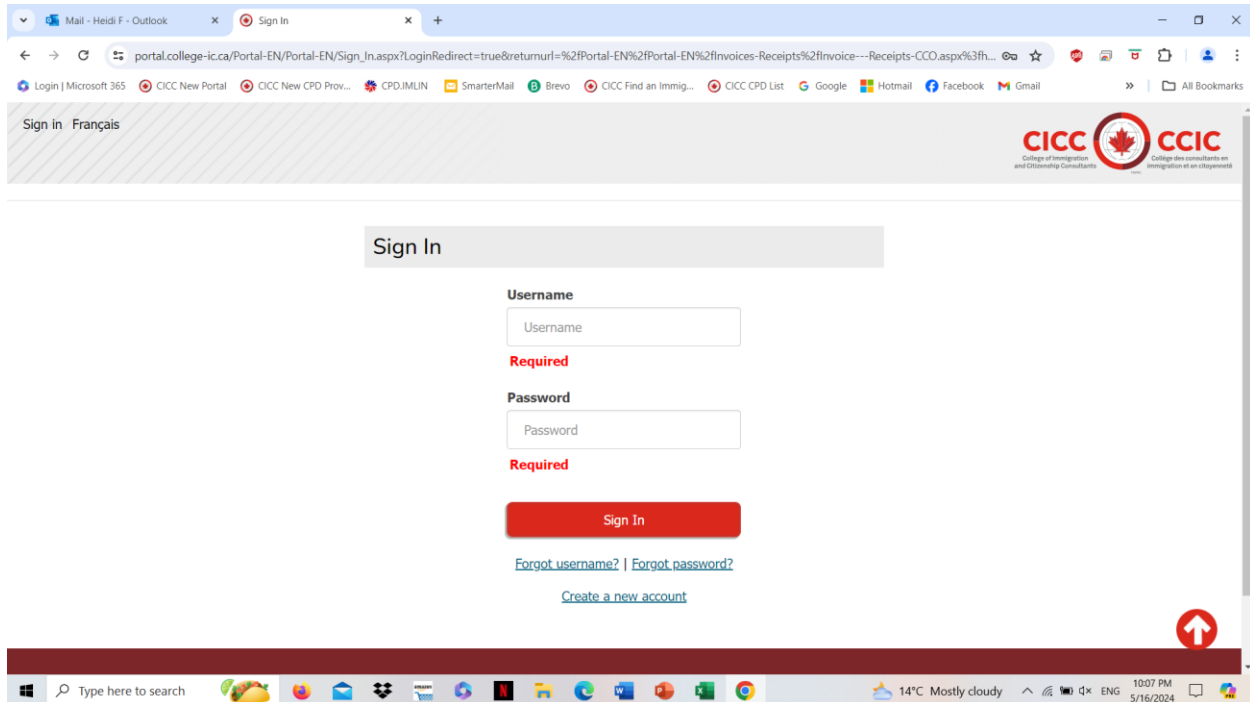


Guide to Reporting Your CPD Hours on the CICC Portal

Step 1: Sign in to the CICC Portal



Sign In Français

CICC **CCIC**
College of Immigration and Citizenship Consultants / Collège des consultants en immigration et en citoyenneté

Sign In

Username

Required

Password

Required

Sign In

[Forgot username?](#) | [Forgot password?](#)
[Create a new account](#)

Step 2: Choose "**Ongoing Education**" from the top menu

Step 3: Choose "**Continue CPD Learning Log**" under the menu of "Continuing Professional Development"

Step 4: Choose "**Select Activity**" and enter the title of the activity title as shown by the CPD providers, then "**Find**".

Select the one you wish from the search results.

Continuing Professional Development (CPD) Learning Log

CONTACT DETAILS

Search CPD Activities

Activity Title: LMIA and Work Permit

Contains: Find

Activity Title	Type	Hours	Start Date	End Date
Select LMIA and Work Permit	In-person or online live courses or programs that provide an opportunity to interact with colleagues and/or instructors.	3.00	4/25/2024 12:00:00 AM	4/25/2024 12:00:00 AM
Select LMIA and Work Permit	Recorded courses or programs that summarize the learnings from the approved CPD activity.	3.00	4/25/2024 12:00:00 AM	4/25/2025 12:00:00 AM

Remove

Step 5: The "Hours Completed" will show automatically. Pick your completion date. Use "Add Another" to add more.

SELECT ACTIVITY

Select Activity	LMIA and Work Permit	3	25/04/2024		
Select Activity			dd/MM/yyyy		

+ Add Another

ATTESTATION

I attest that I will retain all documentation confirming evidence of completion of CPD Activities and will provide it upon request if selected for the CPD Audit. *

I declare that the information contained in this form is accurate. *

Licensees must keep records or documents providing evidence of the completion of CPD (e.g., proof of payment, invoices, proof of registration, proof of attendance, certificate of completion) for a period of 5 years for possible review or audit by the College through the CPD Audit process.

Save & Submit Save as Draft Cancel