

Continuous Professional Learning (CPL) Reporting Deadline December 31, 2024

All regulated members (Registered Professional Planners and Candidate members, including Non-Practicing) are required to report their Learning Units (LUs) for 2024, on or before December 31, 2024. For information on the CPL program click here: [Continuous Professional Learning | Alberta Professional Planners Institute \(albertaplanners.com\)](https://www.albertaplanners.com/cpl).

The CPL program demonstrates to the public and the Government of Alberta that the Institute is taking steps to ensure planning professionals are committed to ongoing professional learning, and to maintaining the highest standards of skills, knowledge and professionalism. Compliance is the responsibility of each regulated member. APPI's CPL program is flexible, and members can easily acquire their LUs via a variety of providers virtually or online at little or no cost. CPL activities do NOT have to be provided by APPI or CIP, to qualify to be reported as structured or unstructured learning. For more information on how to report your CPL LUs for 2024 click [Reporting CPL Units | Alberta Professional Planners Institute \(albertaplanners.com\)](https://www.albertaplanners.com/cpl-reporting).

Reporting Limitations Removed - Please note there is no longer a limit on the number of LUs that can be reported in any one cycle.

CPL Carry Forward Upgrade - The CPL reporting tool has recently been upgraded to automatically calculate the carry forward of eligible and applicable learning units (LUs) from one cycle to the next. The carry forward function will now automatically be applied to your reported 2023 CPL, such that any surplus structured LUs entered in the 2023 reporting cycle, will now be carried forward to the 2024 reporting cycle, to a maximum of 9 structured LUs.

For the 2024 reporting cycle, the carry forward function will also be activated to ensure that surplus structured LU's reported in 2024, are automatically carried forward to the 2025 reporting cycle. Please note that the 2025 CPL reporting cycle will not be opened up for reporting until January 1, 2025, to ensure that no LUs are double entered.

Surplus 2023 LUs reported in the 2024 Cycle - If you reported surplus LUs acquired in 2023 into the 2024 reporting cycle, as previously instructed to do, please note that those LUs have been moved back to the 2023 cycle in which they were acquired. This was necessary to ensure that the carry forward function would properly calculate your eligible LUs to be carried forward and moved to the 2024 reporting cycle.

Verifying your Personal CPL Record – Given the enhancements to the CPL reporting tool, we encourage you to review your CPL reporting for the 2023 and 2024 cycles to ensure that your CPL is accurately recorded, and in the correct reporting cycles, and that there are no duplicate entries, in particular for any CPL earned with CIP or APPI, that many have been automatically uploaded. If you have any questions about your personal CPL reporting activity, or clarification about the CPL program, please contact the APPI office at admin@albertaplanners.com.

National Conference LUs Upload – If you were a delegate at the National Conference, the CPL that you acquired was uploaded to your record by the end of August 2024. If any of your conference LUs are missing, please self-report these. Please do not double enter your LUs.

If you are experiencing a life change or challenge, that may prevent your ability to comply with the CPL program and would like to inquire about special consideration to reduce CPL reporting requirements, or if you require clarification about the CPL program or the reporting of your CPL, please contact admin@albertaplanners.com.

[Changing Member Status and Transfers | Alberta Professional Planners Institute](#)
(albertaplanners.com).

Has your Address or any other Contact Details changed?

Click [here](#) to update your home or employer contact information for APPI and CIP, and return the completed form to office@albertaplanners.com.

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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