IMPORTANT REMINDER!

CONTINUOUS PROFESSIONAL LEARNING (CPL)

2019 CPL reporting deadline: *December 31st, 2019*

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Dear PIBC Members:

It's that other time of year again. All Certified and practicing Fellow Members are reminded that their annual reporting of Continuous Professional Learning (CPL) activities for 2019 is due no later than: **December 31, 2019.**

Thanks to all those members who have already been regularly reporting their many CPL activities throughout the year. A special congratulation to those members who have already met or exceeded their reporting requirements for this year!

In accordance with the Institute's bylaws, as adopted by the membership, those Members who become in arrears with respect to their CPL reporting may be subject to penalties, which include financial fines for late reporting, or possible loss of membership.

2019 CPL Requirements:

Members required to report CPL activities are reminded that the minimum requirements for the current reporting period are as follows:

- **Minimum number of Organized & Structured Learning Units: 9.0**
- **Maximum number of Independent & Self-directed Learning Units: 9.0**
- **TOTAL Minimum Required Learning Units: 18.0**

A Note About Carrying Forward Learning Units from 2018:

Members may carry forward (from the 2018 reporting period) up to a maximum of 9.0 surplus Organized & Structured Learning Units to meet their minimum requirements for the current (2019) reporting period. Please be advised that members do not have to report carried-forward Learning Units. If you have available surplus Organized & Structured Learning Units from 2018, and are deficient in reported Organized & Structured Learning Units for 2019, the surplus 2018 Learning Units will be carried forward and applied automatically.

For assistance in calculating your Learning Units, or understanding the CPL system, please review the *PIBC CPL System Guide*, available online (PDF download) in the CPL section of our website: **www.pibc.bc.ca**

How to Report & Check Your CPL Learning Units:

PIBC utilizes an online database to store and track all member CPL reports. Members are directed to report their CPL activities and Learning Units online, through the members-only section of the PIBC website, or the CIP national website (using the online CPL Reporting Form available there).

You can also use this feature to check on your previous and current CPL activities as reported. All CPL activities and Learning Units reported are entered into the online database and are available for review. You will need your Member Login (username & password) to access the online database.

To report your CPL activities online, please refer to the easy step-by-step instructions on the reverse side of this notice.

PIBC – Online CPL Reporting Instructions:

STEP 1:   Visit the Members section of the PIBC (https://ams.pibc.bc.ca/) or the CIP
(https://ams.cip-   icu.ca/login) website.

STEP 2:   Login using your **Member Login**. You will need your PIBC-issued Username &
Password.

Using the Online PIBC Member Profile:

Preferred Internet browsers to use our database:

Safari, Google Chrome or Firefox.

(PIBC Login: https://ams.pibc.bc.ca/)

 In case you are experiencing technical problems:

Sometimes there are technical glitches with our online database and the system is getting
stuck and won't allow you to finish your process properly. Please close the current browser
window and open a new one or open another Internet browser. Cleaning the browser
history could also help to solve the issue.

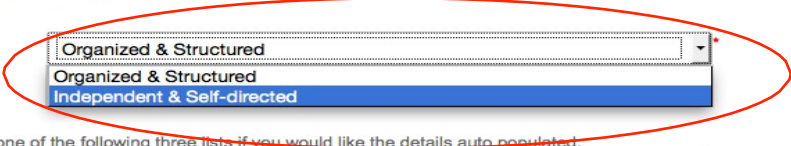 If you need a new temporary password for the login, please follow this link:
https://ams.pibc.bc.ca/Login/ForgotPassword.
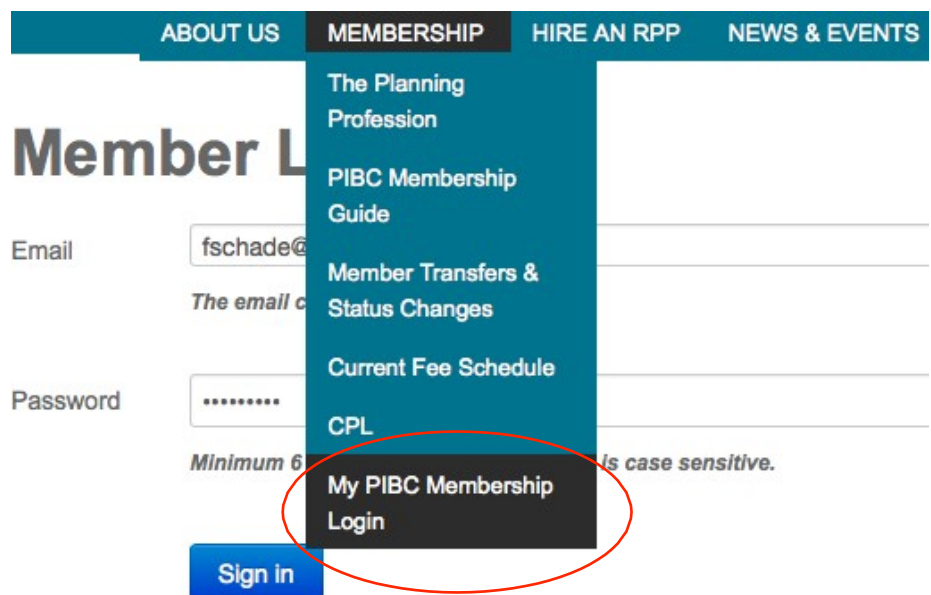
STEP 3:   Once logged in, click on the **CPL Activities** button at the bottom of the
"**All About Me**" menu on the left;

STEP 4: (1) - On the **CPL My Activities** page, click **ADD** to enter your individual Learning activity reports:

(2) – To enter a CPL activity, first select whether it is an **Organized & Structured** or **Independent & Self-directed** activity at the top of the form by clicking the appropriate button (if you are unsure for any particular activity, refer to the *PIBC CPL System Guide* for assistance).

