



SPPI
SASKATCHEWAN
PROFESSIONAL PLANNERS INSTITUTE

CONTINUOUS PROFESSIONAL LEARNING GUIDE 2024

PREAMBLE

This document has been prepared to assist Regulated Members of the Saskatchewan Professional Planners Institute (SPPI), in their reporting of learning units to fulfill mandatory continuous professional learning (CPL).

Regulated Members are obligated to acquire and report within a reporting cycle a minimum of 18 Learning Units (LUs) in specific combination. There is an opportunity to carry up to nine additional structured learning units earned in one reporting cycle into the next reporting cycle. SPPI is committed to ensuring the program is useful, workable and meets the needs of members whether they practice in large urban areas or remote areas.

For in-person and virtual available learning units and opportunities, refer to the SPPI website (www.sppi.ca) and the CIP website (www.cip-icu.ca) for current events and other professional offerings.

Reference for terms used in this document as follows:

"Regulated Member" means a Registered Professional Planner and a Candidate Member (does not include Pre- Candidate and Student Members).

"In Good Standing" means any Regulated Member in any category who has paid all dues, levies and other assessments owing within a period of time established by the Council and who is current with ongoing requirements of membership, if any, and who is not suspended.

"Registrar" means the Institute Registrar appointed under the Regulatory Bylaws to perform all functions assigned by Council and stipulated in the Act, including the maintenance of the register of Members of the Institute

"Professional Conduct Committee" means the Committee appointed by Council as needed pursuant to The Community Planning Professions Act to recommend policy to the Council and act on behalf of the Institute with respect to matters relating to competence in the practice of planning, including the review of the practice of a Regulated Member.

"Discipline Committee" means the Committee appointed by Council as needed pursuant to The Community Planning Professions Act to hear and determine formal complaints brought against a Regulated Member in respect of professional misconduct or professional incompetence.

Table of Contents

1.0 OBLIGATIONS	
1.1 CPL Obligations of Regulated Members	1
1.2 Required Numbers of Learning Units	1
1.3 Temporary Exemptions	1
1.4 National CPL Standard	1
2.0 DESIGNATED COMPETENCIES	1
2.1 Competencies	1
3.0 PROFESSIONAL LEARNING UNITS AND LEARNING ACTIVITIES	1
3.1 Continuous Professional Learning	1
3.2 Learning Units	2
3.3 Learning Units Required in a Reporting Cycle	2
3.4 Activities that Support Continuous Professional Learning	2
4.0 ONLINE REPORTING	3
5.0 COMPLIANCE	3
5.1 Procedure	3
5.2 Re-activation of Membership	3
5.3 Process of Appeal	3
APPENDIX A Summary of the Functional and Enabling Core Competencies	4

1.0 OBLIGATIONS

1.1 Obligations of Regulated Members

All Regulated Members of SPPI are required to engage in continuous professional learning and report in a specified manner that they have done so. Regulated Members of SPPI include all Candidate and Registered Professional Planners (RPP). The required number of learning units will be pro-rated for first year Regulated Members who join part way through the year.

1.2 Required Number of Learning Units

A total of 18.0 LUs is required annually and they may be achieved in specific combinations of Structured or Unstructured learning units. 1.0 hour of learning activity = 1.0 LU and can be reported in increments of 15 minutes = 0.25 LUs.

Where 9.0 Structured LU's have been acquired in the current year, the remaining number of LU's can be any combination of Structured and Unstructured. A maximum of 9.0 Structured LU's can be carried forward to the next year. This is done automatically by the CIP continuous professional learning reporting system.

1.3 Temporary Exemptions

Temporary exemptions to this obligation may be granted by SPPI in the form of a *Non-Practicing Membership*. Any such exemption could be a result of medical leave, parental leave, and temporary leave of up to one calendar year from the profession with an option for an extension. Request for exemption should be submitted in writing to the Registrar. The registrar may grant an exemption in reporting LU's provided the designated member submit request and has been granted a Non-Practicing status. Members who receive Non-Practicing status during the calendar year may have LU's pro-rated at 1.5 LU's per month.

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

The Planning Profession in Canada has committed to mandatory Continuous Professional Learning (CPL) as an ongoing requirement of professional membership. The National CPL Standard sets and summarizes the minimum CPL standard that professional members must adhere to and that each PTIA must maintain and uphold. The intent of the national standards is to ensure consistency and portability across Canada. PTIAs may develop and define their own CPL program, policy manual, and practices, providing that they adhere to this minimum National CPL Standard.

2.0 DESIGNATED COMPETENCIES (ACTIVITIES)

Regulated Members will have different CPL needs depending on their job, their area of expertise, and the geographic region in which they practice. The core competencies, as shown in Appendix A, defined for the planning profession in Canada should be championed by all Regulated Members throughout their careers, and Members should use the core competencies to guide their learning choices.

3.0 PROFESSIONAL LEARNING UNITS AND LEARNING ACTIVITIES

3.1 Continuous Professional Learning

The Continuous Professional Learning Program is intended to accommodate members' professional interests through flexible resources available to all members. The purpose of professional learning activities is to engage actively Regulated Members in furthering their knowledge, understanding, skills and abilities, relevant to the theory, methods, and practice of planning. Day to day work activities are not considered to be part of the program of continuous professional learning and hence cannot be included as such.

Professional learning activities exist in many formats and are not limited to traditional in-class learning activities.

Information and resources can be accessed on the SPPI website [Learning Centre](#) and the [CIP Learning HUB](#).

