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



Use your CIP login information.

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12	O 2014 CANADIAN INSTITUTE OF PLANNERS Shaping our Communities. Sustaining Canada's Future. Privacy Policies Accessibility Sitemap ADDRESS: 141 Laurier Avenue West, Suite 1112 Ottawa ON KIP 5]3 TEL NO: (800) 207-7138 or (613) 237-7526 (PLAN) FAX (613) 237-7045	
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My Member Console

Under All About Me, click on CPL Activities

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	MY MEMBER CON Welcome Vicki Hack!! Please use All About Me • Profile • Specialties and Skills • <u>CPL Activities</u> • Current and Past Events	Access CIP's Access CIP's Find a Member Jobs, RFPs, RFQs Plan Canada Canadian Planning & Policy Journal Newsletter Archives	Membership. Invoices and Receipts • My Invoices • My Insurance and Receipts	Member Services • Member Services and Programs Affinity programs; PL1, Home and Auto, Life Insurance, VAR Rail Products; Seal order forms, kids guide to planning, PPM, Annual Report, By-laws, code of professional practice.	^
		LOG	GOUT		

My Activities

This page shows your current year recorded activities.

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	Back to My Member Console				
	CONTINUOUS PROFES MY ACTIVITIES	SIONAL LEARNIN	IG		
	This is where you can record your CPL activitie enter a very brief description of the activity (in Then click SAVE to finalize the record and retu- institute.	s and learning units for the releva cluding location if relevant), the d rm to this page. <u>Please consult the</u>	nt year. Click the ADD button i ate it occurred, and the hours/ ic IP website for the CPL Guide Note: Only shows a	o start a new record, and then learning units you are reporting. es that apply to your provincial ctivity for CPL year 2014 V	^
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	This is where you can record your CPL activitie enter a very brief description of the activity (in Then click SAVE to finalize the record and retu- institute. Description of CPL Activity CPAA Conference Sessions	s and learning units for the relevant cluding location if relevant), the d inn to this page. <u>Please consult the</u> Date 4/14/2014	nt year. Click the ADD button in tei roccurred, and the hoursy, c CIP website for the CPL Guide Note: Only shows a Learning U Organized & Structured 6.00	o start a new record, and then learning units you are reporting, es that apply to your provincial ctivity for CPL year 2014 v inits Independent & Self-directed 0.000	^
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	This is where you can record your CPL activitie enter a very bird description of the activity in the activity is a constrained of CPL Activity CPAA Conference Sessions Read APPI Planning Journal ADD EDIT	s and learning units for the relevant cluding location if relevant), the d rm to this page. <u>Please consult the</u> Date 4/14/2014 12/3/2014	nt year. Click the ADD button i acti i occurred, and the hours, c CIP website for the CPL Guide Note: Only shows a Learning U Organized & Structured 6.00 0.00	o start a new record, and then learning units you are reporting, st that apply to your provincial ctivity for CPL year 2014 Independent & Self-directed 0.00 1.00	

APPENDIX B – CPL Reporting Tutorial

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:	2014	~	*
Activity Date:			×
	Mon/Day/Year eg:08/20/2013		
Learning Units:			×
	Enter number to nearest quarter hour (i.e. 1.25)		
Learning Unit Type:	Organized & Structured	~	*
EVENTS			
Select an event from or	ne of the following three lists if you would like the details auto popu	lated	L
CIP Conference	Select an Event	~	or
Events:			
Home Affiliate Events:	Select an Event	~	or
Other Affiliate Events:	Select an Event	~	
Provider:			

CANCEL	ADD ANOTHER	SAVE
--------	-------------	------

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: 200 characters or less	Edmonton Event Winter City Design Guidelines		×
Year to Apply Activity to:	2014	~	*
Activity Date:	11/18/2014		*
	Mon/Day/Year eg:08/20/2013		
Learning Units:	1		*
	Enter number to nearest quarter hour (i.e. 1.25)		
Learning Unit Type:	Organized & Structured	~	*
EVENTS			
Select an event from o	ne of the following three lists if you would like the details auto popu	ulated	L
CIP Conference Events:	Select an Event	~	or
Home Affiliate Events:	Edmonton Event Winter City Design Guidelines	~	or

