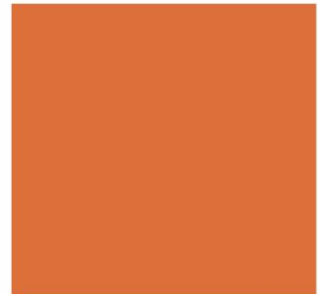
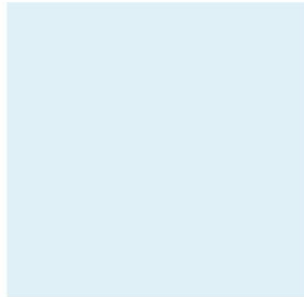




Ontario
Professional
Planners
Institute

Continuous Professional Learning

PROGRAM GUIDE



OPPI CPL Program Guide

TABLE OF CONTENTS

1. A Program for Planners.....	3
1.1 OPPI Continuous Professional Learning Program.....	3
1.2 CPL National and Provincial Roles and Responsibilities.....	3
1.3 OPPI Professional Code of Practice and Enabling By-law	4
1.4 Key Program Information.....	5
2. Professional Learning Activities & Learning Units	5
2.1 Professional Learning Activities.....	5
2.2 Professional Learning Topic Areas.....	6
2.3 Justice, Equity, Diversity and Inclusion	8
2.4 Learning Units	10
2.5 Assigned Learning Units.....	10
3. Reporting CPL Activities.....	12
3.1 CPL Reporting Requirements.....	12
3.2 Online Reporting	12
3.3 Compliance and Exemptions	13
3.4 Reporting Assessment.....	13
3.5 Non-compliance and Disciplinary Action	15
3.6 CPL Audit	15
4. Definitions	17

1. A Program for Planners

1.1 OPPI Continuous Professional Learning Program

The Ontario Professional Planners Institute (OPPI) has mandated a compulsory Continuous Professional Learning (CPL) program for all practicing Full and Candidate members. This membership requirement has been in effect since 2014 and responds to the profession's commitment to maintaining competency on a continuous basis, as well as the public's growing need for assurance that many professionals—planners included—remain current with contemporary theory, methods, and practice within their profession. OPPI's CPL program fits the unique needs of planning professionals in Ontario, while retaining consistency with the national CPL standard, as established by the Standards Committee for the Planning Profession in Canada.

This guide describes the structure, requirements, and reporting procedures of OPPI's CPL program and is intended to be used as a resource by Full and Candidate members to better understand their responsibilities in meeting the program's requirements.

The CPL program is administered by the OPPI Professional Standards & Registration Committee (PS&RC) and is supported by the OPPI Membership staff team. Should members have any further questions or wish to obtain any further information about Continuous Professional Learning, they are encouraged to contact the OPPI Registrar at registrar@ontarioplanners.ca.

1.2 CPL National and Provincial Roles and Responsibilities

OPPI Council is the ultimate approval authority for the CPL program and is responsible for any program changes, including allocation of learning units and disciplinary action. OPPI Council has delegated the administration of the CPL program to its Professional Standards and Registration Committee (PS&RC). OPPI Council is also mandated to offer direction to the PS&RC where special circumstances arise through administration and enforcement of the CPL program. OPPI is committed to ensuring that the CPL program provides value, is realistic and that it meets the needs of OPPI members, regardless of where they practice or their area of specialty.

OPPI Council will work with its national counterparts to ensure consistency and portability of its CPL program across the country.

OPPI's PS&RC oversees the administration of the CPL program, is responsible for drafting and revising the CPL guide, and works in cooperation with other OPPI committees to identify and provide adequate CPL opportunities for Members. The PS&RC oversees CPL program compliance, including an annual random audit of the OPPI membership.

Planning institutes across Canada have developed a framework that serves as a national standard for professional learning. From this framework, they have created programs for professional learning consistent with the national standard.

1.3 OPPI Professional Code of Practice and Enabling By-law

OPPI's [Professional Code of Practice](#) requires members to attain and maintain a high standard of professional competence. This requirement is also enshrined in the [OPPI By-law](#), which requires members to report their Continuous Professional Learning (CPL) activities on an annual basis.

