



# Continuing Professional Development System Guide

3rd Edition



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# Introduction: A Program for Planners

## The PIBC Continuing Professional Development System

The PIBC Continuing Professional Development System (CPDS) was developed to ensure that professional planners remain current with contemporary theory, methods, and practice within their profession.

This (3rd Edition) CPDS guide (including subsequent updates) describes the policies and guidelines for the recording and administration of ongoing professional development obliged to be undertaken by every registered planner (MCIP) in British Columbia & the Yukon (i.e. all active Full & practicing Fellow Members). The system is modeled after similar programs instituted by other professions, and has been modified and adjusted based on members' feedback and experience to date.

The Canadian Institute of Planners (CIP), through its National Continuous Professional Learning Committee, has also developed a proposed framework that will serve as a national standard for professional learning. CIP's goal is to build a framework from which affiliates may create systems for professional learning that are consistent with the national standard. Due to our affiliate's initiative in developing and advancing its own CPD system, the National Committee considers the PIBC system as the model for the nation-wide system of professional learning. A PIBC representative currently sits on the National Committee.

The requirement for all PIBC members to participate in the Continuing Professional Development System was considered and adopted as a new PIBC Bylaw (10.0, as shown below) by member vote at the May 8th, 2003 PIBC Annual General Meeting. The Bylaw was subsequently amended by member vote at the June 20th, 2006 Annual General Meeting. The CPDS itself is overseen by Council and developed under the auspices of the PIBC Education Committee. It will be implemented and operated by PIBC officers, the PIBC Education Committee and staff.

## Enabling Bylaws

*Bylaw 10.0 (approved May 8th, 2003, amended June 20th, 2006)*

### 10.0 Continuing Professional Development

In order to better serve the public, each member shall undertake mandatory continuing professional development and shall report on that professional development to the Institute.

Council shall establish rules for the reporting and monitoring of, and types of professional development activities deemed acceptable.

Any Member who is in breach of the rules established by the Council as of the end of a fiscal year shall not be included in the register of members in good standing.

Between the first day of January and the thirtieth day of June each year, Member may be reinstated upon compliance with the rules for the reporting of continuing professional development activities for the preceding year, and payment of a penalty set annually by resolution of the Council.

Any Member remaining in breach of the rules after the thirtieth day of June each year shall, after fourteen days' notice from the Secretary, forfeit all privileges and be struck off the Register of the Institute.

*Bylaw 1.2 (approved May 8th, 2003)*

1.2 'Continuing Professional Development' means specific activities undertaken by members to further their knowledge, understanding, skills and abilities, relevant to the theory, methods, and practice of planning.

In addition the Institute's existing Code of Professional Conduct states, in part:

*Bylaw 15.0*

The professional nature of their work requires the acceptance by Planners of principles of conduct in their relations with the public, fellow Members of the profession, their clients, their assistants, and students of the profession...

Bylaw 15.1 Members have a primary responsibility to define and serve the interests of the public. This requires the use of theories and techniques of planning that inform and structure debate, facilitate communication, and foster understanding...

Bylaw 15.2 Members owe diligent, creative, independent, and competent performance of work in pursuit of the client's or employer's interest...

Bylaw 15.3 The vitality and credibility of the planning profession, and of the Institute, rely upon the quality of the Members. To further the profession, Members will be expected to attain and maintain a high standard of professional competence and conduct, including their relationship with other Members. Accordingly a Member shall:

Bylaw 15.3.2 Maintain an appropriate awareness of contemporary planning philosophy, theory, and practice by seeking and receiving professional education throughout a planning career

## Key Information for the Planner And the PIBC CPDS

Essential information you need regarding dates and requirements of our Continuing Professional Development System:

- The system's starting date was October 1, 2003.
- Reporting periods are annual (January 1 to December 31), with each reporting deadline being Dec. 31st of each year.
- The required number of Learning Units (LUs) for each reporting period is 18.0 LUs – including a minimum of 9.0 learning units of Organized & Structured activities (as defined elsewhere in this guide).
- In recognition that members' access to organized activities may vary from year to year, members may carry up to 9.0 excess Organized & Structured LUs forward for credit in the next subsequent year. Members may not carry any Self-Directed LUs forward, and may not "bank" or carry forward excess Organized & Structured LUs for more than one year.
- Learning activities (Organized & Structured activities or Self-Directed activities) do not need to be pre-approved by PIBC in order to count for credit.
- Learning activities do not necessarily need to be directly related to traditional land-use planning to count as acceptable CPD activities that can be reported for credit. Provided an activity is reasonably relevant to the day-to-day work of a professional planner, that member can report that activity for credit.

# Learning Units & Professional Development Activities

## Learning Units

Continuing Professional Development credits are recorded as Learning Units (LUs). One Learning Unit is equivalent to one full hour (60 minutes) of appropriate/acceptable professional development activity (e.g. a three & a half hour session of learning activity earns you 3.5 LUs).

