

CPL QUICK REFERENCE GUIDE

The following outlines the most common Continuous Professional Learning (CPL) activities and the types of applicable Learning Units (LUs) to be applied. Refer to the full CPL Guide for more details.

CPL Reporting is Mandatory for all Regulated Members (Candidate and RPP)

A total of 18.0 LUs is required annually, and a minimum of 9.0 LUs must be structured.

1.0 hour of learning activity = 1.0 LU and must be rounded to the nearest increment of 15 minutes = 0.25 LUs

Learning Activities must be outside a member's normal day-to-day compensated professional work.

Candidate members engaged in the RPP certification process may NOT log CPL LUs for the time spent being mentored, logging work experience, preparing or writing the Ethics & Professionalism Course of the Professional Examination.

RPP members may log time spent mentoring and sponsoring a Candidate member through RPP certification.

Report as you go – do not wait until the end of the year.

STRUCTURED

Are derived from activities that include any interactive and organized courses, meetings, seminars, and workshops that are either provided by APPI, CIP and/or its Provincial Partners, or by an external provider. Participation and/or attendance may be in-person or virtual.

Activity	
Guided walking tours or mobile workshops	Delivering planning courses/lectures and training sessions
Instructional time for credit courses	Volunteering on APPI/CIP Council, committees, task forces
Organized lectures/workshops/seminars/webinars	Participation on professional, civic, advisory Boards and Committees (outside regular work duties)
Planning related professional conference sessions/tours/ workshops	Volunteering on other boards, committees, or task forces in which capacity is acquired in the competencies for professional planning
Presenting lectures/workshops/seminars/conference sessions/courses/lectures/training	Organized professional community outreach
Special in-house workplace professional development or training activities (e.g., employer organized in-house educational sessions, webinars, workshops) during work time that are outside of and beyond a member's normal day-to-day professional work activities	

UNSTRUCTURED

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.

Activity	
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	Writing planning articles, books and reports for academic/professional publications