

# Understanding the CPL Cycle Details table

The CPL Cycle Details table can be accessed through [My College Account](#), under the “Continuous Professional Learning” tab. The table shows your past Continuous Professional Learning (CPL) Program declarations and current CPL Program requirement. 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	2	3	4
END DATE	MODULE	COMPLETE	DECLARATION
7/1/2023	Expectation for Practice Module	Yes	Yes
7/1/2023	Sexual Abuse Prevention Program	Yes	Yes
7/1/2024	CPL Portfolio		

  

<b>1</b>	<p>The “<b>End Date</b>” column indicates the end of your membership year.</p> <ul style="list-style-type: none"> <li>The end date indicates the end of your membership year. You must complete your current CPL Program requirement before renewing your membership.</li> <li>In this example, the member has a July renewal date. The row indicating an end date of 7/1/2024 is the member’s July 2023-July 2024 membership year. The member is required to complete the CPL Portfolio prior to renewing for July 2024.</li> </ul>
<b>2</b>	<p>Your <b>current CPL Program requirement</b> is noted in the bottom row(s) of the “<b>Module</b>” column.</p> <ul style="list-style-type: none"> <li>In this example, the member will complete their CPL Portfolio by July 2024.</li> <li>The CPL requirement for your next membership year will appear in the table once you renew your membership and confirm completion of your CPL requirement.</li> </ul>
<b>3</b>	<p>The “<b>Declaration</b>” column indicates what you declared on your renewal form regarding completion of your CPL Program requirement.</p> <ul style="list-style-type: none"> <li>This column will appear blank until you renew your membership and respond to the CPL confirmation question on your renewal form.</li> <li>If you declare “Yes” that you have completed your requirement, the column will show “Yes”.</li> <li>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.</li> </ul>
<b>4</b>	<p>The “<b>Complete</b>” column indicates whether you completed the CPL Program requirement for the given membership year.</p> <ul style="list-style-type: none"> <li>This column will remain blank until you renew your membership and respond to the CPL confirmation question on your renewal form.</li> <li>If you declare “Yes” that you have completed your requirement, the column will show “Yes”. Please note that if you see “No” in the “Complete” column, you are potentially in non-compliance with the CPL Program requirement and should contact the College for assistance.</li> <li>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.</li> <li>If you have been granted a deferral of your CPL Program requirement, the “Complete” column will show “DEF”.</li> </ul>