



## **Continuing Professional Learning Program Guide**

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## **1.0 Introduction: A Program for Planners**

### **1.1 The MPPI Continuing Professional Learning Program**

In response to the profession's recognition of its own needs as well as the public's growing need for assurance that many professionals--planners included--remain current with contemporary theory, methods, and practice within their profession, the Manitoba Professional Planner's Institute (MPPI), through its Continuous Professional Learning (CPL) Committee, is developing a Manitoba-focused CPL program.

Since the fall of 2004, the MPPI CPL Committee has been working to outline a CPL program that will fit the unique needs of planning professionals in Manitoba, while still being consistent with the overall national guidelines for a mandatory CPL program. The following CPL Guide describes the implementation structure and format for how MPPI will help members achieve ongoing professional learning. MPPI is committed to ensuring the program is useful, workable and meets the needs of members whether they practice in large urban areas or more remote northern and/or rural areas. To do this, the CPL program will remain flexible to accommodate input from members on how to continually improve the program.

### **1.2. MPPI Committees – CPL Roles and Responsibilities**

The CPL program itself will be overseen by MPPI Council. It is the responsibility of Council to hold a membership vote on mandatory CPL, prior to the official start up date of January 1, 2006. Council is also responsible for directing the CPL Committee on special circumstances that may arise over the course of the CPL program.

Program development and direction will be undertaken by the MPPI CPL Committee. It is also the responsibility of the CPL Committee, in cooperation with the Events Committee, to identify and provide CPL opportunities.

MPPI's Membership Committee will oversee program participation and assist the CPL Committee with an annual random audit of 10% of the membership.

Coordination assistance will come from CIP to ensure consistency and portability across Canada (i.e. National Framework, National committee).

### **1.3. Coordinating the National Standard and Affiliate Standards**

Currently, there are both National Standards that all Affiliates will adhere to and Affiliate Standards that may differ from Affiliate to Affiliate. The intent of the National Standards is to ensure consistency and portability across Affiliates. The intent of the Affiliate Standards is to provide enough flexibility to meet regional needs and preferences.

The National CPL Committee has the objective of eventually creating a unified CPL system across all Affiliates. The first step in this journey will start within each Affiliate and then cooperatively coordinate the models through the National CPL Committee over time. The following National Standards were adopted by the National CPL Committee:

#### National Standards and Responsibilities

- Minimum of 18 Learning Units (LUs)/year
- Mandatory across Canada
- Self-reporting system for all
- Consistent standards and portability among Affiliates
- Option for Affiliates to implement a gradual but defined phase-in period
- Applies to all practicing corporate members
- Define a CIP budget commitment

#### Affiliate Standards and Responsibilities

- Establish an ongoing CPL sub-committee in each Affiliate
- Define a reporting process using CIP's online database
- Set a reporting period
- Detail structured and unstructured components and how LUs are earned
- Define a process and sanctions for compliance
- Set an Affiliate budget commitment
- Update CIP on member consultation and implementation process
- Conduct a vote on program and to support mandatory application
- Set a date for implementation of the Affiliate's CPL program

### **1.4. Enabling Bylaws**

Council will draft a bylaw that recognizes the program, to be voted on at the 2005 MPPI Annual General Meeting.

## **2.0 Continuous Professional Learning Guidelines**

### **2.1. Professional Learning Activities**

The purpose of undertaking Professional Learning activity is to engage members in furthering their knowledge, understanding, skills and abilities, relevant to the theory, methods, and practice of planning. The idea is that members would actively engage in all manner of such relevant activities and be able to contemplate and reflect upon the new knowledge, skills or abilities gained from each activity.

The CPL program is intended to accommodate members' diverse professional interests and provide flexibility and access. To achieve this, the program has been designed with two broad categories of Learning Activity:

#### ***a) Organized & Structured Activities***

Organized & Structured Activities include any structured courses, presentations, seminars and workshops that are either provided by MPPI, CIP and its Affiliates, or by an external provider or group recognized in advance by MPPI. These would include organized distance education activities.

