

# CONTINUOUS PROFESSIONAL LEARNING GUIDE

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Manitoba Professional Planners  
Institute



## PREAMBLE

This Implementation Guide has been prepared to assist Regulated Members of the Manitoba Professional Planners Institute, (MPPI) in their reporting of learning units to fulfill mandatory continuous professional learning (CPL).

One of the requirements to remain a member in good standing with the MPPI and the Canadian Institute of Planners (CIP) is to engage in continuous professional learning as outlined in this Guide. MPPI 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.

Each regulated member is obligated to acquire and report within a calendar year a minimum of 18 Learning Units (LUs) in a specific combination. In addition, up to nine structured learning units earned in one calendar year can be carried forward into the next calendar year.

For updates regarding what is considered to be acceptable learning units, refer to the MPPI website ([www.mppi.mb.ca](http://www.mppi.mb.ca)) and the CIP website ([www.cip-icu.ca](http://www.cip-icu.ca)) for current events and other professional offerings.

Reference is made in this document to: "Regulated Member," "in good standing," the "Registrar," the "Practice Review Committee," and the "Discipline Committee."

**"Regulated Member"** means a Full Member, Registered Professional Planner or 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

**"Practice Review Committee"** means the Standing Committee appointed by Council pursuant to the Manitoba Professional Planners Institute Bylaw 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 Standing Committee appointed by Council pursuant to the Manitoba Professional Institute Bylaw to hear and determine formal complaints brought against a Regulated Member in respect of professional misconduct or professional incompetence.

## **1.0 OBLIGATIONS**

### **1.1 Obligations of Regulated Members**

All Regulated Members of MPPI are required to engage in continuous professional learning and report in a specified manner that they have done so. Regulated Members of MPPI 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 Numbers 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.

Examples of activities for Structured and Unstructured Learning Units are listed below.

### **1.3 Temporary Exemptions**

Temporary exemptions to this obligation may be granted by MPPI. 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.

### **1.4 National and Affiliate CPL Standards**

CIP has set standards regarding continuous professional learning and affiliates have embraced the standards to ensure consistency and portability across Affiliates.

## **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. Information can be accessed on the MPPI website under "Members" tab.

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.

3.2 Learning Units

Continuous Professional Learning credits are recorded as Learning Units (LU’s). One Learning Unit represents one hour of approved professional learning activity. Credits cannot be recorded for time spent in registration, travel, health breaks or social gatherings.

3.3 Types of Learning Units: Structured and Unstructured

All Learning Units 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 MPPI, CIP and its Affiliates, or by an external provider or group, which may or may not be recognized in advance by MPPI. These activities would include organized and distance-education activities with live interaction and set learning goals. The delivery of the activity does not have to be ‘in-person’ but must have the opportunity to be interactive, allowing for an exchange of information.

Unstructured LU’s are derived from activities that are largely independent and not normally recognized in advance by MPPI. To be eligible for credit, 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.

Examples of Activities Deemed to be Structured Learning Units

Participation in guided walking tours or mobile workshops locally, regionally and internationally
Attendance and associated study within formal courses
Attendance at organized Workshops/Seminars/Lectures
Attendance at MPPI/CIP and planning related professional conference sessions
Preparation/Presentation of material for Lectures/Workshops/Seminars/Conference sessions
Participation in organized interactive distance education programs & activities (tele-learning, correspondence, web based, including live webinars that could involve marked assignments)
Participation in an organized audio or film presentations/documentaries with interactive discussion either in person or through a live webinar
Delivery of organized presentations/activities of professional community outreach (i.e. to schools, community groups)
Attendance at credit courses, lectures or similar learning activity
Presentation/Delivery of organized planning courses/lectures and training sessions
Publication of planning articles, books and research reports in national and international journals and academic/professional presses
Participation on professional, civic, advisory Boards and Committees (outside regular work duties)
Volunteering on MPPI Council, committees, task forces, exam panels
Serving as a mentor to a candidate member within a mentorship program.

Examples of Activities Deemed to be Unstructured Learning Units

Self-directed research (e.g. web, literature, interviews)
Critical readings/reviews
Self-guided educational walking tours
Self-guided tours and site visits and related discussions or deliverables
Researching and writing professional articles or books for review/publication in planning journals, publications and books
Critical review of professional development materials/tools (videos, multimedia)
Research and preparation of conference presentations/lectures/workshop material
Research and development of training materials and professional education tools

#### **4.0 ON-LINE REPORTING**

Units are to be reported via the CIP website (<http://www.cip-icu.ca>). A reporting tutorial, Appendix B, is included in this guide.

#### **5.0 COMPLIANCE**

##### **5.1 Procedure**

All members who are not compliant by December 31 of the current year will be charged a \$75.00 fine.

