

GUIDE TO THE OPPI/CIP STUDENT APPLICATION FORM

August/2011

How OPPI processes your application

Avoid processing delays by providing all the required information on the Student Membership Application Form and submitting the appropriate fee.

Once your membership has been approved and you have paid your fee, you become a Student member of both the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP).

Section 1. Categories of membership

1A. STUDENT MEMBER

Student membership is open to anyone who:

- has a mailing address in Ontario;
- is currently enrolled full time in a academic program and
- is not a member of OPPI in any other membership category.

It is important to provide OPPI with the name of the Program you are enrolled in, the name of the University you are attending and the month and year you are expecting to graduate. If this information changes during your Student membership, you must inform OPPI of the change by email to membership@ontarioplanners.on.ca.

Former undergraduate Student members who proceed directly to full-time graduate studies must reapply for Student membership once they are formally enrolled in the graduate program.

Student members who find employment in the planning field after they graduate must apply for Provisional membership immediately, so that they can start logging their planning experience and move towards Full membership.

Provisional or Full members in good standing who leave work to return to university for further studies are not eligible for Student membership. Provisional or Full members who let their membership lapse cannot return to Student status. They must apply for reinstatement of their membership as a Provisional or Full member.

Section 2. Member profile

Once you become a member of OPPI, you will receive an OPPI member ID and a password that gives you access to the "Members Only" section of OPPI's website. Using the website, you can modify the data in your Member Profile to reflect changes in your career. Keeping

your profile up to date is your responsibility. It helps OPPI send you relevant planning information in a timely manner. CIP will send you a separate member ID and a password so that you can access their member's area of the CIP website.

The only change that cannot be made on the website is a change of name. Send this information in writing to the OPPI office. Note that changes made on the OPPI website will automatically occur on the CIP website, but changes made on the CIP website will not be reflected on the OPPI website.

Section 3. Privacy and security of information

OPPI and CIP respect the privacy of members and the security of personal data. We use the information we collect in documents and on our website only for the purpose of providing service to our members.

OPPI's Privacy and Security Policy is posted on the Members Only area of the OPPI website. You can also obtain a copy by contacting the OPPI office. The policy covers data collection, data security, third-party access to data, and the security of the OPPI website. CIP's Privacy Policy is posted on the CIP website, or can be obtained by contacting the CIP office.

Section 4. Application fee

OPPI's membership year runs from January 1 to December 31. Your confirmation of payment and an official receipt for income tax purposes will be available in the My Documents section of My Profile and Documents found in the members area of the OPPI website once the membership committee has approved your application. An administration fee will be charged for NSF cheques, plus any bank charges.

OPPI STAFF CONTACT INFORMATION

Membership Coordinator – membership@ontarioplanners.on.ca

Phone: 416.483.1873 or 1.800.668.1448 ext. 222

www.ontarioplanners.on.ca

CIP STAFF CONTACT INFORMATION

Administrative Assistant, Members Services – cleduc@cip-icu.ca

Phone: 613.237.7526 or 1.800.207.2138

www.cip-icu.ca