



**CONTINUOUS PROFESSIONAL LEARNING (CPL) COMMITTEE  
TERMS OF REFERENCE**

(Approved by Council on May 16, 2007)

**1.0 STATUS**

1.1 The Continuous Professional Learning (CPL) Committee is a standing committee of the Council.

**2.0 MEMBERSHIP**

2.0 The Committee shall consist of four Full Members of API and CIP in good standing, one of whom shall be from each Branch. One member shall be designated by the Council as the Chair and one member shall be designated as the Vice Chair. One member shall be designated by the Council as the API member on the National Continuous Professional Learning (CPL) Committee.

**3.0 TERM OF OFFICE**

3.1 The members and officers shall hold office at the pleasure of the Council for a two year term and until their successors are named or a resignation is received.

**4.0 MEETINGS**

4.0 The Committee shall meet at the call of the Chair or when so directed by the Council.

**5.0 QUORUM**

5.1 A quorum shall consist of the majority of the Members holding office at the time of the meeting.

**6.0 DUTIES**

6.1 The duties of the Committee are:

- a) to provide information to the membership on the CPL program;
- b) to explore methods of delivering CPL programs, including approaches which are multi Branch in nature;

- c) to determine whether proposals for undertakings qualify for CPL Learning Units (LU's) and, if so, assign the LU's to be applied and published on the API website;
- d) to carry out random audits on members self reports to determine whether they are in compliance with the CPL program;
- e) to create and maintain a CPL manual for publication on the API website;
  
- f) to make recommendations to the Council respecting the CPL program;
- g) to prepare and submit activities reports
  - i) to the Council prior to each Council Meeting which will include reporting on the effectiveness of the program including the level of compliance which has been achieved;
  - ii) to the Membership prior to each Annual Meeting;
  - iii) to the editor of the Planners Pen prior to publication of each issue;
  
- h) to prepare and deliver an activities report to the Annual General Meeting
- i) to undertake any other duties with respect to CPL which may be assigned by or agreed to by the Council.