In some cases (such as for many self-directed activities like tours, reading, research, volunteer work, etc.), where direct allocation of Learning Units by time is difficult, or not appropriate, approximate equivalent Learning Unit values will apply. Refer to later sections in this guide for more information and examples of how to report these activities.

## Professional Development Activities

Professional Development activities exist in any number of different formats. Some activities may be in a typical class/presentation setting, but there are many diverse formats that provide Professional Development. The Continuing Professional Development System is intended to accommodate all members' diverse professional interests and resources available, to provide flexibility and access for all MCIPs. Although the following list is not all-inclusive, it provides some examples of the variety of activities that can qualify for Continuing Professional Development credit.

- Committee or task force duties (professional and/or civic)
- Conferences
- Credit & non-credit courses (Academic Institution or other providers)
- Distance Education
- Facility or site tours
- Internet based courses
- Journal Articles / publications (writing & reviewing)
- Lectures / seminars / workshops
- Teaching / research
- Workplace skills training/development
- Walking Tours (guided or self-directed)
- Mentoring
- Volunteer service to the profession/community

(Please see the appendices to this guide for some additional examples)

The purpose of professional development activities is to actively engage members in furthering their knowledge, understanding, skills and abilities, relevant to their growth & development as a professional planner. The idea is that members would actively engage in all manner of such appropriate activities (organized and structured, and individually independent) relevant to their work as a professional planner, and be able to contemplate and reflect upon the new knowledge, skills or abilities gained from each activity.

Please Note: In order to be accepted as valid Continuing Professional Development, an activity must be outside a members' day-to-day professional work (this does not, however, exclude special in-house workplace professional development or training activities).

## **Professional Development for Planners in Academia**

Continuing professional development for members who work in academic positions must be undertaken and reported in the same manner as for all other professional members, as outlined in this guide. Activities that are part of an academic member's day-to-day work (i.e. regularly scheduled lecturing, teaching regular courses, academic administration etc.) may not be reported for credit. However, presentations, conferences, seminars, workshops, volunteer work and other manner of activities that are not part of an academic member's day-to-day work may be reported for Continuing Professional Development credit.

# Professional Development Activity Categories

There are two broad realms of activities in which Learning Units may be obtained and reported: Organized & Structured activities, and Self-Directed activities.

## Organized & Structured Activities

Organized & Structured Activities include any structured courses, meetings, seminars, lectures, presentations, workshops or similar activities that are either provided by the PIBC and its Chapters, or by any other external provider or group, which may or may not be endorsed in advance by PIBC. These would include organized forms of distance education activities. (Please refer to the next section for some examples).

Members of PIBC will be kept informed of all PIBC program offerings, and activities endorsed by PIBC. For activities endorsed in advance by PIBC, the number of LUs will be indicated by PIBC. On completion of a professional development activity, the organizer or provider of the activity may keep a record and report members' attendance to PIBC; however, the member must still complete a self-report form for the activity.

(Please note: Members must keep accurate back-up documentation of all courses, or activities attended or engaged in to help ensure there is no discrepancy in the recording process and to provide additional information to PIBC).

Included in the appendices of this guide are lists of some PIBC endorsed Professional Development Activities offered since the current reporting period began on January 1, 2006. Use this checklist to determine how many LUs you may already have! It is important to understand however, that learning activities do not need to be pre-approved by PIBC in order to count for credit.

## Self-Directed Activities

Self-Directed Activities are activities that are generally not organized, structured activities, and are largely independent and not normally endorsed in advance by PIBC. To be eligible for credit, Self-Directed Activities must be in some way purposeful, must be educational and yield new knowledge for the individual member, and apply to the individual members' practice of planning.

These are activities in which members independently engage. Activities often

provide support to the profession or society, as well as providing education to members. Examples are civic or professional committees (including PIBC Council, committees, Chapters or task forces). Additional activities include teaching, research or self-designed learning experiences (such as self-guided tours, field study, etc.). Activities associated with members' day-to-day employment responsibilities as a professional planner will not be acceptable for credit as valid professional development activities.

Regular, active participation in a civic / professional committee or other volunteer role (such as mentoring) may earn a planner up to 3.0 Learning Units per committee/role per year to the collective maximum of 9.0 Self-Directed LUs.

Reading articles and publications, which further knowledge & encourage reflection or informal sharing of knowledge, or other self-directed individual learning (such as self-guided tours, preparation of presentations, relevant research, etc.) can also qualify for Self-Directed LUs.

