

Creating a log of Relevant Planning Experience

What experience is eligible for validation?

Schedule P of the OPPI By-law defines planning as “the planning of the scientific, aesthetic and orderly disposition of land, resources, facilities and services, with a view to securing physical, economic and social efficiency, a sound environment, health and well-being.”

Any planning experience gained prior the convocation date of your undergraduate degree is not eligible for validation. Student members who have graduated and have started to work in planning must apply for Provisional membership in order to be eligible to log their experience.

If you have planning experience dating from before you became a Provisional Member, and are eligible to log that experience, you should create a log with a description of that work first, then log the work you do as a Provisional Member.

You can include experience you gained as a volunteer, as long as you can demonstrate that it fulfils the Institute’s definition of planning. This experience will be considered as a demonstration of the breadth of your planning experience, which you need to qualify to sit Exam A. Volunteer work will not, however, be counted as part of the minimum number of months of relevant planning experience that you are required to log.

If your work was done on a part-time basis, be sure to note this. You can be given partial credit for the experience. Keep in mind, however, that you must be spending at least 50% of your time doing planning in order to get any credit for the work.

Experience gained while a Public Associate is not eligible for validation as Relevant Planning Experience

How should I organize the information about my experience?

Try to organize your experience by job or position and type of work. For each period you log, you need to: •••••

- identify each planning activity or project, including the location;
- indicate the period during which you undertook the activity or project;
- describe the work involved, and your degree of personal responsibility for the work;
- identify the type of planning involved (research and analysis; policy formulation; design and layout; review of development proposals or policies; development of implementation policies); summarize what you have learned from these experiences.

Be concise in your description, but make sure that you provide enough detail to demonstrate that the work fits the definition of planning. You can talk about your daily tasks in fairly general terms, but you should also add some specifics about the various projects you’ve dealt with and the planning issues involved. The Committee does not necessarily favour long descriptions. Concise descriptions that show a grasp of the planning issues involved are what the Committee is looking for.

Don’t submit a job description or a résumé. Don’t attach actual samples of your work (such as staff reports, photographs or graphics, or plans of subdivision).

The sample log book entries are based on actual submissions which were reviewed and accepted by the Membership Committee. Feel free to use these samples as a template for your own log.

How often should I log?

Submit logs regularly, preferably every six months for the first year of your Provisional Membership, and annually after that, unless you change jobs.

What is the Membership Committee looking for?

The Committee is looking for evidence of initiative and judgement, and of responsibility and accountability in your planning work.

The Committee is also looking for evidence of a broad range of planning experience as opposed to a restricted set of work experiences. You can gain breadth of experience while pursuing a planning specialization. You may also gain some of your experience by participating on OPPI committees or other activities outside your paid employment.

In making a decision, the Membership Committee may validate all or a portion of the work described in the log. To be validated, at least half of the work in any period must be considered relevant planning experience.

What should I do with the sign-off form?

You need to obtain two signatures on the sign-off form:

1. One from your supervisor (or responsible superior officer) to verify that you've actually done the work that you're describing.
2. One from your CIP sponsor. This can be any Full Member of CIP. The sponsor doesn't necessarily have to have been involved in the work: it is his or her role to verify (based on what you've written) that the work fulfils the Institute's definition of planning.

If your supervisor is a Full Member, he or she can also sign as your sponsor. If not, you'll need two signatures.

If you are a sole practitioner, you may not have an identifiable supervisor. Just mark this section on the form as "Not Applicable". The signature of a CIP sponsor, however, is mandatory: the Membership Committee will not validate the experience without it.

Once you submitted your log(s), please fax the sign-off sheet to the attention of the Membership Coordinator or email it to admin@ontarioplanners.on.ca.

It is your responsibility to find a CIP sponsor. A list of volunteers is posted in the Members' Area of the OPPI website. Find their contact information by using the "Find a Member" feature available on the OPPI website.

How does the Membership Committee review the logs?

When you submit your completed log to the OPPI office, the Membership Subcommittee for your district reviews the log. The Subcommittee makes a recommendation to the Provincial Membership Committee.

After the Membership Committee has held a meeting to discuss the recommendations it has received, Log-on-Line will display how much experience has been validated and what your next step is (for example, if you're eligible to apply to sit Examination A).

The Subcommittee may decide to defer validation of your experience, and may ask you to provide more detail. You should revise and resubmit your log.

Keep in mind that the submissions are reviewed by volunteers, so it may take several weeks before you hear back. Please be patient.

Once you've fulfilled the requirement for relevant planning experience (which may be the **minimum** amount, or a longer period determined by the Membership Committee), on the recommendation of the Membership Committee, you may apply to take Examination A.

If you need advice, contact the OPPI office. If necessary, we can refer you to one of the Members of your local District Membership Subcommittee.