



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

Introduction & Preamble:

The Planning Profession in Canada has committed to mandatory Continuous Professional Learning (CPL) as an ongoing requirement of professional membership. Mandatory CPL demonstrates to the public and the entities responsible for the regulation of labour in each province / territory (where applicable) that the planning profession and professional members of the Provincial and Territorial Institutes and Associations (PTIAs) will maintain competency on a continuous basis, and will remain current with contemporary theory, methods, and practice within the profession.

This National CPL Standard sets and summarizes the minimum CPL standard that professional members must adhere to and that each PTIA must maintain and uphold. PTIAs may develop and define their own CPL program, policy manual, and practices, providing that they adhere to this minimum National CPL Standard...

National Continuous Professional Learning (CPL) Standard:

Standard Item:	Definition & Details:
1. <i>General Continuous Professional Learning (CPL) Requirement:</i>	All Candidate and Registered Professional Planner (RPP/LPP) members are <i>required</i> to undertake and report a minimum of Continuous Professional Learning (CPL) activities to their respective PTIA per reporting cycle.
2. <i>Minimum CPL Requirements:</i>	Applicable members are required to undertake and report a minimum equivalent of 18 Learning Units (LUs) of valid CPL activities per reporting cycle to their respective PTIA. <i>A minimum of 9 LUs of valid CPL activities per reporting cycle must be structured activities, while up to a maximum of 9 LUs of valid CPL activities per reporting cycle may be unstructured activities. There is no minimum requirement for unstructured LUs.</i>
3. <i>Reporting Cycle</i>	A reporting cycle is one regular calendar year - January 1st to December 31st.
4. <i>CPL Carry Forward Allowance:</i>	Members may report more than the minimum required activities and LUs per reporting cycle. Up to a maximum of 9 excess LUs from reported structured CPL activities that are acquired and reported in the current reporting cycle (year), and that are surplus to the minimum required to be reported for the current reporting cycle (year), can be 'carried forward' one cycle (year) and applied to the next reporting cycle. No LUs from reported unstructured CPL activities may be carried forward.
5. <i>Eligible Continuous Professional Learning (CPL):</i>	CPL is intended to build and demonstrate professional competence throughout a member's career and is not restricted to CPL activities directly provided by PTIAs or the Canadian Institute of Planners (CIP). To be reported and accepted as valid CPL, an activity: Must be outside a members' normal day-to-day compensated professional work*, <i>and</i> ; Must reasonably relate to the professional competencies of the planning profession and/or be reasonably relevant or applicable to the individual members' day-to-day professional work as a planner. * This <i>does not</i> 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.

6. Types of Learning Activities & Learning Units (LUs):	<i>Structured CPL:</i> Normally means organized learning that is more formally structured and typically developed and delivered in some organized fashion by a PTIA, CIP, or any other external provider, including but not limited to: conferences, workshops, webinars, lectures, organized/guided tours, etc. <i>Unstructured CPL:</i> Normally means independent or self-direct activities pursued by the member, including but not limited to: volunteer work, reading, self-guided tours, etc. The precise categorization of structured and unstructured activities and LUs is determined by individual PTIAs.
7. Measurement of CPL – Learning Units (LUs):	For most CPL activities 1 hour of active learning equals 1 Learning Unit or LU (measured and rounded to the nearest quarter hour increment, 0.25 LU). For some CPL activities where measuring active learning time is not straightforward, feasible, or applicable (such as for reading, self-guided tours, volunteering, etc.), PTIAs may determine and provide guidance for the assignment of applicable LUs to such activities and may also limit the maximum number of LUs that can be reported by a member for certain CPL activities.
8. CPL Reporting System:	Members will self-report their CPL activities via the shared national Association Management System (AMS) CPL Module (through which PTIAs will save, track, and monitor member CPL reports and records).
9. CPL Reporting Waivers and Exemptions:	Members with extenuating individual circumstances, or with certain membership status circumstances, may apply to their respective PTIA for an exemption or waiver of some, or all, of the CPL reporting requirements for a particular reporting cycle, and such applications will be reviewed, considered, and reasonably granted by the PTIA at its discretion, in accordance with its established policies and practices.
10. CPL Compliance:	Each PTIA shall be responsible for consistent, ongoing monitoring of CPL reporting and for ensuring compliance by members with their CPL policy and program, in accordance with the National CPL Standard. This includes monitoring and enforcing annual reporting, reviewing/auditing member CPL reports and records, and following up with non-compliant members. PTIAs are responsible for removing members from the Register of members in good standing* for those individuals who do not meet the National CPL Standard. The process for removal and reinstatement shall comply with policies in the Membership Policy and Procedures Manual and PTIA policies. * A “member in good standing” means a member who has paid their current year’s member fees, is fully compliant with the most recently completed CPL reporting cycle and is not in violation of any other rights and responsibilities of members within the member class to which they belong.
11. CPL Compliance & Membership Transfers:	PTIAs are responsible for confirming CPL compliance of members who relocate and wish to transfer their membership to another PTIA prior to forwarding the membership transfer and files to the new PTIA. As per the Membership Standards and Policy Manual (MSPM), a member who is not CPL compliant for the most recently completed reporting cycle is not eligible for a transfer (MSPM 4.4.1).