#### ***b) Independent Activities***

Independent activities are deliberate, educational, yield new knowledge for the individual Member and should apply to the practice of planning. They are activities that are largely independent and not normally endorsed in advance by MPPI. Any questions that members have regarding eligibility of Independent activities can be directed to the CPL Committee.

### **2.2. Learning Units**

In general, MPPI members already engage in activities that would fall under these two categories. Through the CPL program, members are given 'credit' for this participation as it is considered 'Professional Learning' that contributes to their professional development.

The credits earned through the CPL program are called Learning Units (LUs). The MPPI CPL committee has assigned LUs to different types of learning activities under each category. For the Organized/Structured activities, the assigned LUs are generally equivalent to the amount of time spent undertaking the activity. Independent activities were assigned LUs largely on the degree of engagement required to complete the activity.

Learning Units must be earned and reported annually to comply with the mandatory CPL program. All Learning Units earned can be of the Organized & Structured variety. However, only a maximum of half the LUs may be eligible as Independent in any reporting period.

**9 Organized & Structured LUs minimum**  
**9 Independent Activities LUs maximum**  
**18 LUs            Annual Total**

Special consideration will be given to rural and remote members where Organized & Structured activities may not be as available. However, it is the goal of MPPI to identify and/or provide an adequate number of eligible activities for these members.

### 2.3. Assignment of Learning Units

The following guidelines outline the two categories and general 'types' of activities for which LUs can be earned. The Activity Types listed here should encompass the majority of learning activities that members will undertake. However, we acknowledge there will be activities that do not clearly fall under these Types. In this case, you may choose the Activity Type most suitable to the activity, or contact the CPL Committee for clarification. For more specific examples of how to earn LUs, please refer to Appendix B.

#### Organized & Structured Activities

<u>Activity Type</u>	<u>Time Spent</u>	<u>LUs</u>
<b><i>Attendance at a course, workshop, seminar, panel discussion or lecture</i></b>		
• Full day attendance	6 or more hours	8
• Half day attendance	Btwn 3 and 6 hours	4
• Less than half a day attendance	Under 3 hours, minimum 1 hour.	1
<b><i>Presentation of course, workshop, seminar, panel discussion, lecture or tour material*</i></b>		
• Full day presentation	6 or more hours	8
• Half day presentation	Btwn 3 and 6 hours	4
• Less than half a day presentation	Under 3 hours, minimum 1 hour.	1
<b><i>Attendance at a Mobile or Guided Tour</i></b>		
• Full day tour	6 hours or more	4
• Half day tour	Btwn 3 and 6 hours	2
• Less than half a day tour	Under 3 hours, minimum 1 hour.	1

\*Presentation of material may or may not involve preparation time. Please see the LU assignment guidelines for preparation under the Independent Activities below. LUs for preparation can be earned in addition to the LUs for presentation.

**Independent Activities**

<b><u>Activity Type</u></b>	<b><u>Time Spent</u></b>	<b><u>LUs</u></b>
<b><i>Preparation of Presentation Materials</i></b> (see guidelines for Presentation LUs above)		
• Preparation for a Full day presentation	6 hours or more	8
• Preparation for a Half day presentation	Btwn 3 and 6 hours	4
• Preparation for a presentation less than half a day	Under 3 hours, minimum 1 hour.	1
<b><i>Critical Reading/Review of Professional Text</i></b>		
• Professional or academic books/texts	N/A	4
• Professional or academic articles	N/A	1
<b><i>Original Research and Writings</i></b>		
• Professional or academic book/text for publication	N/A	8
• Professional or academic article for publication	N/A	4
• Book/Article critique for publication	N/A	2
• Professional or academic research – unpublished (i.e. Case in Point collaborative research, etc)	N/A	2
<b><i>Participation on Professional, Civic, Advisory Boards and Committees</i></b>		
• Participation on a board or committee (2 LUs/committee – can count a maximum of 4 Committees/year)	One Year	max. 8/Yr
• Participation in Mentorship program	One Year	1
<b><i>Self-guided Tours</i></b>		
• Planned, self-guided tours	Any tour length	1
<b><i>Specific Request</i></b>		
• Member must consult with CPL committee	N/A	variable