## **Reporting of Continuing Professional Development Activities**

To obtain Learning Unit credit for Professional Development activities, members submit a PIBC Self-Report Form (available online at: [www.pibc.bc.ca](http://www.pibc.bc.ca)). The information from the completed form is then recorded by PIBC into the members' records. Members calculate LUs for Professional Development activities by reporting the number of hours spent in planning-related learning (to the nearest quarter hour). However, to be accepted, each activity must be at least 1/2 hour in duration (or 0.5 LUs of professional development activity). In some cases, members can refer to the next section for guidance on activities where fixed equivalent Learning Unit values may apply.

The PIBC Self-Report form allows members to easily report several activities on one form. Members are reminded, however, that they must keep accurate back-up documentation of all courses, or activities attended or engaged in to help ensure there is no discrepancy in the recording process and to provide additional information to PIBC when required.

## **Online Reporting**

Members can also report their Professional Development activities online using the Members Only section of the Canadian Institute of Planners (CIP) website (available at: [www.cip-icu.ca](http://www.cip-icu.ca)). There Members will find the online "CPL Reporting Form" through which CPD activities and Learning Units can be electronically

reported, without having to fill in or submit a paper Self-Report form to PIBC. This feature of the CIP website can also be used to review Members' CPD records. As always, be sure to keep accurate back-up documentation.

## Review and Acceptance of Submissions

All submissions are considered on an individual basis and are subject to review and adjustment of LUs assigned. Assessments of the eligibility of members' reported activities and monitoring of members' CPD records will be conducted by PIBC staff with referral to the Education Committee as required for guidance and clarification.

Members are encouraged to send in their self-report forms on a continuous basis, preferably as soon as possible after each activity is completed. In that way, the activity will be fresh; both PIBC and members will be dealing with smaller, regular submissions; and any concerns can be identified and addressed more promptly.

## Compliance

In accordance with the Institute's bylaws all Members are required to comply with the Continuing Professional Development and reporting requirements on an annual basis. Only in certain exceptional circumstances may Members have the requirements waived by the Institute. These include:

Members with certain membership status or within certain membership categories, as designated by PIBC Council – including: Student, Provisional, Retired, Associate and Inactive/Non-Practicing – are currently exempt from the requirements.

Members who are admitted as new MCIPs, or who transfer in from another affiliate part way through a reporting period (year) are exempt from the requirements for that year, but must meet all requirements for the first full year of Full Membership with PIBC.

Members who apply for, and are granted written waivers based on special circumstances are exempt from the requirements for that year. Such exemptions may include medical leave and other similar extraordinary circumstances, reviewed on an individual basis. Requests for waivers must be made in writing to the Education Chair, in advance of the reporting deadline for the applicable reporting period.

The Institute will work cooperatively with Members to assist them in meeting the requirements for continuing professional development. The reporting deadline for each reporting period (year) is December 31st. Members who remain not in compliance with the requirements for the reporting of continuing professional

development for the preceding year as of January 1st will cease to be members in good standing of the Institute.

Between January 1st and June 30th of each year, such Members may be reinstated to good standing by completing the necessary requirements for the reporting of continuing professional development for the preceding year and payment of a penalty as set by PIBC Council. Currently the penalties are: \$25 for members who report less than 18.0 Learning Units after the January 1st deadline; and \$50 for members who report all 18.0 Learning Units after the January 1st deadline.

Serious matters of non-compliance will be referred to the Education Committee and PIBC Council for action. Members who remain not in compliance with the requirements for the reporting of continuing professional development for the preceding year after June 30th shall, after 14 days' notice from the Secretary, have their Membership in the Institute revoked.

Members who may have a disagreement with the Institute with respect to the receipt, assessment, and or acceptance of their continuing professional development submissions, or any other related complaint may appeal, in writing, to the Education Committee. The Committee will review and reasonably consider such Members' appeals in accordance with the Institute's bylaws; the relevant policies of the Institute; and the principles of fairness. The Committee will provide a written response to such Members, outlining the disposition of the appeal, and the reasons for it.

Should a satisfactory resolution to any continuing professional development issue or appeal not be achieved with the Education Committee, the PIBC Council will, upon reasonable review and consideration, make a final decision.

# Professional Development Categories, Annual Requirements & Topic Areas

## Categorization of Learning Units and Annual Requirements

All Learning Units are categorized as either Organized & Structured LUs or Self-Directed LUs depending on the nature of the Professional Development activity.

Learning Units required annually	9.0	Organized & Structured minimum
	9.0	Self-Directed maximum
	18.0	TOTAL

A maximum of 9.0 Self-Directed LUs per year are eligible for credit, however, all 18.0 (or more) Learning Units required can be Organized & Structured. Members may carry up to 9.0 excess Organized & Structured LUs one year forward, for credit in the next subsequent reporting period (year). Members may not carry any Self-Directed LUs forward, and may not “bank” or carry forward excess Organized & Structured LUs for more than one year.