The OPPI *Professional Code of Practice* states, in part:

3.0 The Planner's Responsibility to the Profession and Other Members

The vitality and credibility of the planning profession and of the Institute are reflective of the quality of the Membership. To further the profession, Members will be expected to attain and maintain a high standard of professional competence and conduct, which extends to their relationship with other Members. Accordingly, Members shall:

3.1 Take all reasonable steps to maintain their professional competence throughout their working lives and shall comply with OPPI's continuing professional learning requirements as amended from time to time; [and]

3.3 Maintain an appropriate awareness of contemporary planning philosophy, theory, and practice by seeking and receiving professional education throughout a planning career;

3.4 Contribute to the professional education, mentoring and development of planning students, Members and other colleagues;

To institute mandatory CPL for OPPI members, the membership voted to adopt a program of mandatory CPL (November 30, 2012), and the by-laws of the Institute were amended to include the following clauses:

2.2.7 Maintenance of membership, among other matters requires that:

2.2.7.1 Each Full Member, other than a Retired Member or a Non-Practicing Member, and each Candidate Member shall undertake annual Continuing Professional Learning (CPL) and shall report that CPL to the Institute on an annual basis.

2.2.7.2 Council shall establish rules for activities deemed acceptable as CPL and for the reporting and monitoring of those activities by the Registrar.

2.2.7.3 If a Full Member or Candidate Member is late in completing or reporting required CPL activities, the Institute may establish and require the imposition of a penalty on the member. Such penalty when in the form of a monetary fine or charge shall be deemed a fee for the purposes of Section 2.2.6.2 of this By-law.

2.2.7.4 Prior to revocation of membership for failure to meet required annual CPL activities, a Member shall be provided fifteen (15) days written notice, or such further period as the Registrar may allow in the circumstances, to rectify such default.

1.4 Key Program Information

The CPL program applies to all practicing Full and Candidate Members.

Reporting periods are annual (January 1 to December 31), with each reporting deadline being January 15 of the following year.

The required number of Learning Units (LUs) for each reporting period is 18 LUs, with a minimum of 9 Learning Units of organized & structured activities (as defined elsewhere in this guide).

In recognition that members' access to organized activities may vary from year to year, they may carry **up to 9** excess LUs for organized & structured activities forward for credit in the next subsequent year. Members may not carry forward excess LUs for organized & structured activities for more than one year. Members may also not carry any LUs forward for independent & self-directed activities.

Learning activities do not need to be pre-approved by OPPI to count for credit. Additionally, learning activities do not necessarily need to be directly related to traditional land-use planning to count as acceptable CPL activities that can be reported for credit. Members are expected to use their independent, professional judgment to determine whether an activity is reasonably relevant to the day-to-day work of a professional planner, or to professional planning (broadly conceived). Please see Table A (page 9) with information on eligible CPL activities.

2. Professional Learning Activities & Learning Units

2.1 Professional Learning Activities

The purpose of the CPL program is to engage members in furthering their knowledge, understanding, skills and abilities relevant to the theory, methods, and practice of planning. It is expected that members will actively engage in all manner of professional learning activities and be able to contemplate and reflect upon the new knowledge, skills, or abilities gained from each activity.

The CPL program is intended to accommodate members' diverse professional interests and provide flexibility and access to a range of professional development opportunities.

To achieve this, the CPL program has been designed with two broad categories of learning activity:

a) Organized & Structured Activities

Organized & structured activities include structured courses, presentations, seminars, workshops, webinars, and guided tours that are provided by OPPI, an OPPI District, other planning institutes, by CIP, or by an external provider or group. These would also include different forms of structured, distance education activities, as well as in-house workshops, relevant courses, or "lunch & learn" sessions offered at workplaces. The fact that an employer pays for or provides the activity or allows it to be done on paid time does not disqualify it as CPL. OPPI encourages employers and workplaces to recognize and promote their employees' CPL needs.

