



Alberta Association Canadian Institute of Planners Continuous Professional Learning – Self Report Form

This form is to be used when submitting and tracking your Learning Unit (LU) credits for each reported CPL activity. Members calculate LU hours for learning activities by reporting the number of hours spent (to the nearest quarter hour) with a minimum of 1/2 hour or .5 LUs of learning activity. Consult the *AACIP Voluntary CPL Program Guide* available at www.aacip.com "Members" then click on the Continuous Professional Learning tab for descriptions and examples of "organized structured" activities and self directed, "individual unstructured" activities. You may record your Learning Units directly, by inputting via the online report form, at www.cip-icu.ca and clicking onto the "CPL Reporting Form" tab.

**For those who do not have access to the Internet, return the following completed forms to:
AACIP, Box 596, Edmonton, AB T5K 2J8
Fax: (780) 452-7718 or Telephone 1-888-286-8716 for assistance.**

Last Name: _____ First Name/Initial: _____

Address: _____ Postal Code: _____

Daytime (work) Phone No: _____ Email: _____

CPL Activity Details:

Activity Title <i>OR</i> Description & Provider:	Activity Date:	Learning Units I am Reporting:	
		<u>Organized</u> Structured	<i>OR</i> <u>Individual</u> Unstructured
1. _____ _____	_____	_____	_____
2. _____ _____	_____	_____	_____
3. _____ _____	_____	_____	_____
4. _____ _____	_____	_____	_____
5. _____ _____	_____	_____	_____

Credit is not awarded for time spent on registration, travel, receptions, or meals (unless an educational component is offered). To be eligible, LU activities must be planned, must be educational, and yield new knowledge for the individual member. Activities may be either a "organized structured" activity or may be a self directed, "individual unstructured" activity. One LU for one hour.

Important Note: Members are responsible for the accuracy of their CPL reports. Members should keep & maintain supporting documentation and any other materials in support of the activities for which they are reporting for CPL credit. Don't hesitate to contact AACIP for assistance.

Member's Signature: _____ Date: _____