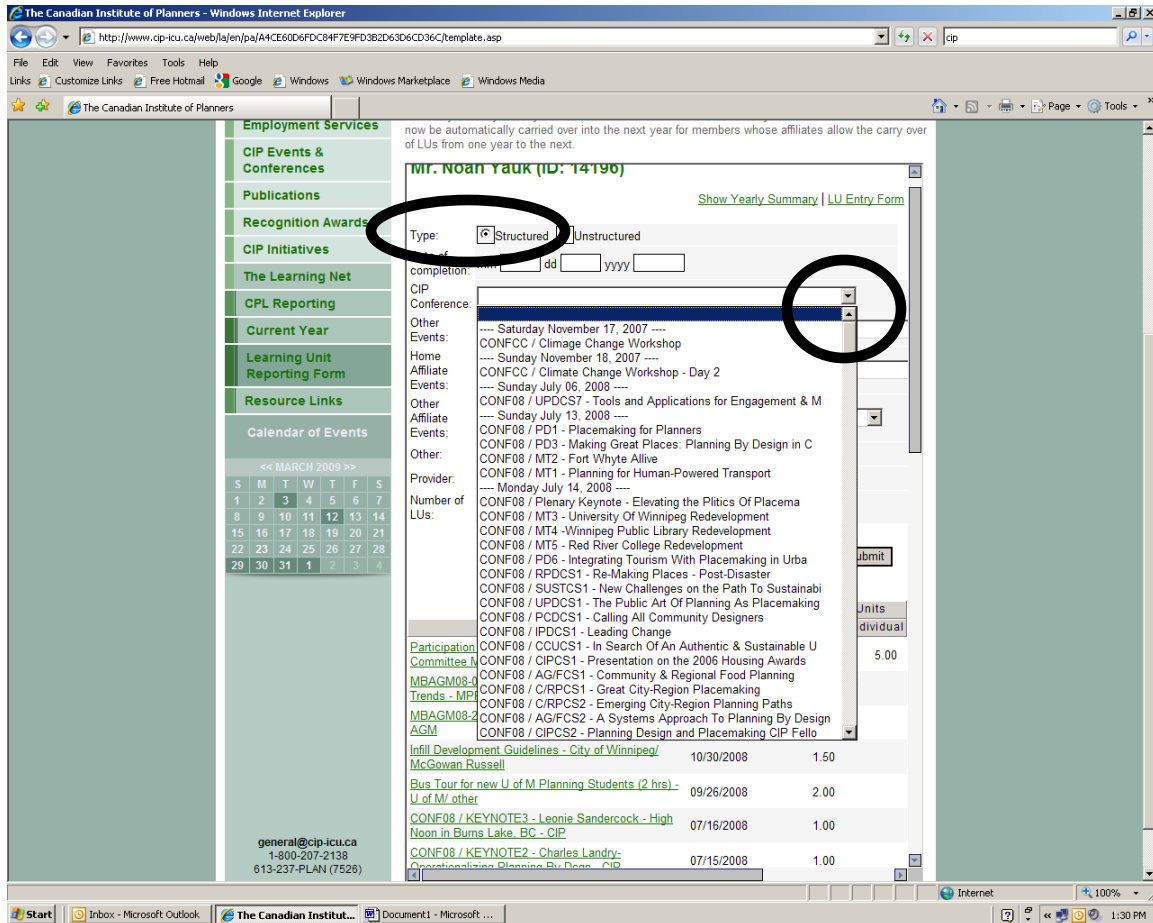
Forms

- Show Current Year Summary**
Displays all LUs entered for the current calendar year.
- Learning Unit Reporting Form**
Enter LUs earned through organized and structured activities by CIP, Affiliates or continuing education courses as well as individual or unstructured LUs for learning activities that do not

Indicate whether the learning units you are entering are **Structured** or **Unstructured** by clicking either option

The screenshot shows a web browser window displaying the Canadian Institute of Planners' reporting form for Learning Units (LUs). The page title is "Reporting form for LUs". The user is identified as "Mr. Noah Yauk (ID: 14196)". The form includes a "Type" field with two radio button options: "Structured" (which is selected) and "Unstructured". A black circle is drawn around these two options. Other fields in the form include "completion", "CIP Conference", "Other Events", "Home Affiliate Events", "Other Affiliate Events", "Other", "Provider", and "Number of LUs". The left sidebar contains navigation links such as "Update Your Profile", "Member Services", "Member Search", "Employment Services", "CIP Events & Conferences", "Publications", "Recognition Awards", "CIP Initiatives", "The Learning Net", "CPL Reporting", "Current Year", "Learning Unit Reporting Form", "Resource Links", and "Calendar of Events". The calendar shows the month of March 2009.

