



2022 AICP Classroom

American Planning Association
Connecticut Chapter

Creating Great Communities for All



Connecticut Chapter American Planning Association

2022 AICP 3.0 Classroom Overview

(via Web-Ex)
March 26, 2022

**Robert M. Flanagan, AICP
City Planner – City of Bristol**



2022 AICP Classroom

American Planning Association
Connecticut Chapter

Creating Great Communities for All



Connecticut Chapter American Planning Association

The American Planning Association's
Professional Institute

American Institute of Certified Planners

■ Overview Agenda

□ Why AICP?

- One Path to AICP
- AICP Certification
- Exam Registration
- Exam Overview
- Exam Elements
- Exam Prep
- Test Taking Tips
- CM Program Overview

- **Why AICP?**
 - Demonstrate Your Expertise
 - Get an Edge in the Job Market
 - Show Your Commitment to Ethics
 - Grow Your Career
 - Elevate Your Skills and Knowledge
 - Lead the Profession
 - Boost Your Professional Stature

■ Why AICP?

- Nationally-recognized professional standard
- Establishes credibility with peers and potential employers
- Employment advantage
- Level above partisan / political field
- Code / standards of ethical behavior
- Additional \$

■ Why AICP?

■ Demonstrate Your Expertise

- [AICP Certification](#) is the only nationwide, independent verification of planners' qualifications.

■ Get an Edge in the Job Market

- Employers recognize — and reward — AICP Certification.
- On average, AICP-certified planners earn \$16,000 more annually than non-certified planners.

■ Show Your Commitment to Ethics

- [AICP Code of Ethics and Professional Conduct](#)
 - Show Your Commitment to Ethics
 - 87% of planning employers report that it is important that staff demonstrate allegiance to a code of ethics.

■ Why AICP?

■ Grow Your Career

- If you're just starting out and setting goals for your planning career, think about what you want to accomplish in five years, or 10.

■ Elevate Your Skills and Knowledge

- Certified planners have verified their academic and professional achievements.
- 93% of AICP members say that the AICP Certification meets or exceeds their expectations for helping them remain professionally current.

■ Why AICP?

■ Lead the Profession

- AICP also encourages service. Many AICP members serve at-need communities pro bono as individuals, or with their chapters.
- Others mentor students and new professionals, assess AICP Certification applications, and participate in accreditation reviews of academic planning programs.

■ Boost Your Professional Stature

- Certification enhances your standing and reputation among coworkers, public officials, project collaborators, and the public.
- Certification also puts planners on equal footing with the architects, engineers, and other credentialed professionals with whom they work and compete.