**3.0 Reporting of Continuing Professional Learning Activities**

Members must report the required LUs for the reporting period. Members will be able to self-report all Professional Learning to an online database (to be made available prior to the 2006 reporting date) at: [www.cip-icu.ca](http://www.cip-icu.ca). Reporting will use the guidelines for assigned LUs above.

It is in your best interest to keep accurate back-up documentation of all courses you attend to help ensure there is no discrepancy in the recording process. Additionally, a random audit of 10% of members CPL records will be conducted annually by MPPI, so maintaining your records may also be useful in case of MPPI requires a member to clarify how an LU would meet the set criteria.

## 4.0 CPL Program: Start-Up Information

Essential information you need regarding dates and requirements of our Continuing Professional Learning program:

- The official Program starting date across Canada is **January 1, 2006**.
- The initial reporting period to earn and record the first 18 Learning Units will be **retroactive from September 1, 2004 and go until December 31, 2006 (a total of 28 months)**. This initial reporting period is extended to enable members plenty of time to earn 18 Learning Units (LUs).
- Subsequent reporting periods will be annual (January 1 to December 31) where **18 LUs** are earned and reported each year.
- Reporting of Learning Units will be 'Self-reported' through a CIP National database (**TBA**).
- Half of all LUs reported (either annually or every three years) must account for Organized Structured activities (as defined elsewhere in this guide). Remote or rural members can apply for special consideration where Organized Structured activities available do not meet that quota.

## **Appendix A – Frequently Asked Questions**

### **Who does the CPL program apply to?**

All Full and Provisional members (including those with Fellow or Honourary status) are required to comply with the mandatory CPL program. Retired and Student members are exempt from complying with the mandatory CPL program, but may follow CPL on a voluntary basis if they choose.

### **How do I report acquired Learning Units?**

You will be required to report acquired LUs by entering the activity information (such as the name of the activity, date, provider, etc) into a Membership database/profile on the CIP website. The organizer or provider of the activity may also keep a record, which may be kept or accessed for verification purposes. The database will track member compliance with the annual reporting requirement and notify members of their progress.

### **How will Members' Learning Units be verified?**

The MPPI Continuing Professional Learning committee will randomly audit 10% of the eligible membership annually. The MPPI membership committee will assess general membership compliance.

The initial year of the program will be evaluated by the CPL Committee to gauge member's satisfaction with the program and find out where improvements need to be made.

### **What if I am unable to comply with the CPL requirements in the time periods given?**

The primary objective of making the program mandatory is to encourage professional learning by all members. MPPI is committed to helping members to be successful in completing their CPL requirements, through provision of regular offerings; the annual conference; and access to CPL information. Minor concerns with non-compliance will be assessed by the CPL Committee to determine if the Member requires assistance or is subject to special circumstances affecting her or his ability to complete the annual CPL requirement. In these cases, the CPL Committee will do whatever it can to help the member comply (undertaking CPL activities and reporting).

In a case where a member refuses to comply, MPPI Executive Council may respond in the same manner as with a member who refuses to pay membership fees.

### **Are there any exceptions/exemptions from CPL?**

Exemptions include medical leave and extraordinary circumstances, reviewed on an individual basis. Otherwise, members must participate and satisfy the requirements.

### **How does CPL apply to new, reinstated or transferred members of MPPI?**

New, reinstated or transferred members registered before February 1<sup>st</sup> of the reporting period must acquire 18 LUs. Members registered after this time and before December 31<sup>st</sup> of that reporting period should try to achieve the full 18 LUs. If such a member does not feel they will be able to achieve the required LU's in the time they have, they have

the option of applying to the CPL Committee to make a case for obtaining an LU 'waiver'. If a waiver is granted, the member is not required to report the full 18 LUs for that initial reporting period.