## Continuing Professional Development Topic Areas

To qualify for Learning Units, the Professional Development activity must encompass any topic areas that relate to members' varied & wide-ranging day-to-day professional planning responsibilities. The following is an alphabetical list of just some subjects that would qualify for PIBC CPDS Learning Units. The eligibility of activities is based on the definition contained in Bylaw 1.2.

- Code of Ethics
- Community Development
- Conflict Resolution and Mediation
- Demographics
- Environmental Analysis and issues of land use and development
- Resource/Environmental Planning & Management
- Environmental Law
- Heritage Preservation
- Housing
- Land Development/Management
- Management of Planning Projects
- Mapping – GIS
- Official Community Plans
- Planning Law
- Public Input and Analysis
- Regional Planning
- Rural Planning
- Social Planning
- Site Design and analysis
- Urban Design / Place Making
- Planning related to Architecture & Landscape Architecture
- Agricultural/Environmental Planning
- Tourism & Recreation Management/Planning
- Sustainable Development Practices
- The Local Government/Community Charter Act
- Government Regulation
- Urban Planning
- Zoning
- Various Workplace Skills Training/Development
- And Other Relevant Topic areas

## Examples of Some Eligible Activities by Category

Eligible types of planning related activities pertaining to these topic areas could include:

### *Organized and Structured*

- Organized or guided walking tours or mobile workshops
- Attendance at formal Courses
- Attendance at organized Workshops/Seminars/Lectures/Sessions
- Presentations and similar activities
- Attendance at PIBC/CIP/APA & other relevant professional conference sessions or PIBC Chapter Events
- Preparation/Presentation of material for Lectures/Workshops/Seminars/
- Conference sessions
- Organized Distance Education Programs & activities (tele-learning, correspondence, web based, etc.)
- Organized film presentations/documentaries
- Organized presentations/activities of professional community outreach (i.e. to schools, community groups, etc.)
- Researching and writing professional articles or books for review/publication

### *Self-Directed*

- Self-directed research (e.g. web, literature, interviews)
- Critical readings/reviews of relevant articles, books or other publications
- Participation on professional, civic, or community advisory Boards and Committees (outside regular work duties)
- Self-guided educational walking tours
- Self-guided tours and site visits or educational field study
- Volunteering on PIBC Council, committees, task forces, exam panels etc.
- Volunteering as a Mentor
- Critical review of professional development materials/tools (videos, multimedia, online self-learning etc.)

## Guidelines for the Assignment of Learning Units

As indicated previously Members calculate LU hours for Professional Development activities by reporting the number of hours spent in planning-related learning (to the nearest quarter hour) with a minimum of 1/2 hour or 0.5 LUs for each professional development activity.

In some cases (such as for some less-structured/scheduled organized activities, and many self-directed activities), where direct allocation of Learning Units by time is difficult, or not appropriate, approximate equivalent Learning Unit values will apply. As guidance, please find below some examples of activities, in the two categories, with equivalent Learning Unit values assigned:

### *Organized & Structured Activities*

- Attending a Full day guided tour, field study or mobile workshop: 4.0 LU
- Attending a Half day guided tour, field study or mobile workshop: 2.0 LU
- Attending a guided tour, field study or mobile workshop (where duration is less than one half day): 1.0 LU
- Leading a Full day guided tour, field study or mobile workshop: 5.0 LU
- Leading a Half day guided tour, field study or mobile workshop: 3.0 LU
- Leading a guided tour, field study or mobile workshop (where duration is less than one half day): 2.0 LU
- Preparation of material for an organized lecture, workshop, seminar, presentation or conference session: 4.0 LU
- Researching & writing a professional or academic article for review and organized publication: 3.0 – 6.0 LU (depending on length/complexity)
- Researching & writing a professional or academic book/text for review and organized publication: 6.0 LU – 12.0 LU (depending on length/complexity)

### *Self-Directed Activities*

- Participation on relevant boards, committees, task forces, or other professional, civic/community volunteerism (outside regular work duties) for one year, with less than 5 hours of meetings/work per year: 2.0 LU
- Participation on relevant boards, committees, task forces, or other professional, civic/community volunteerism (outside regular work duties) for one year, with between 5 and 20 hours of meetings/work per year: 3.5 LU
- Participation on relevant boards, committees, task forces, or other professional, civic/community volunteerism (outside regular work duties) for one year, with more than 20 hours of meetings/work per year: 5.0 LU
- Critical reading/review of a journal, academic, or professional article: 1.0 LU
- Critical reading/review of an academic or professional book/text: 3.0 LU
- Volunteering as a Mentor: 1.0 LU (for each contact hour with protégé)
- Undertaking a Full day self-directed tour, field study etc.: 4.0 LU
- Undertaking a Half day self-directed tour, field study etc: 2.0 LU
- Undertaking a self-directed tour, field study etc. (where duration is less than one half day): 1.0 LU

Questions? Members that have queries about the eligibility status of activities, and or their equivalent Learning Units, are encouraged to contact the PIBC Office for guidance.