■ Overview Agenda

☐ ~~Why AICP?~~

☐ One Path to AICP

☐ AICP Certification Eligibility

☐ Exam Registration

☐ Exam Overview

☐ Exam Elements

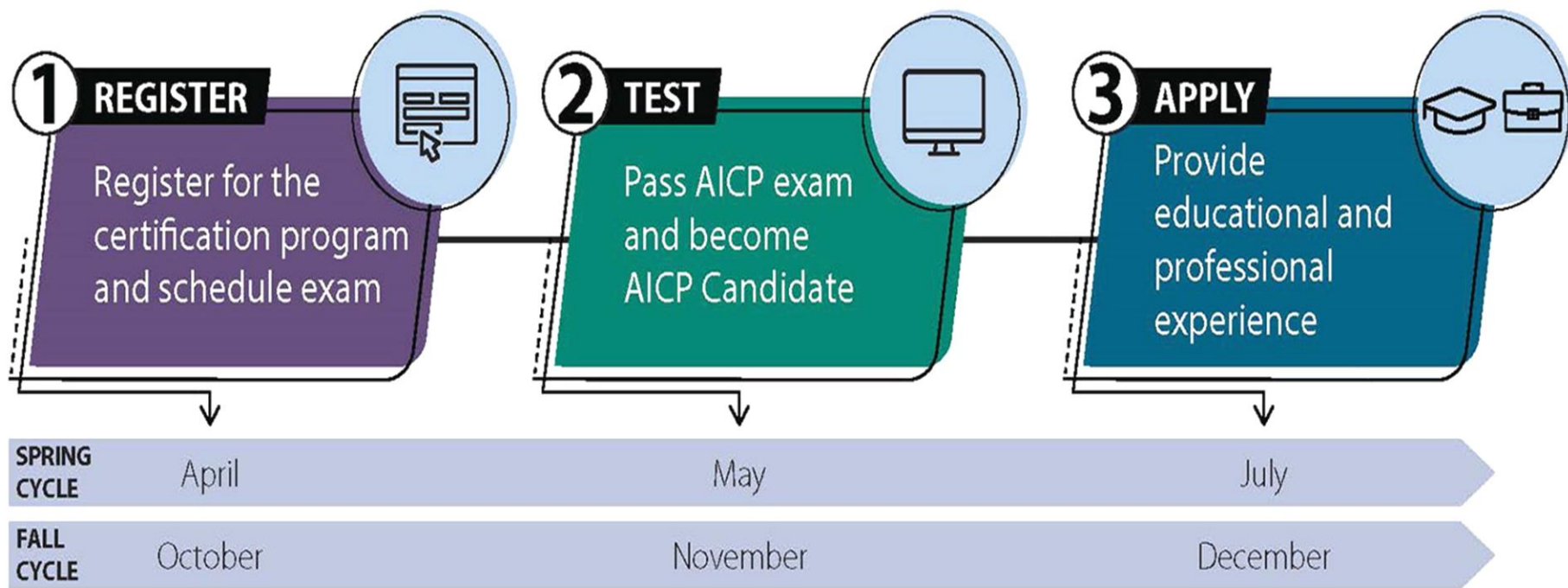
☐ Exam Prep

☐ Test Taking Tips

☐ CM Program Overview

One Path to AICP

Take These Steps to AICP Certification



□ One Path to AICP

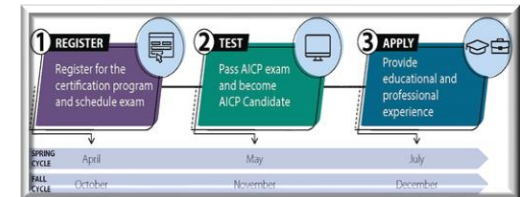
■ ELIGIBILITY PRE-CHECK

■ STEP 1: REGISTER (\$255)

■ STEP 2: Test (\$0)

■ STEP 3: Apply (\$255)

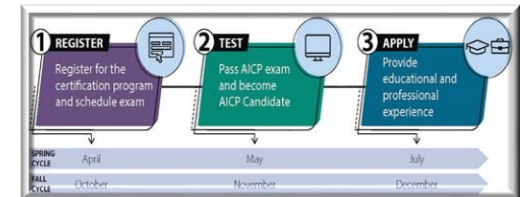
*Consult the Certification Guide



□ One Path to AICP

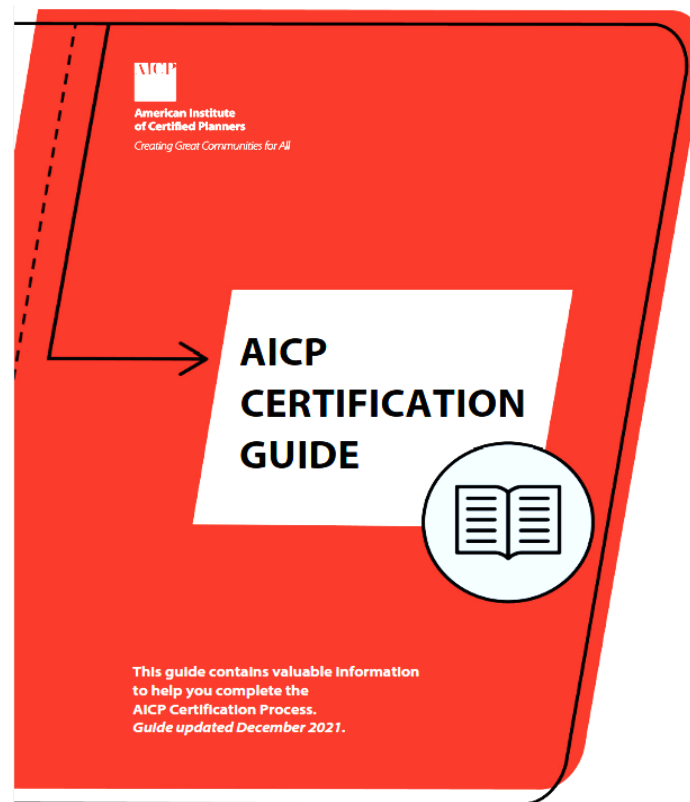
■ ELIGIBILITY PRE-CHECK

- Visit [Are You Eligible?](#) to review the experience requirements for AICP Certification.
- Download the [AICP Certification Guide](#), and use the [Eligibility Pre-Check](#) resources designed to help you understand how your experience fits into AICP Certification.