If the Learning Units are **Structured** they may be located in a drop down menu.



For example, CIP Conference sessions are placed on the dropdown menu. Simply click on a session you attended.

Events that are sponsored by CIP or API should appear on the dropdown menus. For all other events you will need to report information about the event manually (title, number of LUs – consult the CPL Guide for assistance to determine the number of LUs an event is worth).

Note that once you have selected the appropriate session, the number of Learning Units has already been generated.

now be automatically carried over into the next year for members whose affiliates allow the carry over of LUs from one year to the next.

MR. NOAH YAIK (ID: 14190) [Show Yearly Summary](#) | [LU Entry Form](#)

Type: Structured Unstructured

Date of completion: mm dd yyyy

CIP Conference:

Other Events:

Home Affiliate Events:

Other Affiliate Events:

Other:

Number of LUs:

Description & Provider	Date	Learning Units	
		Organized	Individual
Participation on MPPI Council (Secretary/CPL Committee Member) - MPPI	12/08/2008		5.00
MBAGM08-01 / Panel Discussion - Real Estate Trends - MPPI - AGM	11/06/2008	1.00	
MBAGM08-2 / Commentary - Glen Murray - MPPI - AGM	11/06/2008	0.50	
Infill Development Guidelines - City of Winnipeg/McGowan Russell	10/30/2008	1.50	
Bus Tour for new U. of M. Planning Students (2 hrs) - U. of M/ other	09/26/2008	2.00	
CONF08 / KEYNOTE3 - Leonie Sandercock - High Noon in Burns Lake, BC - CIP	07/16/2008	1.00	
CONF08 / KEYNOTE2 - Charles Landry: Operationalizing Planning By Design - CIP	07/15/2008	1.00	

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Next, click **Submit** and the Session will be added as Structured Learning Units.

Note: You must repeat these steps for each conference session that you have attended (Hint: When attending a Conference it is helpful to keep a copy of the conference program marked with the sessions you attended).

To record “Unstructured” Learning Units you need to click Unstructured as the Type of Learning Units, then fill in the appropriate information, then click **Submit**. (Hint you may need to consult with the CPL Guide to assess the number of eligible Learning Units eligible for the activity). Unlike Structured Learning Activities, all Unstructured Learning Activities require the amount of LUs to be assessed and entered manually.

The screenshot shows the 'Reporting form for LUs' for Mr. Noah Yauk (ID: 14196). The form is titled 'Reporting form for LUs' and includes a note: 'Please note: Due to the restructuring and merging of the LU reporting forms, your current yearly summary will only show your first nine structured/unstructured LUs. Any LUs over that amount will now be automatically carried over into the next year for members whose affiliates allow the carry over of LUs from one year to the next.' The form fields are as follows:

- Type: Structured Unstructured
- Date of completion: mm [] dd []
- CIP Conference: []
- Other Events: []
- Home Affiliate: []
- Other Affiliate: []
- Other: Participation on MPPI Council (Secretary)
- Provider: MPPI
- Number of LUs: []

The form also has 'Cancel' and 'Submit' buttons. The 'Unstructured' radio button and the 'Participation on MPPI Council (Secretary)' text are circled in red in the original image.

In the example above, volunteer work related to planning is worth Learning Units (The maximum number of LUs for participation on a board, committee, task force, etc is 5 per year, which constitutes more than 20 hours of work/meetings for that role).

Once you have submitted your LUs they will be saved in a detailed list.

The screenshot shows a web browser window displaying the 'Reporting form for LUs' for Mr. Noah Yauk (ID: 14196). The page includes a navigation menu on the left with options like 'Update Your Profile', 'Member Services', and 'CPL Reporting'. The main content area contains a form with the following fields:

- Type: Structured Unstructured
- Date of completion: mm [] dd [] yyyy []
- CIP: []
- Conference: []
- Other Events: []
- Home Affiliate: []
- Number of LUs: []

Below the form is a table listing reported activities. The first row is circled in red:

Description & Provider	Date	Organized	Individual	Units
Participation on MPPI Council (Secretary/CPL Committee Member) - MPPI	12/08/2008			5.00
MBAGM08-01 / Panel Discussion - Real Estate	11/06/2008			1.00
MBAGM08-2 / Commentary - Glen Murray - MPPI - AGM	11/06/2008			0.50
Infill Development Guidelines - City of Winnipeg/	10/20/2008			1.00

Next Step: Go get more activities to report!