Home Affiliate Events:	Edmonton Event Winter City Design Guidelines	v
Other Affiliate Events:	Select an Event	~
Provider:	APPI	

CANCEL

ADD ANOTHER 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	Edmonton Heritage Council Seminar	*
Year to Apply Activity to:	2014	*
Activity Date:	06/26/2014 Mon/Day/Year eg:08/20/2013	*
Learning Units:	2.0 Enter number to neurest quarter hour (i.e. 1.25)	*
Learning Unit Type:	Organized & Structured	*
EVENTS		
Select an event from o	ne of the following three lists if you would like the details auto p	opulated.
CIP Conference Events:	Select an Event	or or
Home Affiliate Events:	Select an Event	✓ or
Other Affiliate Events:	Select an Event	
Provider:		
CANCEL ADD ANOTH	ER SAVE REMOVE	

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. <u>Please consult the CIP website for the CPL Guides that apply to your provincial</u> institute.

		Note: Only show	rs activity for CPL year 2014 💟
Description of CPL Activity	Date	Learning	g Units
		Organized & Structured	Independent & Self-directed
CPAA Conference Sessions	4/14/2014	6.00	0.00
Edmonton Heritage Council Seminar	6/26/2014	2.00	0.00
Edmonton Event Winter City Design Guidelines	11/18/2014	1.00	0.00
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. Carrief Groward 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 AC	TIVITY		
Note: The final date for re activities for the current of December 31.	eporting CPL calendar year is		
Description of CPL Activity: 200 characters or less	Seminar		*
Year to Apply Activity to:	2014	~	*
Activity Date:	06/26/2014		×
	Mon/Day/Year eg:08/20/2013		
Learning Units:	2.00		*
	Enter number to nearest quarter hour (i.e. 1.25)		
Learning Unit Type:	Organized & Structured	~	*
EVENTS			
Select an event from o	ne of the following three lists if you would like the details auto popu	lated	l.
CIP Conference Events:	Select an Event	~	or
Home Affiliate Events:	Select an Event	~	or
Other Affiliate Events:	Select an Event	~	
Provider:	Heritage Council		

CANCEL SAVE

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.

Self guided art walk	×	
2014	*	
06/20/2014	*	
Mon/Day/Year eg:08/20/2013		
15	*	
Enter number to nearest quarter hour (i.e. 1.25)		
Independent & Self-directed	*	
ne of the following three lists if you would like the details auto popu	lated.	
Select an Event	v or	r
Select an Event	v or	r
Select an Event	~	
	Self guided art walk 2014 06/20/2014 Mon/Day/Year eg:08/20/2013 1.5 Enter number to nearest quarter hour (i.e. 125) Independent & Self-directed ne of the following three lists if you would like the details auto popul Select an Event Select an Event Select an Event	Self guided art walk * 2014 * 06/20/2014 * Mon/Day/Year eg:08/20/2013 * 15 * Enter number to nearest quarter hour (i.e. 125) * Independent & Self-directed * * • Select an Event • Select an Event • Or Select an Event • •

CANCEL ADD ANOTHER

Once the item is saved you will be back at the MY ACTIVITIES screen.

SAVE

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. <u>Please consult the CIP website for the CPL Guides that apply to your provincial institute</u>.

		Note: Only show	vs activity for CPL year 2014 💌	
Description of CPL Activity	Date	Learnin	ning Units	
		Organized & Structured	Independent & Self-directed	
CPAA Conference Sessions	4/14/2014	6.00	0.00	
Self guided art walk	6/20/2014	0.00	1.50	
Seminar	6/26/2014	2.00	0.00	
Edmonton Event Winter City Design Guidelines	11/18/2014	1.00	0.00	
Read APPI Planning Journal	12/3/2014	0.00	1.00	

ADD EDIT DELETE

	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