2022 AICP Classroom

AICP Certification Guide

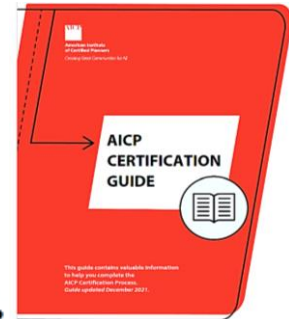


<https://www.planning.org/media/document/9227012/>

AICP Certification Guide

TABLE OF CONTENTS

GENERAL INFORMATION	3
PATH TO BECOME AICP CERTIFIED	4
ELIGIBILITY PRE-CHECK.....	5
STEP 1: REGISTER AND SCHEDULE EXAM	5
SCHEDULING EXAM APPOINTMENTS	6
TRANSFERS AND APPOINTMENT CHANGES.....	7
STEP 2: TAKE THE AICP CERTIFICATION EXAM	9
AICP CANDIDATE DESIGNATION	11
STEP 3: SUBMIT EDUCATION, WORK VERIFICATION AND EXPERIENCE ASSESSMENT.....	12
DOES MY EXPERIENCE QUALIFY?	14
PLANNING EXPERIENCE ASSESSMENT	18
APPENDIX 1: TESTING PROCEDURES & SCORING THE EXAM	20
APPENDIX 2: SPECIAL TESTING CONDITIONS.....	26



□ One Path to AICP

■ STEP 1: REGISTER (\$255)

■ Exam Registration

■ Spring 2022

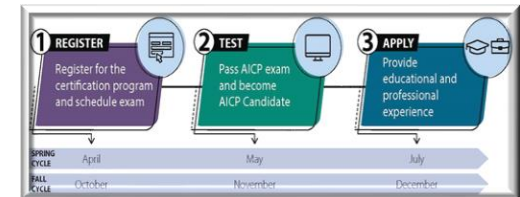
■ Fall 2022



□ One Path to AICP

▣ STEP 2: Test (\$0)

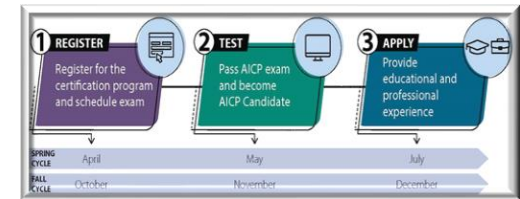
- See APA's [tips for Exam Prep](#) and links to resources to help you succeed.
- Passing the exam earns you the AICP Candidate designation to use until you successfully complete the three steps to achieve AICP certification. The AICP Candidate designation will distinguish you and can be leveraged with your employer.



□ One Path to AICP

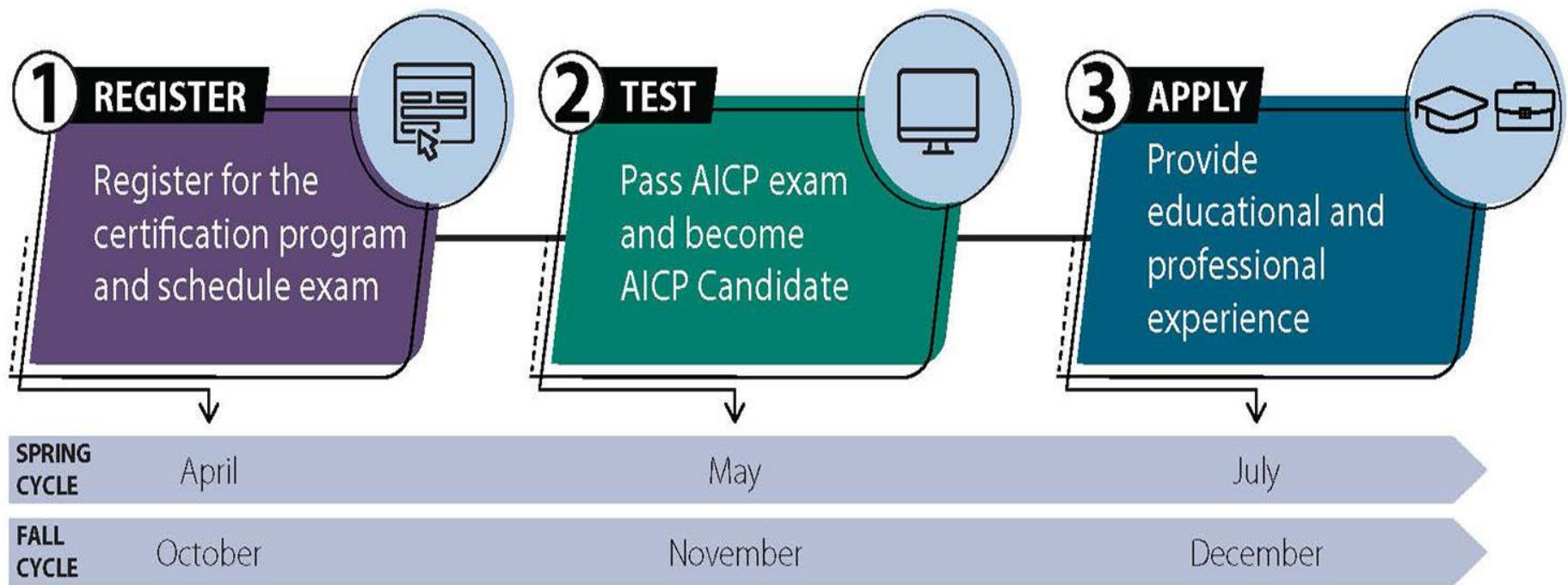
▣ STEP 3: Apply (\$255)

