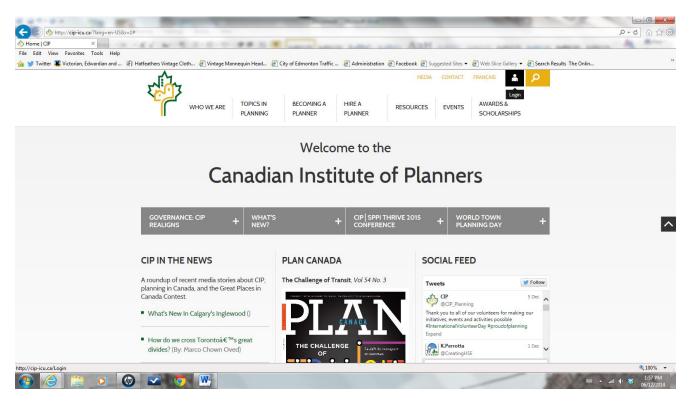
On the CIP website <u>http://www.cip-icu.ca</u> log in by clicking on the symbol shown below in black.



Use your CIP login information.

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My Member Console

Under All About Me, click on CPL Activities

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	All About Me	Access CIP's	Invoices and Receipts	Member Services	
	All About Me	Access CIP's	Invoices and Receipts	Member Services	
	• Profile	Find a Member	My Invoices	Member Services and	
	 Profile Specialties and Skills 	 Find a Member Jobs, RFPs, RFQs 		Member Services and Programs	
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	 Profile Specialties and Skills 	 Find a Member Jobs, RFPs, RFQs 	My Invoices	Member Services and Programs Affinity programs; PLI,	
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My Activities

This page shows your current year recorded activities.

Contract Image:
V Twitter & Victorian, Edwardian and If Hatfeathers Vintage Cloth @ Vintage Mannequin Head @ Chy of Edmonton Traffic @ Administration @ Facebook @ Suggested Size • @ Web Size Gallery • @ Search Results The Onlin V Twitter & Victorian, Edwardian and If Hatfeathers Vintage Cloth TOPICS IN BECOMING A HIRE A RESOURCES @ VINTAGE AWARDDS & Back to My Member Console BECOMING A HIRE A RESOURCES EVENTS AWARDDS & Back to My Member Console BECOMING A HIRE A RESOURCES EVENTS AWARDS & CONTINUOUS PROFESSIONAL LEARNING Dis 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 occurrowing and the hours/Learning units you are reporting.
WHO WE ARE TOPICS IN PLANNING BECOMINGA PLANNER HIRE A PLANNER RESOURCES EVENTS AWARDS & SCHOLARSHIPS Back to My Member Console Back to My Member Console CONTINUOUS PROFESSIONAL LEARNING Market to the provide the provided of the provided
PLANNER PLANNER PLANNER SCHOLARSHIPS 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 CIP. Cludies that apply to your provincing
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 Cuides that apply to your provincial
Note: Only shows activity for CPL year 2014 🔽
Description of CPL Activity Date Learning Units
Organized & Structured Independent & Self-directed
CPAA Conference Sessions 4/14/2014 6.00 0.00
Read APPI Planning Journal 12/3/2014 0.00 1.00
ADD EDIT DELETE

APPENDIX B – CPL Reporting Tutorial

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:	2014	~	*
Activity Date:			*
	Mon/Day/Year eg:08/20/2013		
Learning Units:			*
	Enter number to nearest quarter hour (i.e. 1.25)		
Learning Unit Type:	Organized & Structured	~	×
EVENTS			
Select an event from or	ne of the following three lists if you would like the details auto popu	lated	I.
CIP Conference Events:	Select an Event	~	or
Events:			
Home Affiliate Events:	Select an Event	~	or
Other Affiliate Events:	Select an Event	~	
Provider:			

CANCEL	ADD ANOTHER	SAVE
--------	-------------	------

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	Edmonton Event Winter City Design Guidelines		*
Year to Apply Activity to:	2014	~	*
Activity Date:	11/18/2014		*
	Mon/Day/Year eg:08/20/2013		
Learning Units:	1		*
	Enter number to nearest quarter hour (i.e. 1.25)		
Learning Unit Type:	Organized & Structured	~	×
EVENTS			
Select an event from or	ne of the following three lists if you would like the details auto popu	lated	L
CIP Conference	Select an Event	~	or
Events:			
Home Affiliate Events:	Edmonton Event Winter City Design Guidelines	~	or
Other Affiliate Events:	Select an Event	~	
Provider:	APPI		

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	Edmonton Heritage Council Seminar	*	
Year to Apply Activity to:	2014	*	
Activity Date:	06/26/2014 Mon/Day/Year eg:08/20/2013	*	
Learning Units:	2.0	×	
Learning Unit Type:	Organized & Structured	*	
EVENTS			
Select an event from o	ne of the following three lists if you would like the o	etails auto populated.	
CIP Conference Events:	Select an Event	✓ or	
Home Affiliate Events:	Select an Event	✓ or	
Other Affiliate Events:	Select an Event		
Provider:			
CANCEL ADD ANOTH	ER SAVE REMOVE		

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. <u>Please consult the CIP website for the CPL Guides that apply to your provincial</u> institute.

		Note: Only shows	activity for CPL year 2014
Description of CPL Activity	Date	Learning	Units
		Organized & Structured	Independent & Self-directed
CPAA Conference Sessions	4/14/2014	6.00	0.00
☑ Edmonton Heritage Council Seminar	6/26/2014	2.00	0.00
Edmonton Event Winter City Design Guidelines	11/18/2014	1.00	0.00
□ Read APPI Planning Journal	12/3/2014	0.00	1.00



	Organized & Structured	& Self-	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. Carrief Groward 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 AC	TIVITY		
Note: The final date for re activities for the current of December 31.			
Description of CPL Activity: 200 characters or less	Seminar		*
Year to Apply Activity to:	2014	~	*
Activity Date:	06/26/2014		×
	Mon/Day/Year eg:08/20/2013		
Learning Units:	2.00		*
	Enter number to nearest quarter hour (i.e. 1.25)		
Learning Unit Type:	Organized & Structured	~	*
EVENTS			
Select an event from o	ne of the following three lists if you would like the details auto popu	lated	l.
CIP Conference Events:	Select an Event	~	or
Home Affiliate Events:	Select an Event	~	or
Other Affiliate Events:	Select an Event	~	
Provider:	Heritage Council		

CANCEL SAVE

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.

Self guided art walk	*
2014	*
06/20/2014	*
Mon/Day/Year eg:08/20/2013	
15	*
Enter number to nearest quarter hour (i.e. 1.25)	
Independent & Self-directed	*
e of the following three lists if you would like the details auto popu	lated.
Select an Event	✓ or
Select an Event	✓ or
Select an Event	~
	2014 06/20/2014 Mon/Day/Year eg:08/20/2013 1.5 Enter number to nearest quarter hour (i.e. 125) Independent & Self-directed e of the following three lists if you would like the details auto popu Select an Event Select an Event

CANCEL ADD ANOTHER

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

SAVE

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. <u>Please consult the CIP website for the CPL Guides that apply to your provincial institute</u>.

		Note: Only shows	activity for CPL year 2014 💟
Description of CPL Activity	Date	Learning	Units
		Organized & Structured	Independent & Self-directed
CPAA Conference Sessions	4/14/2014	6.00	0.00
 Self guided art walk 	6/20/2014	0.00	1.50
Seminar	6/26/2014	2.00	0.00
□ Edmonton Event Winter City Design Guidelines	11/18/2014	1.00	0.00
Read APPI Planning Journal	12/3/2014	0.00	1.00

ADD EDIT DELETE

	Organized & Structured	& Self-	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.

End of Document