**Can a Member earn Learning Units from Professional Learning programs in other provinces or states?**

While there is not yet a Canada-wide CPL program, MPPI's CPL program 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 CPL activity.

**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 Manitoba.

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

**Can you take the same course twice?**

Yes, as long as it is not within the same reporting period and it advances your professional learning (i.e. you will gain new knowledge from taking it a second time).

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

Yes. Excess Organized/Structured LUs may be carried forward for use in the next reporting period. For example, if you earned 15 Organized/Structured LUs in an annual reporting period, you can claim 9 of them for that reporting period, and carry over the remaining 6 LUs to the next reporting period. Any excess Organized/Structured LUs not claimed the year after they were acquired are no longer valid for reporting.

**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.

**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.

**How long should I keep the paperwork supporting my CPL records?**

We suggest keeping your records for 2 reporting periods if you are carrying LUs forward, otherwise they can be kept for one year after reporting. Any MPPI CPL audit will be done no later than the year following any self-reporting of a member's learning activity.

**Additional Questions & Feedback?**

This is the first edition of the MPPI CPL Guide, and the initial start up of the program. Undoubtedly there will be a variety of issues and questions that arise as the program becomes operational. MPPI will be monitoring and reviewing the program as it unfolds and there will be a comprehensive review upon the completion of the first reporting period.

Your questions, comments and feedback are important to ensuring the program develops in a manner which is most valuable and effective for the Members. Please don't hesitate to contact the CPL Committee with your questions or comments.

MPPI CPL Committee  
Email: [klebaron@gov.mb.ca](mailto:klebaron@gov.mb.ca)

## Appendix B – Examples of MPPI CPL Activities

The following is a listing of some of the Organized/Structured activities available in Manitoba starting September 2004 that are eligible as LU credit. The list is not exhaustive of all possible Organized/Structured activities eligible for LUs, however it provides a good example of how LUs can be earned and may help you determine how many LUs you may already have!

<u>Date</u>	<u>Activity Name</u>	<u>LUs</u>
<b>Chatauqua 2004 – Workshop Series on Community Participation</b>		
Wed., Sept. 29, 2004	Creative Community Engagement	4
	Planning with Aboriginal Communities	4
	Why Planner's Hate Nature (lecture)	1
Thurs., Sept 30, 2004	Planning with Aboriginal Communities	4
	Paying more than Lip Service to Public Consultation	1
Fri., Oct. 1, 2004	Cultural Development and Capacity Building	4
	Universal Design: A Framework	8
	Good Process, Good Product	8
	CPTED on a Difficult Site	4
Sat. Oct. 2, 2004	Reshaping the Built Environment (lecture)	1
	Listening to the Softest Voices	4
	Universal Design: A Framework	8
	Good Process, Good Product	8
	Transforming Conflict and Building Inclusion	8
	A Woman's Initiatory Journey at Midlife (lecture)	1
<b>MPPI AGM 2005</b>		
Thurs., Sept. 30, 2004	Panel Presentation	1
	Keynote Speaker	1
<b>Manitoba Planning Conference 2005</b>		
Wed. Feb. 9, 2005	Sustainable Planning	4
	Planning Law Refresher	4
Thurs. Feb.10, 2005	Keynote Speaker – Joanne Garnett	1
	Dealing with Public Controversy	1
	New Planning Act	1
	Fused Grid Street Pattern Design	1
	Caveats and Development Agreements	1
	Managing the Urban – Rural Fringe	1
	New Utility Servicing Techniques/Geothermal	1
	Fundamentals of Planning for Boards/Councils	1
	Future Municipal Building Inspectors	1
	Water Protection Act	1
	Rural Economic and Community Development	1
	Development Plans: More than Land Use Planning	1
	Preparing Livestock Operation Policy	1
	Making Use of New Land Information Technology	1
Preventing NIMBY	1	

