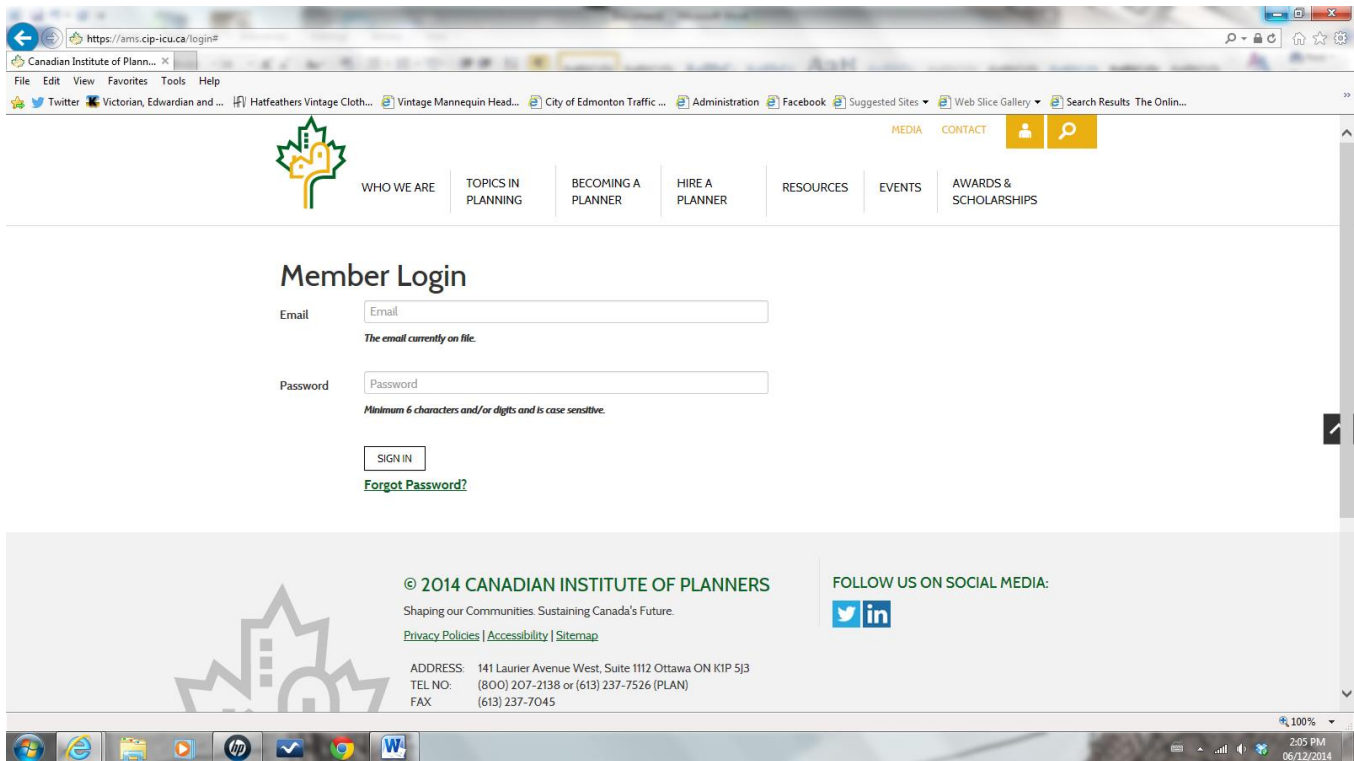


On the CIP website <http://www.cip-icu.ca> log in by clicking on the symbol shown below in black.



Use your CIP login information.



My Member Console

Under **All About Me**, click on **CPL Activities**

The screenshot shows the 'MY MEMBER CONSOLE' page. At the top, there is a navigation menu with links: WHO WE ARE, TOPICS IN PLANNING, BECOMING A PLANNER, HIRE A PLANNER, RESOURCES, EVENTS, and AWARDS & SCHOLARSHIPS. Below the navigation, a welcome message reads: 'Welcome Vicki Hack! Please use the links below to manage your CIP Membership.' The main content area features four colored boxes: 'All About Me...' (green), 'Access CIP's...' (light green), 'Invoices and Receipts' (red), and 'Member Services' (yellow). The 'All About Me...' box contains a list of links: Profile, Specialties and Skills, **CPL Activities** (highlighted), and Current and Past Events. The 'Access CIP's...' box lists: Find a Member, Jobs, RFPs, RFOs, Plan Canada, Canadian Planning & Policy Journal, and Newsletter Archives. The 'Invoices and Receipts' box lists: My Invoices and My Insurance and Receipts. The 'Member Services' box lists: Member Services and Programs, Affinity programs; PLI, Home and Auto Life Insurance, VIA Rail Products; Seal order forms, kids guide to planning, PPM, Annual Report, By-laws, code of professional practice. A 'LOGOUT' button is located at the bottom center of the console area.

My Activities

This page shows your current year recorded activities.

The screenshot shows the 'MY ACTIVITIES' page. At the top, there is a link: [Back to My Member Console](#). The main heading is 'CONTINUOUS PROFESSIONAL LEARNING' followed by 'MY ACTIVITIES'. Below this, a paragraph explains: '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. Please consult the CIP website for the CPL Guides that apply to your provincial institute.' A dropdown menu shows the current year as '2014'. Below the text is a table with columns: Description of CPL Activity, Date, and Learning Units (subdivided into Organized & Structured and Independent & Self-directed). The table contains two rows of activity records. At the bottom of the table are buttons for 'ADD', 'EDIT', and 'DELETE'.