Approved January 2024

b) Independent & Self-directed Activities

Independent & self-directed activities are deliberate and educational, yield new knowledge for the individual member, and should apply to the practice of planning. They are generally not organized by a provider, nor do they have any structured delivery or requirements. Examples are civic or professional committees, teaching, reading, and self- designed learning experiences.

Members are reminded that they should use their professional judgment and integrity to report only CPL activities that are meaningful and reflect a concerted effort to enhance skills and knowledge. Table A (page 9) and Table B (page 11) refer to “critical reading,” which is serious, challenging work, not merely casual scanning or perusal of written material.

Activities that are part of a member’s day-to-day work duties cannot be reported for credit. This includes working on projects, attending associated public meetings, etc., even after office hours. However, some reading or research that is triggered by work duties or projects may result in genuine professional learning of much more general applicability, and therefore qualify as legitimate independent & self-directed CPL.

Continuous professional learning for Members who work in academic positions must be undertaken and reported in the same manner as for all other professional members, as outlined in this guide.

Activities that are part of an academic member’s day-to-day work (i.e., regularly scheduled lecturing, teaching regular courses, academic administration, etc.) cannot be reported for credit. However, presentations, conferences, seminars, workshops, volunteer work and other activities that are not part of an academic member’s day-to-day work may be reported for CPL credit.

Unpaid lecturing, studio work, and advising in an academic setting, as well as student mentoring, undertaken by members who are not in academic positions may be reported for credit.

Although this is not part of the formal requirement, OPPI encourages its members to undertake an appropriate mix of CPL activities regarding both the functional competencies (theoretical knowledge) and the enabling competencies (practical skills). Members should also make sure to regularly refresh their knowledge of the core topics of professionalism, ethics, and the public interest. Members are also encouraged to look into new and emerging trends and areas of planning knowledge and practice that arise from time to time.

2.2 Professional Learning Topic Areas

To qualify for Learning Units, the professional learning activity must encompass any topic areas that relate to members’ varied and wide-ranging day-to-day professional planning responsibilities.

Keep in mind the functional and enabling competencies that have been defined nationally for the planning profession, as illustrated and explained in [OPPI’s Competency Tree](#).

The following is an alphabetical list of some subjects that qualify as OPPI CPL program Learning Units:

- Accessibility
- Age-friendly communities
- Agricultural/Environmental Planning

Approved January 2024

- Anti-racism
- Artificial Intelligence (AI)
- Climate Change
- Community Learning
- Community Improvement Plans
- Conflict Resolution and Mediation
- Cultural Planning
- Demographics
- Economy and economic development
- Energy planning
- Engagement
- Environmental Analysis and issues of land use and learning
- Environmental Assessment
- Environmental Law
- Environmental Site Assessment, Brownfield
- Ethics and professionalism
- Government Regulation and Legislation
- Healthy Communities
- Heritage Preservation
- Housing
- Indigenous perspectives, cultures, history, worldviews and/or planning practices
- Infrastructure, Servicing and Phasing
- Justice, Equity, Diversity and Inclusion
- Land Learning/Management
- Land Use
- Management of Planning Projects
- Mapping – GIS
- Official Plans
- Planning Law
- Planning related to Architecture & Landscape Architecture
- Project Management
- Public Input and Analysis
- Regional Planning
- Resource/Environmental Planning & Management
- Rural Planning
- Social Planning
- Site Design and analysis
- Sustainable Learning Practices
- Technology
- Tourism & Recreation Management/Planning
- Transportation & Mobility Planning
- Urban Design / Placemaking
- Urban Planning
- Zoning
- Various workplace skills training/learning (e.g., communication, public speaking, leadership, facilitation, change management, succession planning, specialized technology or software)
- Other relevant topic areas.

Approved January 2024

2.3 Justice, Equity, Diversity and Inclusion

OPPI's [Strategic Plan 2025](#) indicates that one of OPPI's values is to be "Equitable – embodying diversity of all kinds within the profession and communities we serve." This word is used in the sense of real, equal opportunity including removing barriers, as opposed to the word "equality." In the description of the value, "embodying" was chosen to indicate that this value would be actively incorporated into OPPI and what the organization does, while "diversity of all kinds" would include diversity not just in terms of demographic characteristics, but also of viewpoint.