# Frequently Asked Questions

## 1. How do I report acquired Learning Units?

For any PIBC Organized & Structured activity you attend you will be required to report acquired LUs by completing and returning (by mail, fax, or drop-off) the same Self-Report Form used for Self-Directed activities. The organizer or provider of the activity may also keep a record, which may be kept or accessed for verification purposes. It is important for you to keep accurate back-up documentation of all courses that you attend to help ensure there is no discrepancy in the recording process. Please note, that you can report multiple activities on each Self-Report Form.

For any Self-Directed activities you must return (by mail, fax, or drop-off) a completed PIBC Self-Report form to PIBC for staff to record the information into your record. Or you can report your CPD activities online through the CIP website.

Members have been provided with copies of the Self-Report form. Please keep a blank one to photocopy as needed. In addition, a blank copy of the Self-Report form (PDF) can be downloaded from the PIBC website and printed off. Again, you can report multiple activities on each Self-Report Form. In addition, members can report their CPD Learning Activities and Units online through the CIP national website, members only section. Log onto the members only portion of the CIP website ([www.cip-icu.ca](http://www.cip-icu.ca)) and use the CPL Reporting Form to report and check your CPD activities online..

## 2. How will Members' Learning Units be verified?

The Members' Learning Unit submissions to the PIBC Continuing Professional Development System will be accepted in good faith, with random audits and evaluations performed by the PIBC and its Education committee annually. Members must keep accurate records and supporting documentation/information of their reported activities.

## 3. What if I am unable to comply with the CPDS requirements in the time periods given?

The primary objective of the Bylaw is to encourage all Members' professional development. The PIBC is committed to helping members to be successful in completing their CPDS requirements, through provision of regular

offerings; the annual conference; and access to CPDS information. Minor concerns will be assessed by the Education Committee to determine if the Member requires assistance or is subject to special circumstances affecting her or his ability to complete the annual CPDS requirement. However serious non-compliance will be addressed in accordance with the bylaws, and policies outlined in this guide.

#### **4. Are there any exceptions/exemptions from CPDS?**

Exemptions include medical leave and extraordinary circumstances, reviewed on an individual basis. Otherwise, all Members must participate and satisfy the requirements. Retired members, Honourary members who are not also MCIPs, and former MCIPs in good standing who voluntarily withdrew or were granted Leaves of Absence or formally transferred to Inactive/Non-practicing status do not need to comply during their absence from Full Membership. Upon future reinstatement or admission as a Full Member, the current requirements must then be maintained. Members who are admitted as new MCIPs, or who transfer in from another affiliate part way through a reporting period (year) are exempt from the requirements for that year, but must meet all requirements for the first full year of Full Membership with PIBC.

Provisional, Student and Associate members are also currently exempt from the requirements.

#### **5. Are Provisional Members under the same requirements?**

No, while Provisional members are encouraged to engage in Continuing Professional Development, they are currently not required to do so under the PIBC CPDS. However, upon becoming Full Members, they must comply with and maintain all current requirements starting with their first full year of Full Membership.

#### **6. Can an MCIP earn Learning Units from Professional Development programs in other provinces or states?**

While CIP is still developing a Canada-wide CPDS, the PIBC's CPDS will typically award learning units for activities acquired and or accepted in other recognized jurisdictions provided they are verifiable and meet the usual criteria of any CPD activity.

## 7. What qualifies as distance education activities for the purpose of accumulating LUs?

Distance education is defined as a method of instruction where there is a separation of place and/or time between the instructor and learner, between fellow learners, and/or the learners and the learning resources. Distance education is a valid educational tool for all members whether they live in remote locations or in more urban areas. Multiple delivery methods are possible. This is expected to be a useful method of accumulating Learning Units for members in all locations throughout B.C. and the Yukon.

- Examples of distance-education program delivery:
- Audiotape/audio conferencing
- Television programming (e.g. Knowledge network)
- CD-ROM/software
- Computer software on-line training
- Correspondence (written) courses
- Publication/articles
- Teleconference
- Videotapes
- Internet courses

## 8. How does CPDS apply to new or reinstated Members of the PIBC?

*Newly admitted Full Members (MCIPs)*

Upon becoming Full Members, such Members must comply with and maintain all current CPD requirements starting with their first full year of Full Membership.

*Full Members (MCIPs) who transfer in from another Affiliate*

Upon joining PIBC as Full Members, such Members must comply with and maintain all current CPD requirements starting with their first full year of Full Membership.

*Former Full Members seeking reinstatement*

Former Full Members who may seek reinstatement are strongly encouraged to earn and to track LUs. Upon reinstatement as Full Members, such Members must comply with and maintain all current CPD requirements starting with their first full year of reinstated Full Membership.