- After passing the AICP exam and earning the required amount of professional planning experience, submit your education and employment verifications, and demonstrate your experience meets the AICP definition of professional planning experience.
- Download the [Planning Experience Assessment Worksheet](#) to review the professional planning experience requirements for certification.



One Path to AICP

Take These Steps to AICP Certification



■ Overview Agenda

- ❑ ~~Why AICP?~~
- ❑ ~~One Path to AICP~~
- ❑ **AICP Certification Eligibility**
- ❑ Exam Registration
- ❑ Exam Overview
- ❑ Exam Elements
- ❑ Exam Prep
- ❑ Test Taking Tips
- ❑ CM Program Overview

□ AICP Certification Eligibility

- **CRITERION 1:** Demonstrate a Professional Level of Responsibility and Resourcefulness While Applying a Planning Process Appropriate to the Project or Situation

- **CRITERION 2:** Evaluate Multiple Impacts to a Community When Implementing Professional Planning Tasks

- **CRITERION 3:** Influence Public Decision Making in the Public Interest

□ AICP Certification Eligibility

- Review the Do's and Don'ts section of the Exam Bulletin
- *Speak in the first person – don't speak to what the "team" did*
- Refrain from using bullets and writing in incomplete sentences
- REMEMBER – Reviewers are required to base their decision on your criterion responses. Do not assume your application will be approved just because you have a lot of planning experience

□ AICP Certification Eligibility

- Use these resources to self-assess and prepare for each step on the path to earning your AICP Certification.
 - [AICP Certification Guide](#): This guide contains valuable information about the One Path to AICP certification.
 - [Planning Experience Assessment Worksheet](#): Review the professional planning experience requirements for certification.
 - [Planning Experience Worksheet](#): Confirm your experience qualifies and meets AICP's definition of professional planning experience.
 - [Interactive Experience Calculator](#): Total up your years of professional planning experience to see how soon you can submit your application.
 - [Planning Curriculum Worksheet](#): Confirm how much professional planning experience you'll be required to provide.

□ AICP Certification Eligibility

Education	Required Years of Professional Planning Experience
Graduate degree in planning from a program accredited by the Planning Accreditation Board (PAB)	2
Bachelor's degree in planning from a PAB-accredited program	3
Graduate degree in planning from a program not accredited by the PAB	3
Any other post-graduate, graduate, or undergraduate degree	4
No college degree/no degree information provided	8

□ *Education Details

- The degree may be obtained before, during, or after planning experience is obtained.
- Accredited degrees have been determined by the Planning Accreditation Board to meet standards approved by the American Institute of Certified Planners and the Association of Collegiate Schools of Planning or accredited by the Professional Standards Board (PSB) for Planning in Canada. AICP gives educational credit to applicants holding these degrees if the degree was received (1) during the period the university has been accredited (or previously recognized), and (2) by the time that an application for membership is filed. If you are unsure about the status of your planning degree, consult the Planning Accreditation Board's list or contact AICP.
- Use the Planning Curriculum Worksheet to determine whether a graduate degree qualifies as a planning degree.

□ AICP Certification Eligibility

■ Current member of APA.

- Be engaged in professional planning, currently or in the past.
- Have completed, at the time of application submission, a specific combination of education and experience.
- Must provide confirmation of degree and job verification from each employer.

