

# TOP 5 MISTAKES MEMBERS ARE STILL MAKING WITH CPL REPORTING

/ Claire Negrin RPP, MCIP Member of PIBC's Professional Standards & Certification Committee

In the Summer 2021 issue of *Planning West*, we brought you the article: “Top 10 Mistakes Members make with CPL Reporting.” The article provided a list of common errors that were noted by the PIBC Professional Standards & Certification Committee (“the Committee”) during their 2019 Continuous Professional Learning (CPL) review.

The annual CPL review is conducted as a random audit of the previous year's CPL reports, reviewing 5% of reporting members' reports. Since the publication of the previous article, the Committee has reviewed two additional years of CPL reports and are happy to report that the number of errors is declining. The ‘Top 10’ mistakes have now been whittled down to the ‘Top 5’!

## For the past two reporting years, the five most common issues identified by the Committee have been:

5

### Vague descriptions of learning activities (previously #6 & #5)

This includes omitting descriptions of third-party activities and incomplete descriptions of reading materials. Remember, the more information you provide with your CPL report, the less information the Committee may request if your report is reviewed.

4

### Over-reporting LUs based on recommended maximums within the CPL Guide (previously #8)

Remember that many activities are eligible for CPLs, but there are maximum Learning Units (LUs) permitted for some items. Please review the CPL System Guide for these maximums.

#### Organized & Structured

- Leading a guided tour, field study or mobile workshop
  - Where duration is less than 3 hours: 2.0 LUs
  - Where duration is at least 3 hours but less than 6 hours: 3.5 LUs
  - Where duration is at least 6 hours or more: 5.0 LUs
- Volunteering as a formal mentor or sponsor for a Candidate member going through the membership certification process: 1.0 LU for each contact hour with Candidate member protégé to a maximum of 4.0 LUs per year

#### Independent & Self-Directed

- Volunteer 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 total meetings/work per year: 2.0 LUs
  - With between 5 and 20 hours of meetings/work per year: 3.5 LUs
  - With more than 20 hours of meetings/work per year: 5.0 LUs

3

### Reporting conference activities as a singular line item (previously #2)

A conference with multiple sessions must be entered as separate items for each session. However, please note that a single course that spans multiple days can be entered as a single item in your CPL report.

2

### Incorrectly registering & reporting PIBC webinars (NEW)

In the case of PIBC-organized webinars and learning activities where registration records were available, several members reported learning units for attending webinars for which they were not registered. Through requests for more information, it was discovered that there was some misunderstanding of Single Member vs. Group registration in relation to eligibility for CPL reporting for PIBC webinars. These members were informed that:

“If multiple staff members intend to report a PIBC webinar for CPLs, the group registration must be selected and the organization name shared in registration. While there is no problem with watching sessions as a group – such a venue offers a great opportunity for discussion and continued learning – multiple members may only report CPL units where group registration is available and selected. Where group registration is not available, normally only the official registrant may report the CPL. For webinars where registrants select individual registration, only the member registered may report the learning activity. This helps ensure the integrity of the CPL program and that the Institute has accurate records for future CPL reviews.”

1

**Not keeping any proof of registration or attendance (NEW)**

Should your CPL report be reviewed, proof of attendance and any materials with descriptions of the event may be requested by the reviewer to aid in their review.

From the CPL System Guide: *Members must keep accurate records and supporting documentation or information of their reported activities on hand for at least the most recent two calendar years of CPL activity to avoid any potential issues with review and verification.*

**Honourable mention: Waiting until December 31 to complete your reporting (previously #1)**

Report your CPLs as they are completed!

From the CPL System Guide: *Members are strongly encouraged to report their CPL activities and LUs throughout the year as each activity is completed to ensure timely, accurate reporting and to avoid any reporting backlog at the end of each year.*

Thank you for continuing to report your CPLs in a way that assists in the annual review. The annual review is not intended to penalize members, but to ensure that our profession is held to a high standard of knowledge, skills, and ethics of which we can all be proud.

For a complete description of how to report Learning Units, please review the [Continuous Professional Learning System Guide](#) available on the PIBC website. Remember to refer to the annual maximums permitted for each activity, as well as the categorization of activities as either Organized and Structured or Independent and Self-Directed.

Claire Negrin, RPP, MCIP is a member of the Professional Standards & Certification Committee and participates as a reviewer for the annual CPL review.

**CPL REPORT REVIEW**

The following table provides a summary of the CPL reviews from the past three years.

	Total CPL Reviews Conducted (5% of reporting members)	Reports with No Issues	Reports with Minor Errors	Reports that Required Follow-Up
2019	55	34	3	18
2020	55	32	2	21
2021	70*	50	14	6**

\*The increase in the number of reports reviewed between 2020 and 2021 is due to the fact that, as of 2021, the CPL review now also includes all Candidate members. CPL reporting was not required for Candidate members prior to 2020, was voluntary in 2020, and became mandatory in 2021.

\*\*The drastic reduction from 2020 to 2021 in reports that required follow-up is a good sign that members are becoming more diligent in accurately reporting their CPLs. Congratulations on a job well done!

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