## **9. Can you take the same course/activity twice?**

Yes, as long as it is not within the same reporting period.

## **10. Can I exceed the annual requirement and carry forward acquired Learning Units?**

Yes. Recognizing that Members' access to organized activities may vary from year to year, members may carry up to 9.0 excess Organized & Structured LUs forward for credit in the next subsequent reporting period (year). Members may not carry any Individual Self-Directed LUs forward, and may not "bank" or carry forward excess LUs for more than one year.

## **11. What kinds of providers of Organized & Structured activity are considered valid in terms of CPD?**

Any number of organizations, groups and individuals may provide valid learning activities. Various providers of learning activities do not need to be pre-approved or endorsed by PIBC in order for the activities they provide to count as valid CPD. While some may be reviewed and or endorsed in advance, it is by no means a requirement that they be.

## **12. If a member does not work in traditional 'land-use' oriented planning work, and all the activities s/he attends are not related to traditional 'land-use' oriented planning, does this mean that the member will be unable to report their activities for CPD credit, and unable to meet the 18.0 LUs required?**

No. PIBC recognizes that many members do not do 'traditional' or 'land-use' planning work, and that, as professional planners, they engage in a very wide range of kinds of work (and therefore undertake a very wide variety of learning activities, covering a wide range of topic areas – many of which may be seen as non-traditional). The important thing to remember is that the learning activities should be reasonably relevant to the members' day-to-day professional work. While every submission is reviewed on a case-by-case basis, members are encouraged to report all the activities they feel might be relevant and acceptable for CPD credit.

### **13. Can my normal business, work or practice activities be submitted for Learning Unit requirements?**

No. The intent is to acquire/investigate/explore new areas of information in addition to or outside the Members' normal daily business or practice. This requires the members' individual assessment of their experience, activities, and duties. There will always be new material to learn. The profession is constantly advancing and one must evolve with it.

### **14. What about special In-house Seminars? Can they qualify for LUs?**

Yes. This applies to either 'outside' consultants or industry representatives brought in by the business, workplace or practice, or information sessions organized from within the workplace or firm's resources, to provide special workplace skills training or development.

### **15. Can I get credit for relevant volunteer work that I undertake?**

Yes. Volunteer work related to Members' professional planning work, including sitting on a PIBC committee or Council, serving as an examiner, or other professional or community volunteer work can count and be reported as valid Self-Directed activities. Refer to earlier sections of this guide for details on how to calculate LUs for volunteer work.

### **16. How long should I keep the paperwork supporting my CPDS records?**

We suggest keeping your records for the current year plus the previous year. Any PIBC CPDS audit will be done no later than the year following any self-reporting of a Member's educational activity.

## Additional Questions And Feedback?

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This is the third edition of the PIBC CPDS Guide, and the system has been revised in several ways since its initial start-up. Undoubtedly there will be a variety of issues and questions that still arise as the system continues to operate. The Education Committee and the Council will continue to monitor and review the system.

Your questions, comments and feedback are important to ensuring the system develops in a manner which is most valuable and effective for members. Please don't hesitate to contact the PIBC Office with your questions or comments.



Planning Institute  
of British Columbia  
110-355 Burrard St.  
Vancouver, BC V6C 2G8

Tel: 604.696.5031  
Toll Free: 1.866.696.5031  
Fax: 604.696.5032

Email: [pibc@telus.net](mailto:pibc@telus.net)

**[www.pibc.bc.ca](http://www.pibc.bc.ca)**

## Appendix I

### 2006 CIP-PIBC Annual Conference — World Planners Congress

(Jun. 17th – 20th, 2006, Vancouver, BC)

Date	Course/Activity Name	LUs	My LUs
Sat. Jun. 17, 2006	SuperSaturday-N1-Heritage Conservation	3.75	
	SuperSaturday-N2-Out of the Clouds	4.25	
	SuperSaturday-N3-Sustainability by Design	6.5	
	SuperSaturday-N4-Sustain. Urban Futures	3.75	
	SuperSaturday-N5-Planetary Secrets	2.0	
	SuperSaturday-N6-San Diego Design Prof.	2.0	
	SuperSaturday-N7-Public Part.-Smart Grow	2.0	
	SuperSaturday-N8-Healthy Communities	2.0	
	SuperSaturday-N9-Policy as a Leveler	2.0	
	SuperSaturday-N10-Multi-disciplinary Team	1.75	
	SuperSaturday-N11-Rethink-Shop House	1.75	
	SuperSaturday-N12-Canadian Urbanism	1.75	
	SuperSaturday-N13-1st Nations Commun.	1.75	
	SuperSaturday-T1-Tour: Granville Island	2.0	
	SuperSaturday-T2-Tour: Spaces Between	2.0	
	SuperSaturday-T3-Tour: Univ. Bicycle Tour	2.0	
	SuperSaturday-T4-Tour: Green Buildings	2.0	
	SuperSaturday-T5-Tour: Greenways-Cycle	2.0	
	SuperSaturday-T6-Tour: Green Roof/Grey	2.0	
	SuperSaturday-T7-Tour: Biting the Land	2.0	
	SuperSaturday-T8-Tour: Eating it Up	2.0	
	SuperSaturday-T9-Tour: Food Unfair	2.0	
	SuperSaturday-T10-Tour: Eye on Pub. Art	2.0	
	SuperSaturday-T11-Tour: Rethink. Heritage	2.0	
	SuperSaturday-T12-Tour: Arthur Erickson	2.5	
	SuperSaturday-T13-Tour: Vanc. Green St.	2.0	
	SuperSaturday-T14-Tour: Stanley Park	2.0	
SuperSaturday-T15-Tour: Water's Edge	2.0		
SuperSaturday-Film & Video Program to	4.0		
SuperSaturday-Keynote: A. Clarkson	1.0		
Sun. Jun. 18, 2006	Keynote: P. Farmer & C. Hague	1.0	
	Session: The Vancouver Model	1.5	
	Session: Strangers in Strange Surrounding.	1.5	
	Session: Making Urban Transp. Sustain.	1.5	
	Session: The New Collaborators	1.5	

(continued next page)

Appendix I (cont'd)

Date	Course/Activity Name	LUs	My LUs
Sun. Jun. 18, 2006	Session: Greening Common Grounds	1.5	
	Session: Integrated Community Sustain.	1.5	
	Session: Small & Simple? Planning for Sus.	1.5	
	Session: Links Btw. Work-Planners/Health	1.5	
	Session: Planning Tools/Disaster Resilien.	1.5	
	Session: Dream City-Vancouver/Imaginat'n.	1.5	
	Session: Place Making Below/Above Grnd.	1.5	
	Session: Commun. Plans / First Nations	1.5	
	Session: Pride in Gonzales/Tale of 2 Cities	1.5	
	Session: The Ethical Planner-Are We Bar.?	1.5	
	Session: From Brown to Green to Gold	1.5	
	Session: Bio-Security Challenges-Global V.	1.5	
	Roundtable: Planning-Public Safety/Nat. H.	1.5	
	Session: Size Does Matter-Mid Size Cities	1.5	
	Session: Mobility Impaired/Mobility Repair.	1.5	
	Session: Promoting a Design Culture	1.5	
	Session: Site Control/Sustain. Com. Devel.	1.5	
	Session: Through the Macroscope	1.5	
	Session: High Rise/High Quality of Life	1.5	
	Session: Towards Social Sustainability	1.5	
	Session: Planning for the Big One	1.5	
	Tour: MW1-Food for Thought	2.0	
	Tour: MW2-Paddle Power-First Nations	4.0	
	Tour: MW3-Sharpest Tool in the Shed	2.0	
	Tour: MW4-False Creek-Real Neighbourhd.	2.0	
	Tour: MW6-Urban Rider-Greenways	4.0	
	Tour: MW7-Community Spirit-Role of Faith	2.0	
	MultiMedia: EnVision Sustainability Tools	1.5	
	Keynote: Dr. A. Tibajuka	1.0	
	CIP Annual General Meeting	1.0	
Mon. Jun. 19, 2006	Keynote: Dr. D. Mileti	1.0	
	Session: In Pursuit of the Good City	1.5	
	Session: From Blight to Right	1.5	
	Roundtable: Density, Design & Doom	1.5	
	Session: Money Matters-Role of Market.	1.5	
	Roundtable: Reinventing Planning	1.5	
	Session: Experiments in Collaborative Plan.	1.5	
	Session: Planning For Food-A Cornerstone	1.5	
	Session: Combatting Homelessness	1.5	

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Appendix I (cont'd)