□ AICP Certification Eligibility

- Types of work NOT generally considered professional experience:
 - Subdivision design
 - Site design work
 - Traffic engineering
 - Land surveying or mapping
 - Community organization or social work
 - Work at a pre-professional level
 - Elected and appointed officials

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2022 AICP Classroom

□ One Path to AICP

■ STEP 1: REGISTER (\$255)

■ Exam Registration

■ Spring 2022

■ Fall 2022



□ Exam Registration

■ Spring 2022 AICP Certification Cycle

■ STEP 1: REGISTRATION

- Opens: April 4, 2022 at 9:00am CST
- Closes: April 29, 2022 at 3:00pm CST
- Transfer Deadline: May 26, 2022 at 3:00pm CST

■ STEP 2: EXAM

- Exam Window: May 2–27, 2022

■ STEP 3: EXPERIENCE

- Opens: July 5, 2022 at 9:00am CST
- Closes: July 29, 2022 at 3:00pm CST



□ Exam Registration

■ Fall 2022 AICP Certification Cycle

■ STEP 1: REGISTRATION

- Opens: October 3, 2022 at 9:00am CST
- Closes: October 28, 2022 at 3:00pm CST
- Transfer Deadline: November 29, 2022 at 3:00pm CST

■ STEP 2: EXAM

- Exam Window: November 1–30, 2022

■ STEP 3: EXPERIENCE

- Opens: December 5, 2022 at 9:00am CST
- Closes: December 30, 2022 at 3:00pm CST



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- ☐ ~~AICP Certification Eligibility~~
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- ☐ **Exam Overview**
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2022 AICP Classroom

■ The AICP Certification Examination (PART 1):

- Tests a planner's ability to succeed at the levels of education and experience required by AICP certification — to think critically, anticipate consequences, and mitigate problems;
- Recognizes that all planners achieving AICP certification must share a fundamental knowledge of core elements and competencies that form the foundation of our profession;
- The test is written by AICP members who are practitioners or educators working in the public and private sectors;
- The test relates to what planners should know today, including innovative practices, emerging issues, trends, and best practices;
- Reflects that planning occurs at the intersection of many disciplines, and that planners frequently work as conveners and facilitators within communities and with experts in other fields;
- Reflects the planner's responsibility to seek social justice, incorporate equity principles into our plans, and overcome historical impediments to racial and social equity;
- Emphasizes that the AICP Code of Ethics and Professional Conduct is fundamental to being an AICP-certified planner and is the foundation for much of what planners do; and
- Tests knowledge of planning as practiced throughout the United States, and not in any particular region, state, or place.

□ Exam Overview

■ The AICP Certification Examination (PART 2):

- The exam consists of 170 multiple choice questions (20 of which are unidentified questions-in-development that do not count toward the final score).
- It includes scenario questions where 3 to 5 questions relate to one scenario. This outline offers candidates preparing to take the exam insight into its subject matter.

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□ Exam Elements

■ AICP Certification Examination Major Topic Areas:

- The exam covers nine major topic areas, each encompassing several categories. It includes questions from all nine topics, but may not necessarily include questions from each sub-area. Examples are provided for most categories, but questions are not confined to those examples.

The percentage of exam questions pertaining to each major topic area are.....

□ Exam Elements

■ AICP Certification Examination Major Topic Areas:

- Research and Assessment Methods (11%)
- Fundamental Planning Knowledge (15%)
- Plan and Policy Development (15%)
- Plan Implementation (12%)
- Administration and Management (6%)
- Leadership (6%)
- Areas of Practice (12%)
- AICP Code of Ethics and Professional Conduct (10%)

<https://www.planning.org/certification/examprep/subjectmatter>

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- ☐ **Exam Prep**
- ☐ Test Taking Tips
- ☐ CM Program Overview