To remain in good standing, any non-compliant member must pay the \$75.00 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 \$150.00 fee.

A member who is struck for lack of compliance with for the CPL program may be eligible to make an appeal to the Practice Review 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 Practice Review Committee. The notice of appeal must set out the reasons why the application for reactivation should be approved. The Practice Review Committee, in accordance with the provisions of the Manitoba Professional Planners Institute 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

### 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
<ul style="list-style-type: none"> <li>Human Settlement and Community, Regional and Provincial Settings</li> <li>Influences on Communities</li> </ul>	<ul style="list-style-type: none"> <li>History of Planning in Canada and other countries</li> </ul>	<ul style="list-style-type: none"> <li>Government and Legislation</li> <li>Policies and Application</li> </ul>	<ul style="list-style-type: none"> <li>Environmental And Sustainable Development Issues</li> <li>Diversity and Inclusiveness</li> <li>Functional Integration of Knowledge</li> <li>Finance and Economics</li> </ul>	<ul style="list-style-type: none"> <li>Planning Approaches and Focus</li> <li>Developing Visions and Outcomes</li> <li>Strategic Information Gathering and Analysis</li> <li>Obtaining Input and Approvals</li> </ul>	<ul style="list-style-type: none"> <li>Decision Making and Risk Management</li> <li>Implement Plan</li> <li>Project Management</li> <li>Finance and Administration</li> <li>Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Emerging Trends and Issues</li> </ul>

### Enabling Core Competencies

Critical Thinking	Interpersonal	Communication	Leadership	Professionalism and Ethical Behavior
<ul style="list-style-type: none"> <li>Issue Identification</li> <li>Problem Solving and Decision Making</li> <li>Research and Analytical</li> <li>Innovation and Creativity</li> <li>Political Awareness</li> <li>Change Management</li> </ul>	<ul style="list-style-type: none"> <li>Integrity and trust</li> <li>Diversity and Inclusiveness</li> <li>Facilitation</li> <li>Negotiation</li> <li>Collaboration and Consensus Building</li> <li>Conflict Management</li> </ul>	<ul style="list-style-type: none"> <li>Listening</li> <li>Written, Oral and Visual Presentation</li> <li>Information and Knowledge</li> <li>Use of Information Technology</li> <li>Internal and External Relations</li> </ul>	<ul style="list-style-type: none"> <li>Vision</li> <li>Responsiveness and Influence</li> <li>Team Building</li> <li>Climate of Excellence</li> <li>Managing Resources and Results</li> </ul>	<ul style="list-style-type: none"> <li>Professionalism</li> <li>Ethical Standards</li> <li>Continuous Learning</li> </ul>

## **Appendix B - Steps Required to Report On-Line: Tutorial for Reporting CPL Learning Units on the CIP Website**

### **Continuous Professional Learning (CPL)**

As part of the Canadian Institute of Planner's commitment to assist members with the on-going acquisition of knowledge, skills and training and to provide members, regardless of location, with easy access to CPL learning opportunities, the National CPL Committee created The Learning Net (TLN). The TLN is an Internet-based tool that provides access to a virtual universe of planning education opportunities with a simple click of the button.

### **Required Units**

MPPI members are required to earn and report a minimum of 18 Learning Units (LUs) per year. There are two types of CPL activities: **"structured"** and **"unstructured"**. Of your total CPL activities for a year, a maximum of nine can be for "unstructured" activities, which are self-directed. There is no yearly maximum for "structured" CPL activities, so ALL may be of the "structured" variety. Examples of "structured" activities include conference sessions, breakfast seminars, and other activities organized for groups. For many, if not all, of the "structured" activities provided by CIP and its affiliates, LUs are predetermined and loaded on the CIP website for ease of reporting.

### **Carry Over Units**

If you should obtain more than the required yearly amount of LUs, you can 'carry over' up to nine the following year, but this is limited to LUs received for 'structured' events only. The on-line reporting system will keep track of the number of LUs eligible for 'carry over'.

### **Reporting Tips**

This tutorial provides a few examples of reporting LUs on the CIP website to illustrate the steps that would be required to do so. Here are a few tips for making CPL reporting easier:

- 5.3.1 Take a few moments shortly after acquiring LU(s) for a learning activity and report it on-line. The longer you wait the more difficult it may be to remember event details.
- 5.3.2 Keep a paper record of your CPL activities. Many events you will attend provide some kind of documentation that you can keep with your records. Each MPPI member should create and maintain a folder of their CPL activities.
- 5.3.3 Consult the MPPI Continuous Professional Learning Guide for assistance calculating LUs for a specific activity: