

## CPL QUICK REFERENCE GUIDE

The following table outlines the most common Continuous Professional Learning (CPL) activities and the associated Claimable Learning Units (LUs), including any applicable maximums (*max*) allowable per year or per activity. Please refer to the full System Guide for more details.

### STRUCTURED

*Courses, meetings, seminars, lectures, presentations, workshops, sessions, or similar*

Activity	Claimable Learning Units (LUs)
Attending or leading a tour, field study, or mobile workshop	< 3 hrs: 1.0 LU 3 – 6 hrs: 2.5 LUs ≥ 6 hrs: 4.0 LUs
Attending courses, webinars, workshops, seminars, lectures, sessions (separate from day-to-day work duties)	1.0 LU per 1 hr
Preparation of material for organized lecture, workshop, seminar, presentation, or conference session	1.0 LU per 1 hr – <i>max</i> 4.0 LUs
Researching & writing a professional or academic article, book, or text for review and organized publication	3.0 – 6.0 LUs (depending on length/complexity)
Volunteering as formal mentor or sponsor for Candidate member going through certification process	1.0 LU per contact hr – <i>max</i> 4.0 LUs per year

### UNSTRUCTURED

*Must be purposeful and educational; must yield new planning or professional knowledge; and must be relevant & applicable to member's practice of planning*

Activity	Claimable Learning Units (LUs)
Volunteer participation on: <ul style="list-style-type: none"> <li>PIBC, CIP, PSB or other relevant professional board, committee, or similar role</li> <li>relevant civic, community, or advisory body, board, or committee (NOT part of normal work duties)</li> </ul>	Hours of work/meetings per year: < 5 hrs: 2.0 LUs 5 – 20 hrs: 3.5 LUs > 20 hrs: 5.0 LUs
Undertaking a self-directed tour, field study, etc.	< 3 hrs: 1.0 LU 3 – 6 hrs: 2.0 LUs ≥ 6 hrs: 4.0 LUs
Teaching outside of normal professional work	1.0 LU per 1 hr
Independent research	1.0 LU per 1 hr
Reading/review of a relevant journal, academic, or professional article	1.0 LU <i>max</i> per reading
Reading/review of a relevant academic or professional book, text, or similar publication	3.0 LUs <i>max</i> per reading
Volunteering as an informal mentor to a student or other individual interested in planning (outside of the membership certification process for Candidate members)	1.0 LU per contact hr – <i>max</i> 4.0 LUs per year

### CANDIDATE GUIDE

#### Structured:

- Receiving formal mentorship from a Certified member: 1.0 LU per contact hr – *max* 4.0 LUs per year
- PSB Ethics & Professionalism Course & Test: 1.0 LU per hr – *max* 3.0 LUs
- “Road to Your RPP” Webinar: 1.25 LUs
- Professional Examination: 1.0 LU per hr – *max* 3.0 LUs

#### Unstructured:

- Preparation of the Record of Practical Work Experience: 1.0 LU per hr – *max* 4.0 LUs
- Preparation for PSB Professional Examination: 1.0 LU per hr – *max* 4.0 LUs

### IMPORTANT REMINDERS

- Structured learning does not have to be provided by PIBC, CIP, or other affiliates. Courses/webinars/activities presented by other companies or organizations can be claimed as structured learning.
- Do not report items that are part of your everyday work, but supplemental training provided through work is acceptable
- Report as you go – don't wait until the end of the year
- Provide detailed descriptions of activities
- Report conference sessions **separately** – don't report attending a conference as a single activity
- Correctly register for PIBC webinars (group versus individual)
- Keep receipts or proof of attendance for 2 years in case selected for further review