CPL Portfolio Cycle: Required Steps and Recommended Timelines

The graphic below shows the required steps and recommended monthly timelines for the one-year CPL Portfolio Cycle. The required steps of the CPL Portfolio Cycle are also communicated in the Notice of CPL Program Requirements.

Required Steps

One-Year Portfolio Cycle

1. Complete the **Reflection and Planning Tool**.
2. Engage in learning activities and experiences.
3. Document progress and learning in the **Record of Professional Learning**.
4. Reflect on activities, experiences, goals, and learning.
5. Declare completion of CPL requirements for the past membership year upon annual membership renewal.

Keep portfolio components and documentation for two years following completion.

Recommended Timelines

Month 1-2

- Complete your **Reflection and Planning Tool**.

Month 3-10

- Participate in your learning activities and experiences.
- Complete section A of your **Record of Professional Learning** as you engage in your learning activities and experiences.

Month 11-12

- Collate your documentation and complete your reflection in section B of your **Record of Professional Learning**.