



## ***IMPORTANT REMINDER!***

### **CONTINUOUS PROFESSIONAL LEARNING (CPL)**

**2020 CPL reporting deadline: *December 31st, 2020***

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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 2020 is due no later than: **December 31, 2020.**

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.

#### **2020 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 2019:**

Members may carry forward (from the 2019 reporting period) up to a maximum of 9.0 surplus Organized & Structured Learning Units to meet their minimum requirements for the current (2020) 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 2019, and are deficient in reported Organized & Structured Learning Units for 2019, the surplus 2019 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](http://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.

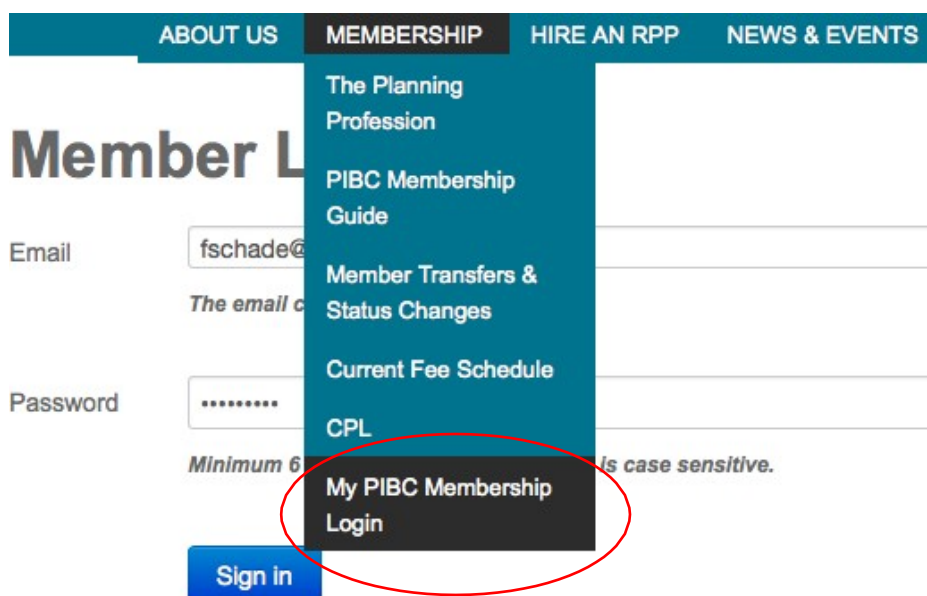
(PIBC Login: <https://ams.pibc.bc.ca/>)

In case you are experiencing technical problems:

Please accept our website policy, otherwise the online CPL Reporting functions don't work properly.

Sometimes there are also other 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;

The screenshot shows a navigation menu with four main categories: 'All About Me...' (green), 'Access PIBC's...' (light green), 'Invoices and Receipts' (red), and 'Member Services' (yellow). Under 'All About Me...', there are four items: 'Profile', 'Specialties and Skills', 'CPL Activities' (circled in red), and 'Current and Past Events'. Under 'Access PIBC's...', there are 'Find a Member' and 'Planning West'. Under 'Invoices and Receipts', there are 'My Invoices' and 'My Insurance and Receipts'. Under 'Member Services', there is 'Volunteer Opportunities (Coming Soon)'.

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

The screenshot shows the 'Continuous Professional Learning My Activities' page. It includes a header, a description of the page, a dropdown menu for the CPL year (set to 2015), and a table for recording activities. The 'ADD' button is circled in red. Below the table is a summary table showing the total reported, carried forward, sub-total, additional required, and to carry forward values.

Note: Only shows activity for CPL year 2015

Description of CPL Activity	Date	Learning Units		Total
		Organized & Structured	Independent & Self-directed	
<input type="button" value="ADD"/>				
<input type="button" value="EDIT"/>				
<input type="button" value="DELETE"/>				

	Organized & Structured	Independent & Self-directed	Total
Total reported	0	0	0
Carried forward from last year	0	N/A	
Sub-total	0	0.00	0.00
Additional required	9.00		18.00
To carry forward	0	N/A	

A minimum of 18.00 total Learning Units are required per year. Individual & Self-Directed Learning Units are limited to a maximum of 9.00 per year. Carry Forward is limited to a maximum of 9.00 unused Organized & Structured Learning Units per year, carried forward for no more than one year. That is, unused Organized & Structured Learning Units may not be "banked" or saved for additional future years. All Learning Activities and LUs reported are subject to audit & review.

(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:

### Events

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

CIP Conference Events:  or

Home Affiliate Events:  or

Other Affiliate Events:

Provider:

Description of CPL

Activity:  
200 characters or less

Activity Date:

Learning Units:

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 Marijuana 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 Awareness - WS for Professionals by Professionals  
BCCON14 - PSC2 - BC Institute of Agrologists - Ethics for Professionals

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://pibc.bc.ca/continuous-professional-learning>.

Or Contact PIBC:

**Tel: 604.696.5031**

**Toll Free: 1.866.696.5031**

**Email: [office@pibc.bc.ca](mailto:office@pibc.bc.ca)**