

Tip sheet to understand the CPL Cycle Details table

The Continuous Professional Learning (CPL) Cycle Details table can be accessed through [My College Account](#), under the “Continuous Professional Learning” tab. The table shows your past CPL declarations and current CPL step. The CPL Cycle Details table is only visible to you and College staff. The information is not publicly available and is not listed on the Public Register.

CPL Cycle Details: How it works

1	END DATE	MODULE	COMPLETE	DECLARATION
	7/1/2021	Expectation for Practice Module	Yes	Yes
	7/1/2022	CPL Portfolio Year One	Yes	Yes
2	7/1/2023	Sexual Abuse Prevention Program		

If you have questions about your CPL Cycle, please email us at cpl@college-ece.ca

1

The “**End Date**” column indicates the end of your membership year.

- In this example, the member has a July renewal date. The row indicating an end date of 7/1/2023 is the member’s July 2022-July 2023 membership year.

2

The bottom row in the table indicates your **current CPL step**.

- The CPL requirement for your next membership year will appear in the table once you renew your membership and confirm completion of your CPL requirements.
- In this example, this member will complete the Sexual Abuse Prevention Program by their renewal period in July 2023.

3

The “**Declaration**” column in the table indicates what you declared on your annual renewal form regarding completion of your CPL Program requirements.

- This column will appear blank until you renew your membership and respond to the CPL confirmation question on your renewal form.
- If you declare “Yes” that you have completed your requirements, the column will show “Yes”
- If you declare “No” that you have not completed your requirement, the column will show “No”. This column will not change, even after compliance is confirmed.

4

The “**Complete**” column indicates whether you completed the CPL Program requirement for the given membership year.

- This column will remain blank until you renew your membership and respond to the CPL confirmation question on your renewal form.
- If you declare “Yes” that you have completed your requirements, the column will show “Yes”
- If you declare “No” that you have not completed your requirement, the column will show “No”. This column will change to “Yes”, after your compliance is confirmed through the CPL non-compliance process.
- If you have been granted a deferral of CPL Program requirements, the complete column will show “Deferred”.

Completion of Sexual Abuse Prevention Program member education

In the year that you are required to complete the Sexual Abuse Prevention Program, on your renewal form, you will need to confirm that you have completed the three required elements:

1. Commit to Kids
2. Teatree Tells
3. College resources for review
 - [Professional Advisory: Duty to Report](#)
 - [Racism and Bias in Reporting to Child Welfare](#)
 - [Scenarios](#)

Once you have renewed and confirmed compliance, you will see that the CPL Cycle Details table will update to “Yes” under the “Complete” and “Declaration” columns.

To find your completion information for Commit to Kids and Teatree Tells:

1. Click the “Access Sexual Abuse Prevention Program” button in My College Account.
2. Once you’re on the Canadian Centre for Child Protection training platform, go to the “My Account” tab.