Date	Course/Activity Name	LUs	My LUs
Mon. Jun. 19, 2006	Session: Planning with Fire-Minimizing Risk	1.5	
	Session: Welcome to the Neighbourhood	1.5	
	Session: Econ. Development/First Nations	1.5	
	Session: Defining Public Interest/Ethical	1.5	
	Session: Implementing-Triple Bottom Line	1.5	
	Session: Sustain. Public Process-E. Fraser.	1.5	
	Session: Sustainability for All / Left Behind?	1.5	
	Session: Transforming the Market-Support	1.5	
	Session: Risk to Resilience-Scorecards	1.5	
	Session: Something's Brewing-Youth Contr.	1.5	
	Session: Adult Allies-Planning/Next Gener.	1.5	
	Session: Food & Agriculture Planning	1.5	
	Session: Community Designer Toolkit	1.5	
	Session: Cross-Canada Check-Up-Smart.	1.5	
	Session: Running out of Gas-Energy Crisis	1.5	
	Session: Successes from Shanghai	1.5	
	Session: Making Sustain. Real/Accountable	1.5	
	Session: International Planning Action	1.5	
	Tour: MW8-This Hood is Made for Walking	2.0	
	Tour: MW9-Set Sail for Growth-Active Port	2.0	
	Tour: MW10-Urban Transportation-Main	2.0	
	Tour: MW11-Vanc. Downtown Eastside	2.0	
	Tour: MW12-LEEDing the Way-Green Bldg	4.0	
Tour: MW14-Town & Gown-UniverCity	2.0		
Keynote: Dr. W. Sarkissian	1.5		
Tue. Jun. 20, 2006	PIBC Annual General Meeting	1.0	
	Session: Turning Brownfield Properties into	1.5	
	Session: Changing Design-Design Change	1.5	
	Session: Visions for Regeneration-Models	1.5	
	Session: Beyond the Post it Note-Innovat.	1.5	
	Roundtable: World Planning-Themes/Value	1.5	
	Session: Shifting Scales-Regional Govern.	1.5	
	Roundtable: Greenbelts, Containment, Liv.	1.5	
	Plenary: Summit Tuesday	0.75	
	Keynote: S. Lewis	1.0	
Sunday-Tuesday	Film & Video Program/Screening Room	(var.)	
My Total LUs			

Revised: June 2006

## Appendix II

### PIBC Lower Mainland Chapter — Plan Talk Speaker Series And Other Events

(January – December 2006)

Date	Course/Activity Name	LUs	My LUs
Thu. Feb. 23, 2006	Healthy Planning Seminar-Surrey	5.0	
Thu. Mar. 9, 2006	Healthy Planning Seminar-Vancouver	5.0	
Thu. May 25, 2006	Plan Talk-Planning for Climate Change	2.0	
Thu. Sep. 28, 2006	PIBC-UBC SCARP-Social/Networking	1.5	
<b>My Total LUs</b>			

Revised: November 2006

## Appendix III

### Other PIBC Chapter Activities & Related Events

(Jan. 2006 – December 2006)

Date	Course/Activity Name	LUs	My LUs
Wed. Feb. 15, 2006	Vanc. Island-South-Healthy Planning Seminar	6.0	
Thu. Feb. 16, 2006	Vanc. Island-North-Healthy Planning Seminar	6.0	
Mon. Feb. 20, 2006	Central-North-Healthy Planning Seminar	6.0	
Thu. Mar. 16, 2006	Central-North-PIBC-UNBC Student Social/Net	1.0	
Wed. Oct. 4, 2006	Vanc. Island-South-Children & Planning	1.0	
Fri. Oct. 27, 2006	Vanc. Island-North-AGM & Social/Networking	1.0	
Fri. Nov. 17, 2006	Vanc. Island-North-Urban Issues Film Festival	6.0	
Wed. Nov. 22, 2006	Vanc. Island-South-Professional Networking	1.0	
Sat. Nov. 25, 2006	Central-North-A Day of Planning	7.75	
Fri. Dec. 1, 2006	Vanc. Island-North-LEED Tech. Review Wrkshp	6.5	
<b>*My Total LUs</b>			

Revised: December 2006

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### Other PIBC Chapter Activities & Related Events

(Jan. 2006 – December 2006)

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Thu. Mar. 16, 2006	Central-North-PIBC-UNBC Student Social/Net	1.0	
Wed. Oct. 4, 2006	Vanc. Island-South-Children & Planning	1.0	
Fri. Oct. 27, 2006	Vanc. Island-North-AGM & Social/Networking	1.0	
Fri. Nov. 17, 2006	Vanc. Island-North-Urban Issues Film Festival	6.0	
Wed. Nov. 22, 2006	Vanc. Island-South-Professional Networking	1.0	
Sat. Nov. 25, 2006	Central-North-A Day of Planning	7.75	
Fri. Dec. 1, 2006	Vanc. Island-North-LEED Tech. Review Wrkshp	6.5	
*My Total LUs			

Revised: December 2006

NOTE: These Learning Units considered 'Organized & Structured Activities'

These activities are just examples of some of the activities that can count towards members' professional development requirements; the list is not conclusive; and any number of activities which do not appear here would still count as valid Continuing Professional Development.



# Continuing Professional Development System Guide

3rd Edition

Planning Institute  
of British Columbia  
110–355 Burrard St.  
Vancouver, BC V6C 2G8

Tel: 604.696.5031  
Toll Free: 1.866.696.5031  
Fax: 604.696.5032

Email: [pibc@telus.net](mailto:pibc@telus.net)

**[www.pibc.bc.ca](http://www.pibc.bc.ca)**

This guide was prepared  
by Jasmine Yen  
[jasmine@pagesbydesign.ca](mailto:jasmine@pagesbydesign.ca)

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