Additionally, OPPI Council continues to implement recommendations that emerged from two separate task force reports in 2019 and 2021: [Indigenous Planning Perspectives](#), and [Anti-Black Racism in Planning](#), respectively. Key components of both task force reports point to the need for continued education of members in these two areas, and speak to education around **equity, diversity and inclusion** as a priority for the planning profession. From time to time, OPPI Council may place emphasis on certain areas of learning. As other priorities come forward, new topics may be added.

**Equality — being equal to all in opportunities, status and rights.*

**Equitable — fairness, or equal opportunity for all in opportunities, status and rights.*

Table A: Eligible Types of Planning-Related CPL

Organized & Structured Activities	Independent & Self-directed Activities
Organized or guided walking tours or guided excursions	Self-guided educational walking tours, site visits, or educational field study
In-person and virtual attendance at formal courses or organized workshops, seminars, lectures, sessions, presentations, and similar activities	Critical readings and reviews of relevant articles, books, or other publications
In-person and virtual attendance at OPPI District Events, OPPI webinars, or OPPI, CIP, APA, and other non-OPPI relevant professional conference sessions	Participation on professional, civic, or community advisory boards and committees (outside regular work duties, and enhancing the member's functional or enabling competencies)
Preparation or presentation of material for lectures, workshops, seminars, conference sessions (volunteer work)	Self-directed research (e.g., web, literature, interviews)
Organized distance or virtual education programs and activities (webinars, online courses, videos of in-person seminars, lectures, etc.)	Volunteering for the Professional Standards Board as a mentor, sponsor, or in any other voluntary capacity
Organized film presentations and documentaries	Volunteering on an OPPI or CIP Council, committee, task force etc.
Organized presentations and activities of professional community outreach (i.e., to schools, community groups, etc.)	Critical review of professional learning materials and tools (videos, multimedia, online self-learning etc.)
Researching and writing professional articles or books for review and publication	
OPPI resources including attendance at District Events, writing articles for <i>Y Magazine</i> , reviewing OPPI Digital Learning, participating in Forum Friday webinars, or the reading Planning Exchange Blog	

This list is not exhaustive, and members are encouraged to go beyond OPPI in finding relevant CPL opportunities, and to be professional and reasonable in claiming credit for them. Members are also welcome to contact OPPI if they are unclear about whether their learning fits within the program.

2.4 Learning Units

Continuous Professional Learning credits are recorded as Learning Units (LUs). They are calculated in two ways:

a) Calculated:

One Learning Unit is normally equivalent to the time spent undertaking the learning activity—where one LU equals one full hour (60 minutes) of appropriate and acceptable professional learning activity. Reporting must be to the nearest quarter hour and acceptable activities must be at least a half-hour in duration (equivalent to 0.5 LUs). For example, a 3½ hour session of learning activity earns a member 3.5 LUs.

Some activities that members register for through the OPPI website may automatically apply LUs to the member's CPL record for that year. *It is the Member's responsibility to verify whether LUs have been applied.* In instances where the LUs are not automatically applied and the member must calculate the LU total, the principle of one full hour being equal to one LU shall be used.

b) Assigned:

For many independent & self-directed activities (and some organized & structured activities), where direct allocation of LUs by time is difficult or not appropriate, approximate equivalent Learning Unit values are assigned. Please see the next section for details.

2.5 Assigned Learning Units

The planning institutes across Canada have agreed that calculating Learning Units by the allocated time would not be appropriate or accurate for several learning activities.

Particular activities, listed in Table A (page 9) below, have been assigned Learning Unit values that have been adopted by OPPI and other planning institutes. This list may be updated annually or as necessary. If undertaking a learning activity where it is not appropriate to calculate by time, but it is not assigned a learning value in Table A (page 9), members are responsible for making their best judgment on the value when reporting.

Table B: Assigned Learning Units

Organized & Structured Activities (LUs)	
Attending a guided tour, field study or guided excursion:	
Full Day	4.0
Half Day	2.0
Less than one Half Day	1.0
Leading a guided tour, field study or guided excursion:	
Full Day	5.0
Half Day	3.0
Less than one Half Day	2.0
Preparation of material for an organized lecture, workshop, seminar, presentation, or conference session	4.0
Researching and writing a professional or academic article for review and organized publication	6.0
Researching and writing a professional or academic book or text for review and organized publication	12.0

Independent & Self-directed Activities (LUs)	
Participation on relevant boards, committees, task forces, or other professional, civic or community volunteerism (outside regular work duties) for one year: NOTE: THESE ARE LEARNING UNITS PER YEAR PER COMMITTEE	
More than 20 hours of meetings/work per year	5.0
Between 5 and 20 hours of meetings/work per year	3.5
Less than 5 hours of meetings/work per year	2.0
Critical reading/review of an academic or professional book/text	3.0
Critical reading/review of a journal, academic or professional article	1.0
Undertaking a self-directed tour, field study, etc.	
Full Day	4.0
Half Day	2.0
Less than one Half Day	1.0

3. Reporting CPL Activities

3.1 CPL Reporting Requirements

All Full and Candidate members are required to earn and report a minimum of 18 Learning Units (LUs) annually, within the calendar year (January 1 to December 31) in which they were earned, recognized as the reporting year. Of the minimum number of LUs required, all 18 can be of the organized & structured variety. However, only half the required LUs, or a maximum of 9, may be reported as independent & self-directed in any reporting period.

In summary:

- 18 LUs Annual Requirement (minimum total)
- 9 LUs Organized & Structured Activities (minimum)
- 9 LUs Independent & Self-Directed Activities (maximum)

Should members report LUs more than the required 18, they may carry forward a maximum of 9 excess organized & structured LUs to the following reporting year. Members may not carry over any independent & self-directed LUs and may not “bank” or carry forward excess organized & structured LUs for more than one year.

3.2 Online Reporting

Members report their CPL activities online. The online reporting format allows members to enter LUs as organized & structured or as independent & self-directed activities. Additionally, members can check their CPL progress in any given year by logging into their [Members-Only Area](#).

Members report the appropriate information, including the date the activity was undertaken, the title of the activity (i.e., name of session, presentation, or course; name of book written or read, etc.), the provider (i.e., OPPI, other organization) if applicable, and the number of LUs calculated or assigned to that activity.

It is recommended that members report their Learning Units over the course of the reporting year, rather than waiting until the January 15 deadline. This will make recalling learning activities easier and will ensure that activities are reported correctly.

Members are encouraged to plan their CPL activities ahead of time. Additionally, it is considered a best practice to keep a written log of any learning activities a member has participated in if they are unable to record them immediately after participation.

Note: It is in a member’s best interest to keep accurate back-up documentation of activities they attended to help ensure there is no discrepancy in the recording process. Additionally, a random audit of a member’s CPL record may be conducted annually by OPPI, and members may be asked to verify certain LUs.

3.3 Compliance and Exemptions

In accordance with the Institute's By-laws, all Full and Candidate members are required to comply with the Continuous Professional Learning and reporting requirements on an annual basis.

Only in certain exceptional circumstances may members have the requirements waived by the Institute. These include:

- Members who are exempt from CPL by virtue of their membership category, including Student, Pre-Candidate, Retired or Lifetime members.
- Non-Practicing Full and Candidate Members are exempt from the CPL requirement for a maximum of five (5) years. For any time spent in the Non-Practicing category beyond this point, the member is expected to adhere to the requirements of the CPL program in effect at that time. Non-Practicing membership is available to any Full or Candidate Member not currently practicing planning for financial gain for reasons including, but not limited to, parental leave, medical leave, or working in a field outside of planning. Requests to move into Non-Practicing membership may be brought to the Registrar.
- For any other requests to be waived from the CPL requirement, members may contact the Registrar to discuss their circumstances and determine if a waiver is warranted. Straightforward requests may be granted by the Registrar, but some requests may require more documentation and a decision by the Professional Standards & Registration Committee (PS&RC).