Description of CPL Activity	Date	Learning Units	
		Organized & Structured	Independent & Self-directed
<input type="checkbox"/> CPAA Conference Sessions	4/14/2014	6.00	0.00
<input type="checkbox"/> Read APPI Planning Journal	12/3/2014	0.00	1.00

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 SPPI, they are listed in the following drop down menus:

- CIP Conference Events
- Home Affiliate Events (SPPI)
- 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:

Activity Date:

Mon/Day/Year eg:08/20/2013

Learning Units:

Enter number to nearest quarter hour (i.e. 1.25)

Learning Unit Type:

EVENTS

Select an event from one of the following three lists if you would like the details auto populated.

CIP Conference Events:

Home Affiliate Events:

Other Affiliate Events:

Provider:

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

 *

Year to Apply Activity to:

 *

Activity Date:

 *

Mon/Day/Year eg:08/20/2013

Learning Units:

 *

Enter number to nearest quarter hour (i.e. 1.25)

Learning Unit Type:

 *

EVENTS

Select an event from one of the following three lists if you would like the details auto populated.

CIP Conference Events:

 * or

Home Affiliate Events:

 * or

Other Affiliate Events:

 *

Provider:

CANCEL

ADD ANOTHER

SAVE

To add an activity not provided by CIP or SPPI:

Type the information in the Description of CPL Activity

Description of CPL Activity: *

200 characters or less

Year to Apply Activity to: *

Activity Date: *

Mon/Day/Year eg:08/20/2013

Learning Units: *

Enter number to nearest quarter hour (i.e. 1.25)

Learning Unit Type: *

EVENTS

Select an event from one of the following three lists if you would like the details auto populated.

CIP Conference Events: or

Home Affiliate Events: or

Other Affiliate Events:

Provider:

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. [Please consult the CIP website for the CPL Guides that apply to your provincial institute.](#)

Note: Only shows activity for CPL year

Description of CPL Activity	Date	Learning Units	
		Organized & Structured	Independent & Self-directed
<input type="checkbox"/> CAAA Conference Sessions	4/14/2014	6.00	0.00
<input checked="" type="checkbox"/> Edmonton Heritage Council Seminar	6/26/2014	2.00	0.00
<input type="checkbox"/> Edmonton Event Winter City Design Guidelines	11/18/2014	1.00	0.00
<input type="checkbox"/> 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, 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.

Input the Provider of the activity in the Provider field and not the description!

EDIT CPL ACTIVITY

Note: The final date for reporting CPL activities for the current calendar year is December 31.

Description of CPL Activity: <small>200 characters or less</small>	<input type="text" value="Seminar"/>	*
Year to Apply Activity to:	<input type="text" value="2014"/>	*
Activity Date:	<input type="text" value="06/26/2014"/>	*
	<small>Mon/Day/Year eg:08/20/2013</small>	
Learning Units:	<input type="text" value="2.00"/>	*
	<small>Enter number to nearest quarter hour (i.e. 1.25)</small>	
Learning Unit Type:	<input type="text" value="Organized & Structured"/>	*

EVENTS

Select an event from one of the following three lists if you would like the details auto populated.

CIP Conference Events:	<input type="text" value="Select an Event"/>	*	or
Home Affiliate Events:	<input type="text" value="Select an Event"/>	*	or
Other Affiliate Events:	<input type="text" value="Select an Event"/>	*	
Provider:	<input type="text" value="Heritage Council"/>		

CANCEL	SAVE
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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.

Description of CPL Activity: <small>200 characters or less</small>	<input type="text" value="Self guided art walk"/>	*
Year to Apply Activity to:	<input type="text" value="2014"/>	*
Activity Date:	<input type="text" value="06/20/2014"/>	*
	<small>Mon/Day/Year eg:08/20/2013</small>	
Learning Units:	<input type="text" value="1.5"/>	*
	<small>Enter number to nearest quarter hour (i.e. 1.25)</small>	
Learning Unit Type:	<input type="text" value="Independent & Self-directed"/>	*

EVENTS

Select an event from one of the following three lists if you would like the details auto populated.

CIP Conference Events:	<input type="text" value="Select an Event"/>	or
Home Affiliate Events:	<input type="text" value="Select an Event"/>	or
Other Affiliate Events:	<input type="text" value="Select an Event"/>	
Provider:	<input type="text"/>	

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

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. [Please consult the CIP website for the CPL Guides that apply to your provincial institute.](#)

Note: Only shows activity for CPL year 2014

<input type="checkbox"/>	Description of CPL Activity	Date	Learning Units	
			Organized & Structured	Independent & Self-directed
<input type="checkbox"/>	CPAA Conference Sessions	4/14/2014	6.00	0.00
<input type="checkbox"/>	Self guided art walk	6/20/2014	0.00	1.50
<input type="checkbox"/>	Seminar	6/26/2014	2.00	0.00
<input type="checkbox"/>	Edmonton Event Winter City Design Guidelines	11/18/2014	1.00	0.00
<input type="checkbox"/>	Read APPI Planning Journal	12/3/2014	0.00	1.00

	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.

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