



# SPPI LOG BOOK QUICKFACTS

## Log Books Should...

- 1) Provide a clear and concise overview of the candidate's experience from at least two types of planning work, each of which has extended over a period of at least 6 months.
- 2) Document the candidate's Responsible Professional Planning Experience and demonstrate the candidate's understanding of planning, the process of planning and planning issues.
- 3) Use examples from daily tasks to demonstrate planning competencies.

## Log Books Should Not...

- 1) Be a job description, portfolio or résumé.
- 2) Give actual samples of work such as reports, photos/graphics, plans etc.
- 3) Use jargon/acronyms.
- 4) Be repetitive.

## Helpful Hints:

- Candidates whose position is fully dedicated to Planning can count 100% of their time
- Candidates whose position is partially dedicated to Planning should only count the portion that is related to Planning
- A copy of your log book will be provided to the oral exam committee

## Huh?

Confused?  
Need clarification?  
Contact SPPI.  
Email your questions to  
[info@sppi.ca](mailto:info@sppi.ca)



**REMEMBER** **Planning Means:** The scientific, aesthetic and orderly disposition of land, resources, facilities and services with a view to securing the physical, economic and social efficiency, health and well-being of urban and rural communities.

### Responsible Professional Planning Experience is demonstrated by work that shows:

- 1) Analysis, projection, design or program development which specifically requires consideration of the interrelationships of space and time among resources, facilities and activities and which expresses this consideration in a manner to influence the disposition of land or the allocation of resources, facilities or services;
- 2) A specific relationship to public policies or programs for controlling or influencing the development of communities; and
- 3) A substantive component of initiative, judgment, substantial involvement and personal accountability or definition or preparation of significant elements of the program of work.

## Sponsors...

Confirm that the Candidate's Log Book:

- 1) Provides a fair and accurate representation of responsible professional planning experience
- 2) Is consistent with these guidelines
- 3) Demonstrates the skill and competencies expected of Registered Professional Planners
- 4) Ensure that the Candidate understands the CIP professional standards and code of ethics

## All Done?

After completing your Log Book using the SPPI Log Book template:

Ensure your Log Book is in .pdf format  
Fill out an SPPI Application for Membership  
Email them both to [info@sppi.ca](mailto:info@sppi.ca)  
Submit applicable fees (for the Log Book review and Oral Exam) by mail to:

Marilyn Steranka, SPPI Executive Director  
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