Further to the Professional Code of Practice, Members should undertake and record CPL continually while they are practicing. Therefore, members who are practicing for only part of a year should generally meet a *pro-rated* or reduced CPL requirement for that year. For instance, a member on parental leave from July to the next June should do approximately half of the CPL requirement for each of those years.

Although Non-Practicing members are not subject to the CPL requirement, if they will or may return to practice, then OPPI strongly encourages them to undertake CPL activities, even if they cannot count or carry forward those Learning Units.

Members who become subject to the CPL requirement partway through a year are exempt from the requirements for that year but must meet the CPL requirement for the next full year. This would apply to members transferring in from another province, or those returning from the Non-Practicing membership category.

If a member obtains excess organized & structured LUs in Year 1, but then are exempt from the CPL requirement in Year 2 (e.g., they are non-practicing), if they return to practice in Year 3, they **cannot** carry forward to Year 3 those LUs from Year 1.

If a member is not required to meet the CPL requirement in Year 1 (e.g., they became a member partway through the year), even if they do record organized & structured LUs, they cannot carry forward any of those as "excess" LUs to Year 2.

3.4 Reporting Assessment

Members will receive an annual status report after the January 15 reporting deadline and after the PS&RC has conducted a reporting assessment. This status report serves as confirmation that a

Approved January 2024

member has or has not fully complied with the CPL requirements for the reporting year, according to OPPI records.

Learning Units should be claimed and reported by members based on their professional judgment and the contents of this CPL guide. As a general rule, OPPI will accept those claims in good faith.

Random audits are performed by the PS&RC annually. More information on the audit can be found in 3.6 CPL Audit.

3.5 Non-compliance and Disciplinary Action

The reporting deadline for each reporting period (year) is the following January 15. Members who complete the necessary requirements for reporting their CPL for the preceding year after this deadline but before April 30 will be required to pay a penalty of \$250, as set from time to time by OPPI Council.

Members who do not report their CPL for the preceding year by April 30, or who have reported it between January 15 and April 30 but have refused to pay the associated penalty, will not be invited or allowed to renew their OPPI membership the next year.

Note: Members who do not meet the CPL requirement for Year 1 by January 15 of Year 2, will be required to pay a penalty of \$250 + HST, **and** to record further activities to meet the CPL requirement for Year 1. If they do not do **both** of these things by April 30 of Year 2, they will not be invited or allowed to renew their memberships for Year 3.

If an individual ends their OPPI membership (due to resignation or failure to pay the annual fee), and that member had been assessed (or could have been assessed) a CPL penalty fee, then that individual's subsequent reinstatement as a member is subject to payment of the outstanding CPL penalty fee (as well as whatever "reinstatement fee" might be in place at that later time). The PS&RC will decide whether to approve a reinstatement application in this or similar circumstances involving CPL non-compliance.

Members who disagree with any OPPI staff decision regarding their CPL requirement or activities or the CPL penalty fee may appeal in writing to the PS&RC. The committee will review and consider the matter and make a final decision.

3.6 CPL Audit

To protect the integrity of the CPL program, educate members on what may constitute a valid CPL entry, and help ensure that members are adhering to their annual CPL requirements, OPPI conducts an annual audit of CPL entries. Much like the CPL program itself, this audit is consistent with the activities of several other regulated professions.

Approximately one to two per cent of Full and Candidate members are randomly selected to be audited each year. The CPL entries of those members from the most recently concluded CPL cycle are first reviewed by OPPI's Membership team and Registrar and are then shared anonymously with the PS&RC for additional review before the results of the audit are communicated individually to each member.