Fri., Feb. 11, 2005	Keynote Speaker – Laura Rance	1
	Rethinking How and Why We Plan	4
	Plenary Address – Hon. Russ Powers	1
<b>CSLA Congress 2005: Exposed</b>		
Wed., Aug 17, 2005	Continuing Education Sessions	TBA
Thurs., Aug 18, 2005	Keynote: Dr. Lloyd Axworthy	1
	Puerto Cortes Honduras: Urban Design Master Plan	1
	Desperately Seeking Sustainability	1
	Designing, Restoring and Managing Ecological Infrastructure	1
	Mahon Park: Overrun and Underexposed	1
	The Changing Morphology of the N. American Green Neighbourhood	1
	Discussion Panel: Land Dev. And Env. Sust.	1
Fri., Aug 19, 2005	Open Space & Socio-Cultural Legislative Issues in Mid-Sized Indian Cities	1
	Placemaking within the Global Context	1
	Creating a “SMART” landscape	1
	GIS in Neighbourhood Revitalization	1
	Discussion Panel: Emerging Technologies in Landscape Architecture	1
	Fear Not	1
	Gardens as Experiments	1
	Relationship of Landscape Architecture with Other Professions	1
	Nature as a Model for Large Scale Planning	1
	Landscape Architecture in the 21 <sup>st</sup> Century	1
	Methods for Quantifying Design Professionals	1
	Modern Public Place Preservation	1
	The Provision of Landscapes for Healthcare	1
	But...Is it Landscape Architecture	1
	LABOK and Current Practice	1
	Discussion Panel: LABOK and Landscape Architectural Education	1
	A Tour of the Forks	1
Sat., Aug 20, 2005	Trends & Economics in Emerging Recreation	1
	A Case Study in the Application of Advanced Irrigation Design and LEED	1
	Agricultural Land Use and Environmental Planning	1
	Vegetation and Wildlife Solution in Three Sisters Mountain Village	1
	Discussion Panel: The Role of Landscape Architects in the Interdisciplinary World	1
	Guided Tour of Winnipeg's Waterfront	1
	Guided Tour of Downtown Renewal	1

**Full Day Workshops/Seminars**

Tues., Mar 29, 2005	FCM Addition to Reserves Workshop: Opportunities and Challenges for First Nations and Municipal Governments	8
June 2005	FCM Primer on Climate Change	?

**Breakfast Seminars**

Thurs., Mar. 10, 2005	MTS Centre Presentation & Tour – Bob Eastwood	1
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**Lunch Seminars**

Wed., Jan 19, 2005	Case for Rapid Transit – Rick Borland (APEGM)	1
Thurs., Jan 27, 2005	The Folly of Light Rail – Randal O'Toole (Frontier Centre for Public Policy)	1

**Evening Lectures**

Thurs., Jan 27, 2005	MPPI Mentorship Wine & Cheese – Rick Borland	1
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**Total Potential LUs Listed**      142

The following list gives examples of how to earn 9 Independent LUs annually:

<b>Activity Type</b>	<b>Activity Name</b>	<b>LUs</b>
<b>Example 1:</b>		
Journal Review	Plan Canada: Vol. 45, No. 1	1
Unpublished Research	UofM Case in Point: Collaborative Research	2
Committee Participation	MPPI Council member	2
Mentorship Program	One year active mentorship	1
Committee Participation	MB Planning Excellence Awards Selection committee	2
Self-guided Tour	Spence neighbourhood walking tour	1
<b>Example 2:</b>		
Presentation Preparation	Prep time for Participation on Panel Discussion at AGM (less than half day)	1
Critical Reading	Academic Text	4
Book Review publication	Plan Canada publication of critique of Academic Text	2
Committee Participation	MPPI Events committee member`	2
<b>Example 3:</b>		
Special Request	Moderator of AGM Panel Discussion	2
Publication	Case Study article for Plan Canada	4
Presentation Preparation	Seminar at MB Planning Conference (less than half a day)	1
Committee Participation	MALA Council member	2