

**Planning Institute of British Columbia  
CPDS Self-Report Form (2<sup>nd</sup> Edition)**

This form should be submitted to obtain Learning Unit credit (LUs) for each reported CPD learning activity. Members calculate LUs for learning activities by reporting the number of hours spent (to the nearest quarter hour) in direct planning-related learning with a minimum of 1/2 hour or 0.5 LUs of learning activity. All submissions are considered on an individual basis and are subject to review and adjustment of LUs assigned. Please note: Several separate activities can be reported on this one form.

**Return Completed Forms to:**                    **Planning Institute of British Columbia,  
110–355 Burrard St., Vancouver, BC, V6C 2G8  
Fax: 604.696.5032**

Last Name: \_\_\_\_\_ First Name/Initial: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime (work) Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

**CPD Activity Details:**

Activity Title OR Description & Provider:	Activity Date:	Learning Units I am Reporting:		
		Organized	OR	Individual
1. _____ _____	_____	_____	_____	_____
2. _____ _____	_____	_____	_____	_____
3. _____ _____	_____	_____	_____	_____
4. _____ _____	_____	_____	_____	_____
5. _____ _____	_____	_____	_____	_____
6. _____ _____	_____	_____	_____	_____
7. _____ _____	_____	_____	_____	_____
8. _____ _____	_____	_____	_____	_____
9. _____ _____	_____	_____	_____	_____
10. _____ _____	_____	_____	_____	_____

Report LUs in 1/2 hour increments (minimum of 1/2 hour per activity). Credit is not awarded for time spent on registration, travel, receptions, or meals (unless an educational component is offered).

**Important Note:** Members are responsible for the accuracy of their CPD reports. Members should keep & maintain supporting documentation and any other materials in support of the activities for which they are reporting for CPD credit, as members' CPD records are subject to random review and audit. Questions? Don't hesitate to contact PIBC for assistance.

Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Self-Reporting of CPD Activities

To be eligible for credit, all activities must be self-reported. CPD activities must be purposeful, must be educational, and yield new knowledge for the individual member, relevant to her/his work as a professional. Self-reported activities may be either an organized & structured activity which may or may not be provided or endorsed by PIBC, OR may be an individual, independent self-directed activity.

### - Organized & Structured Activity:

These activities include structured courses, meetings, seminars and workshops that are either provided by the PIBC and its Chapters, or by an external provider or group, which *may or may not* be endorsed in advance 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 to PIBC, however, the member must complete a self-report form for the activity.

### - Individual Self-Directed Activity:

Individual 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, individual self-directed activities must be purposeful, must be educational, and yield new knowledge for the individual member, and apply to the 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 or task forces). Additional activities include teaching, research or self-designed learning experiences including critically reviewing/reading articles and publications, & written reviews, which encourage informal contemplation & sharing of knowledge.

## Assignment of Learning Units

To obtain Learning Unit credits for each reported activity, members include the details on a PIBC Self-Report Form, which is signed & submitted to PIBC. The information from the completed form is then recorded by PIBC into the members' records. Members calculate LU hours for learning activities by reporting the number of hours spent in planning-related learning with a minimum of 1/2 hour or 0.5 LUs of educational activity. In some cases, where direct allocation of Learning Units by time is difficult, or not appropriate, fixed equivalent Learning Unit values will apply. For any questions regarding the assignment of learning units, refer to the current edition of the CPD System Guide or contact PIBC.

All submissions are considered on an individual basis and are subject to review and adjustment of LUs assigned. Members must maintain their own records, in support of their self-reported CPD submissions.

## Using this Form – CPD Activity Details

Indicate the title or name of each activity, if one exists OR provide a succinct description if appropriate. e.g. *Integrated Storm-water Management Course* OR *Self-Guided walking tour of Gastown based on Heritage Vancouver Guide*. Also, provide the name of the activity provider, where applicable. e.g. *SFU City Program; PIBC; Central-North Chapter; etc.*

Indicated the date on which each activity took place. Credit of Learning Units applies to the calendar year in which the activity took place, regardless of when the report is received.

Indicate the number of learning units (LUs) being reported for each activity, in the appropriate category (column) – either **Organized & Structured**, OR **Individual Self-Directed**. To determine in which category an activity should reported, refer to the distinctions outlined above, or refer to the current edition of the CPD System Guide, or contact PIBC for assistance.