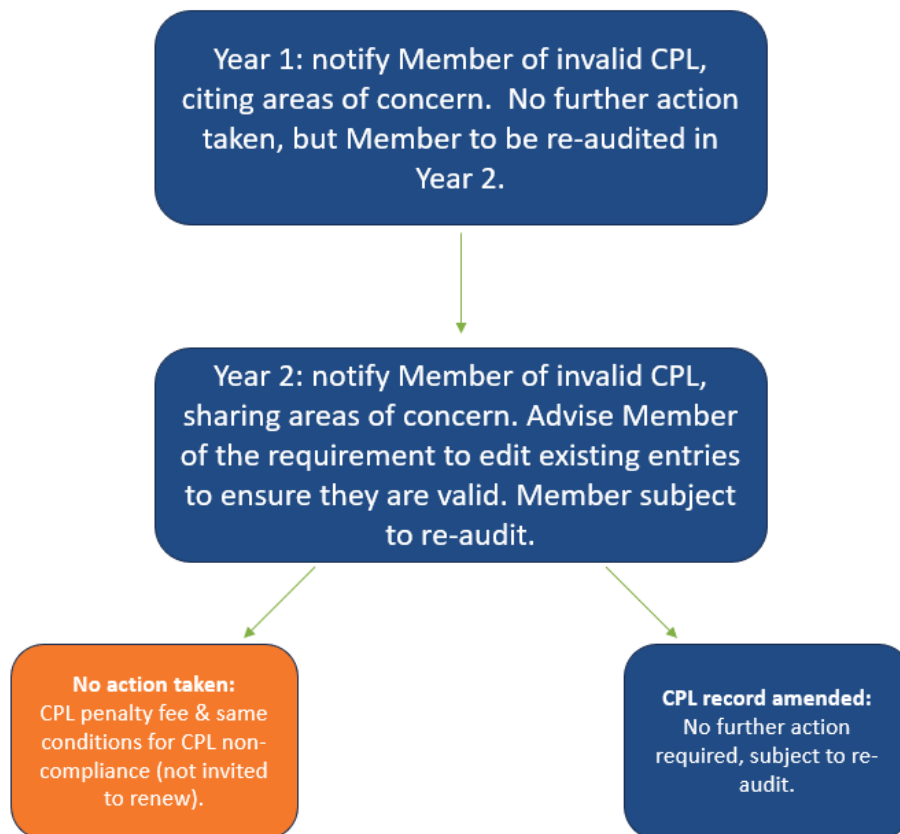
CPL entries are reviewed against the CPL program guide and any entries that do not align with this guide are flagged. In instances where there are no significant findings in a member's CPL claim, members are advised of such, and these members are not re-audited the next year.

In instances where there are some findings with a member's CPL entries, those members are advised and are provided with specific details. These entries are not invalidated; however, these members are subject to a re-audit the following year.

If, upon re-auditing the following year, the member's entries are deemed to still be questionable or invalid, the PS&RC may opt to advise the member that certain entries are invalid and offer them the opportunity to provide a corrected or alternative entry. The member will be given a reasonable period of time to fulfil the outstanding CPL requirements – taking into account how many Learning Units were disqualified, the member's personal circumstances, etc.

If the member refuses, they may become subject to the CPL penalty fee. If the member also refuses to pay the penalty fee, they may become ineligible to renew their membership.

Figure 1: CPL Re-Audit and Penalties



4. Definitions

- **Ontario Professional Planners Institute (OPPI):** The Ontario Professional Planners Institute (OPPI) is the recognized voice of Ontario's planning profession with over 4,700 members who work in government, private practice, universities, and not-for-profit agencies in the fields of urban and rural development, community design, environmental planning, transportation, health, social services, heritage conservation, housing, and economic development. Our student members attend undergraduate and graduate planning programs at six accredited Ontario universities. Members must meet quality practice requirements and are accountable to OPPI and the public to practice ethically and to abide by a Professional Code of Practice. Only Full OPPI members are authorized by the *Ontario Professional Planners Institute Act, 1994*, to use the title Registered Professional Planner (or RPP).
- **OPPI By-law:** [the OPPI By-law](#) is a set of rules established and amended from time to time by OPPI Council, which among other things, includes all membership categories and enables the CPL program.
- **Professional Code of Practice:** All Candidate and Full members of OPPI are expected to adhere to a strict [Professional Code of Practice](#), which outlines ethical practice in the public interest.
- **Registered Professional Planner (RPP):** A Registered Professional Planner is a member who has completed the certification process of the Professional Standards Board (PSB). RPPs are required to adhere to the Professional Code of Practice and are also subject to the annual CPL requirement.
- **Full Member:** A Full member of OPPI is a member who has obtained their certification as an RPP.
- **Candidate Member:** A Candidate member of OPPI is a member who is currently undertaking the process to become certified as an RPP. Candidate members, like Full members, are required to complete the annual CPL requirement.
- **Non-Practicing Member:** A Non-Practicing member is any Candidate or Full member of OPPI who is not currently practicing planning for gain. Reasons may include parental leave, medical leave, working in a non-planning capacity, and more. A member must contact OPPI to be moved to Non-Practicing membership category. Non-Practicing members of OPPI are exempt from the annual CPL requirement for up to five years.
- **Retired Member:** A Retired member is a Full member who is not engaged in the activity of planning for gain, who has applied to be placed on the retired list, and who has been accepted in writing as retired by the Registrar. Retired members are entitled to use the designation RPP (Retired) and are exempt from the CPL requirement.

