

You can record your CPD activity in the member-only section of the CIM website (<https://cim.ca/members-only>).

Please navigate to:

“Update your Continuing Professional Development (CPD)” and enter the necessary information. If you have a certificate of completion, you can upload it there. Otherwise, create a document that outlines the CPD, hours obtained, and sign it.

Members Only

The following sections are currently available to members only.

- Update Your Membership Record
- Update your Continuing Professional Development (CPD)
- Renew Your Membership
- Your Membership Certificate & Card
- CMI Chartered Manager
- Mentorship
- ManagementDirect
- Code of Conduct
- National Meeting Reports - Upcoming Meeting
- National Meeting Reports - Previous Periods
- National Meeting Minutes
- National Motions
- National Director Update Reports
- Canadian Manager Magazine
- Robert's Rules of Order
- Archived Webinars
- Membership Benefits
- Management Matters
- Virtual Boardroom

To record more than 1 unit at the same time:

Please select the option **“Other”** instead of "One (1) documented hour of self-directed independent learning - i.e. reading papers, books, etc. (1 unit)".

This allows you to type in the Credit Type and Credit Value manually. Ex. if you took a 14 hour course then your could enter for the Credit Type "14 hours of learning in a structured environment (14 units)" and then for the Credit Value "14".

Professional Development Units (PDUs)

For complete PDU information, rules, and restrictions please [click here](#).

Credit Type	<input type="text" value="Other"/>
Credit Type (Please Specify)	<input type="text"/>
Credit Value	<input type="text"/>
Event Name	<input type="text"/>
Date	<input type="text"/>
Supporting documentation	<input type="button" value="Choose File"/> No file chosen

****Final decisions regarding any indistinct P.D.U.'s being granted will be at the discretion of the Institute's Continuing Professional Development Review Committee.**