CPL reporting Audit:
Please add all needed info for **manually entered events** into **the description line (since the provider line only works for the dropdown box events): who or which company** hosted the event, the **title of the event**, the **time frame**, when longer than one day, **where** etc. We will need this info for a possible CPL reporting audit to follow up and get proof, that you attended the reported events.

Add CPL Activity

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

Learning Unit Type:	Organized & Structured ▾ *
	Organized & Structured
	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:	Select an Event ▾ *or*
Home Affiliate Events:	Select an Event ▾ *or*
Other Affiliate Events:	Select an Event ▾
Provider:
Description of CPL Activity: 200 characters or less	*
Activity Date:	*
	Mon/Day/Year eg:08/20/2013
Learning Units:	*
	Enter number to nearest quarter hour (i.e. 1.25)

[CANCEL] [ADD ANOTHER] [SAVE]

(3) – If you are reporting activities from the CIP conference, activities from the PIBC (Home Affiliate) conference and/or other Institute events, or events from other provincial affiliates you can scroll through the appropriate drop-down menus and click to enter one of those activities automatically.

When selecting an activity from a drop-down menu, the **Provider**, **Description of CPL Activity**, **Activity Date** and **Learning Units** fields auto-populate with the required information. Depending on the activity you select, some fields may not auto-populate (such as the number of LUs), but you can manually enter that information into the field.

Add CPL Activity

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

Learning Unit Type: [Organized & Structured ▾]*

Events

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

CIP Conference Events: [Select an Event ▾] *or*

Home Affiliate Events: [Select an Event ▾] *or*

Select an Event
BCCON14 - MWT1 - Development Down the Line - Investment Along the Canada Line
BCCON14 - MWT10 - Challenges and Transitions in Vancouver's Downtown Eastside
BCCON14 - MWT11 - Vancouver's Jericho Lands - Redeveloping Large Scale Lands
BCCON14 - MWT2 - Parks in the City - Diverse Approaches to Urban Park Development
BCCON14 - MWT3 - Urban Design Innovation & Market Forces - Olympic Village & False Creek
BCCON14 - MWT4 - Downtown on Two Wheels - Neighbourhoods & Cycling Infrastructure
BCCON14 - MWT5 - Grasping Suburban Growth - Rapid Development in the City of Surrey
BCCON14 - MWT6 - Medical Marijhuana Production in Metro Vancouver - An Inside Look
BCCON14 - MWT7 - Food in the City - Exploring Incubator Farming
BCCON14 - MWT8 - Growing and Living Small - Examples of Laneway Housing
BCCON14 - PL1 - Plenary and Keynote Chris Hadfield
BCCON14 - PL2 - Plenary and Keynote Speaker Catherine Murray
BCCON14 - PL3 - Plenary & Keynote Speaker Wade Davis
BCCON14 - PL4 - Plenary and Keynote Speaker Louise Mandell QC
BCCON14 - PRC1 - Roundtable Changing People Changing Places
BCCON14 - PRC2 - WS In the Zone
BCCON14 - PRC3 - WS Real Estate Damages
BCCON14 - PSC1 - Aboriginal Cultural Awarness - WS for Professionals by Professionals
BCCON14 - PSC2 - BC Institute of Agrologists - Ethics for Professionals

Other Affiliate Events:

Provider:

Description of CPL Activity:
200 characters or less

Activity Date:

Learning Units:

[CANCEL]   [ADD ANOTHER]   [SAVE]

Please note, some events may not be listed in the drop-down menus when you login to enter them, as the lists are only updated every few months. You can always manually enter your CPL activities by following the steps below.

(4) – Enter the provider of the activity in the **Provider** field lower down on the form (if it is an **Independent & Self-Directed**, you can just enter 'Self' as the provider).

(5) - Enter the activity title or short description by typing it in the **Description of CPL Activity** field lower down on the form.

(6) - Enter the date the activity occurred (for single-day activities) or was completed (for multi-day activities) in the **Activity Date** field, also near the bottom of the form.

(7) - Enter the Number of LUs being reported for the activity in the **Learning Units** field at the bottom of the form (if your unsure how to calculate the LUs, refer to the *PIBC CPL System Guide* for assistance).

(8) - Finally, click the **Save** button to submit your completed report.

Please note, depending on the number of people logged into the online database, it may take a few seconds for the system to save the activity and let you enter additional activities. **Do not** click the back button on your browser, or close the browser window as it may cause the activity to save multiple times or not at all.

You can continue to enter and submit additional activities, and you can use the **Only shows activity for CPL year** to review a summary of your reports for the selected year.

Note: If you previously submitted CPL activities in paper-form or via email, they may not appear in the online database yet – as they need to be manually added by PIBC. Please allow 2-4 weeks for such activities to appear in your CPL report.

Questions? Please find more info on our website: https://www.pibc.bc.ca/content/cpl.

Or Contact PIBC:

Tel: 604.696.5031   Toll Free: 1.866.696.5031   Email: office@pibc.bc.ca