Candidates preparing for RPP certification via courses and mentoring does not qualify for any type of CPL learning units.

3.2 Learning Units

CPL is recorded in Learning Units (LU's). One LU represents one hour of professional learning activity. All LUs are categorized as either Structured or Unstructured depending upon the learning activity. Structured LU's are derived from activities that include any organized courses, meetings, seminars and workshops that are either provided by SPPI, CIP and its Provincial Partners, or by an external provider.

Unstructured LU's 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.

3.3 Learning Units Required in a Reporting Cycle

A total of 18.0 LUs is required annually, and they may be achieved in specific combinations of Structured or Unstructured learning units. 1.0 hour of learning activity = 1.0 LU and must be rounded to the nearest increment of 15 minutes = 0.25 LUs (no less).

A minimum of 9.0 LU's must be Structured. The remaining number of LU's can be any combination of Structured and Unstructured. However, only a maximum of 9.0 Unstructured LU's may be reported and can not be carried forward.

A maximum of 9.0 Structured LU's can be carried forward to the next reporting cycle and is calculated by the reporting system.

3.4 Activities that Support Continuous Professional Learning

Examples of Activities Deemed to be Structured Learning Units:

- Participation and/or Attendance may be in-person or virtual.
- Guided walking tours or mobile workshops.
- Instructional time for credit courses.
- Organized lectures/workshops/seminars.
- SPPI/CIP/APA and planning related professional conference sessions/tours/workshops.
- Presenting lectures/workshops/seminars/conference sessions
- Organized professional community outreach
- Delivering planning courses/lectures and training sessions
- Writing planning articles, books and reports for academic/professional publication
- Participation on professional, civic, advisory Boards and Committees (outside regular work duties)
- Volunteering on SPPI/CIP Council, committees, task forces, including mentoring Candidate members through the RPP certification process
- Volunteering on other boards, committees, or task forces

Examples of Activities Deemed to be Unstructured Learning Units:

- 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

4.0 Online Reporting

Access to the CIP Member Profile and CPL reporting portal is available on the CIP website:

1. Go to the CIP website: [Home | CIP \(cip-icu.ca\)](#) click on the Member Profile
2. Click on the SPPI logo [PTIA Member Login | CIP \(cip-icu.ca\)](#)
3. In your profile, in the side menu click 'Record/View CPL Activities'

Annual CPL Reporting Deadline is December 31st. However, members are encouraged to acquire and report their CPL early and throughout the year.

5.0 COMPLIANCE

5.1 Procedure

All members who are not compliant by December 31 of the current year will be charged a \$100.00 fine.

To remain in good standing, any non-compliant member must pay the \$100.00 fine and apply to the Registrar for an extension to March 15 to fulfill the CPL requirements from the previous year. The application for extension must be received by the Registrar by January 15.

The Registrar will notify the applicant if the extension is approved by January 22.

Members that have been granted an extension must enter their Learning Units on the CIP website and notify the Registrar that they have fulfilled the requirements by March 22.

Members who have been granted an extension and fail to fulfill the requirements and/or fail to notify the Registrar by March 22 will be struck from the Registry immediately.

5.2 Re-activation of Membership

Members who are struck from the Registry of the Institute for breach of the criteria for the CPL program after March 22 may apply for re-activation once they can show the Registrar they have fulfilled their CPL requirements. Any member re-applying will be charged a \$300.00 fee, in addition to any other requirements under Part V, Section 10 of the Regulatory Bylaw.

A member who is struck for lack of compliance with for the CPL program may be eligible to make an appeal to the Professional Conduct Committee.

5.3 Process of Appeal

A member who is struck from the Registry for lack of compliance with CPL program requirements may apply to the Registrar, in writing, within 30 days of receiving a notice of removal, appealing the action to the Professional Conduct Committee. The notice of appeal must set out the reasons why the application for reactivation should be approved. The Professional Conduct Committee, in accordance with the provisions in section 29(2) of The Community Planning Professions Act and Part VII section 2(6) of the Regulatory Bylaw, shall make a written report to the Discipline Committee on the appeal and its decision.

APPENDIX A Summary of the Functional and Enabling Core Competencies

Summary of Functional Core Competencies:

Human Settlement	History & Principles of Community Planning	Government Law and Policy	Plan and Policy Considerations	Plan and Policy Making	Plan and Policy Implementation	Developments In Planning and Policy
Human Settlement and Community, Regional and Provincial Settings Influences on Communities	History of Planning in Canada and other countries	Government and Legislation Policies and Application	Environmental And Sustainable Development Issues Diversity and Inclusiveness Functional Integration of Knowledge Finance and Economics	Planning Approaches and Focus Developing Visions and Outcomes Strategic Information Gathering and Analysis Obtaining Input and Approvals	Decision Making and Risk Management Implementation Plan Project Management Finance and Administration Evaluation	Emerging Trends and Issues

Summary of Enabling Core Competencies:

Critical Thinking	Interpersonal	Communication	Leadership	Professionalism and Ethical Behavior
Issue Identification Problem Solving and Decision Making Research and Analytical Innovation and Creativity Political Awareness Change Management	Integrity and trust Diversity and Inclusiveness Facilitation Negotiation Collaboration and Consensus Building Conflict Management	Listening Written, Oral and Visual Presentation Information and Knowledge Use of Information Technology Internal and External Relations	Vision Responsiveness and Influence Team Building Climate of Excellence Managing Resources and Results	Professionalism Ethical Standards Continuous Learning