- **Lifetime Member:** Lifetime membership is granted to a Retired member after meeting criteria established and approved from time to time by OPPI Council. Lifetime members are not eligible to vote or be elected as Director of OPPI Council and must not be practicing planning for gain. Lifetime members are permitted to use only the title RPP (Lifetime) and are granted complimentary membership in recognition of their lifetime of service to the public interest. A Lifetime membership may be revoked by OPPI Council in extenuating circumstances as determined by OPPI Council. Lifetime members are exempt from the CPL requirement.
- **Continuous Professional Learning (CPL):** a mandatory program for all Candidate and Full members of OPPI that responds to the profession's commitment to maintaining competency on a continuous basis, as well as the public's growing need for assurance that many professionals—planners included—remain current with contemporary theory, methods, and practice within their profession.
- **Learning Unit (LU):** A means of quantifying learning activity by OPPI members each year, where one hour of learning activity is equivalent to one learning unit. Members participating in the CPL program are required to claim a minimum of 18 learning units each year.
- **Independent & Self-Directed Learning Units:** Activities are deliberate and educational, yield new knowledge for the individual member and should apply to the practice of planning. They are generally not organized by a provider, nor do they have any structured delivery or requirements. Examples are civic or professional committees, teaching, reading, and self-designed learning experiences. Participating members may claim up to 9 independent & self-directed Learning Units per year.
- **Organized & Structured Learning Units:** Activities include structured courses, presentations, seminars, workshops, webinars, and guided tours that are provided by OPPI, an OPPI District, other planning institutes, by CIP, or by an external provider or group. These would also include different forms of structured, distance education activities, as well as in-house workshops, relevant courses, or “lunch & learn” sessions offered at workplaces. The fact that an employer pays for or provides the activity or allows it to be done on paid time does not disqualify it as CPL. OPPI encourages employers and workplaces to recognize and promote their employees' CPL needs. Participating members must claim a minimum of 9 organized & structured Learning Units per year.
- **Professional Standards & Registration Committee (PS&RC):** Comprised of RPPs, the PS&RC is responsible for professional standards development, oversight, and impact assessment, Continuous Professional Learning standards, and adjudicating on membership application issues at the request of the Registrar.
- **Professional Standards Board (PSB):** In 2012, the Professional Standards Board for the Planning Profession in Canada (PSB) was established to administer the certification process of professional planners on behalf of the Provincial and Territorial Institutes and Associations (PTIAs), which regulate the planning profession across Canada, and the Canadian Institute of Planners (CIP).

- **Standards Committee (SC):** The Standards Committee for the Planning Profession in Canada (SC) was established in 2012 to serve as a joint policy-making body with responsibility to set standards as well as the oversight, maintenance, and revision for the planning profession's certification, accreditation, and ethical standards. The SC is volunteer based, comprised of one professional member from each of the Signatory Parties. The Signatory Parties are the Provincial and Territorial Institutes and Associations (PTIA) (except OUQ) and the Canadian Institute of Planners (CIP). The SC is led by a Chair who is elected by the members of the SC, and secretariat support is provided by the Canadian Institute of Planners (CIP).