□ Exam Prep

- **AICP Exam Tutorial**

- <https://www.planning.org/certification/examprep/>

- **Selected readings – APA web site:**

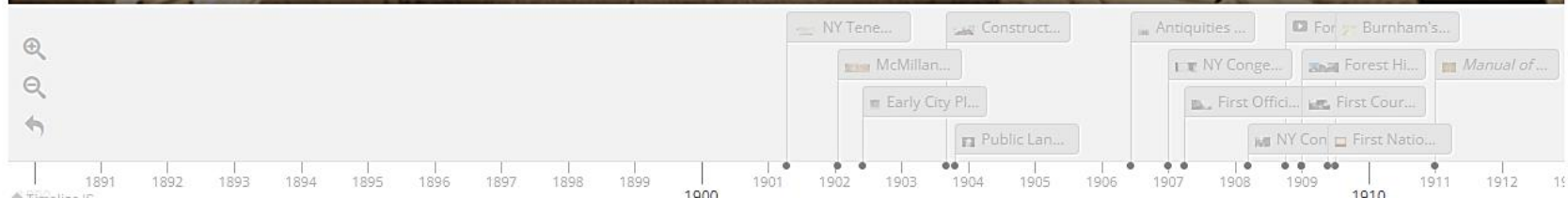
- <https://www.planning.org/>

- **Planning magazine**

- <http://www.planning.org/planning/>

Exam Prep

Planning History Timeline



<https://www.planning.org/timeline/>

Exam Prep

Planning History Timeline



Photo by Flickr user Oran Viriyincy

July 26, 1990

Americans with Disabilities Act

President George H. W. Bush signed the Americans with Disabilities Act into law, protecting Americans from discrimination based on their physical or mental disabilities. Title II of the law prohibited disability discrimination by local public entities, including public transportation and state and local public housing. Title III covered places of business, though it made some allowances for historic properties. ADA compliance popularized the planning concepts of accessibility and universal design.

Low-Income
Housing Tax
Credit
Launches

HOPE VI
Program

A wheelchair ramp on the Tacoma Link.



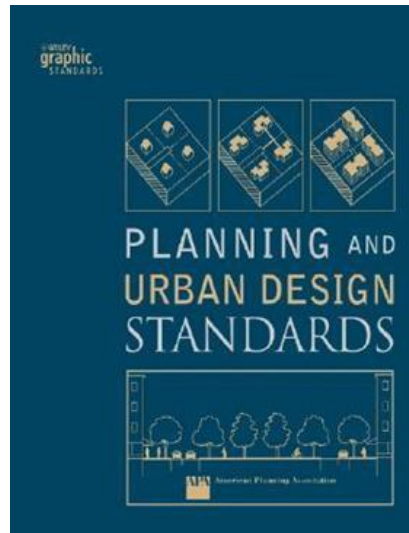
<https://www.planning.org/timeline/>

□ Exam Prep

■ Readings Recommended by AICP

■ ***APA General Reference Books***

- American Planning Association (ed.). 2006. ***Planning and Urban Design Standards***. Hoboken, N.J.: John Wiley & Sons.

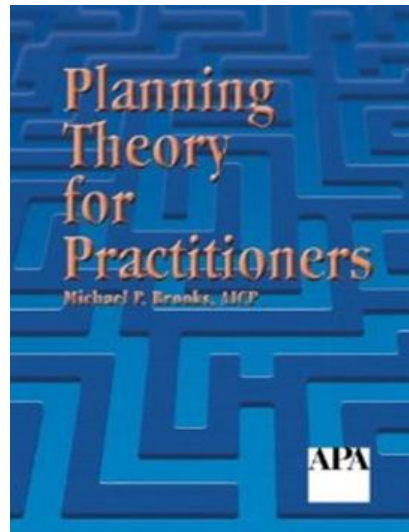


□ Exam Prep

▣ Readings Recommended by AICP

■ ***APA General Reference Books***

- Planning Theory for Practitioners, Michael P. Brooks, FAICP. Chicago, APA Planners Press

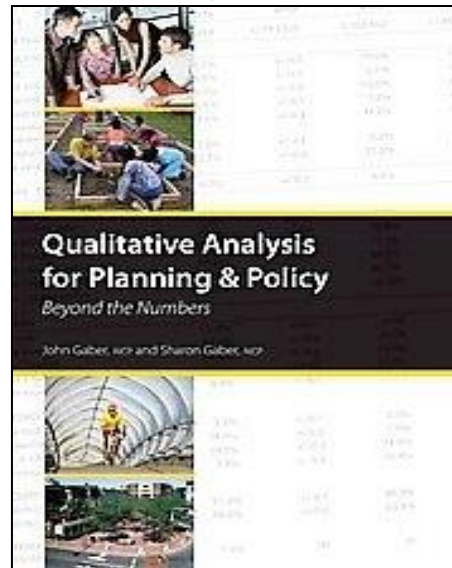


□ Exam Prep

□ Readings Recommended by AICP

■ *APA General Reference Book*

- *Qualitative Analysis for Planning & Policy:
Beyond the Numbers*, John & Sharon Gaber



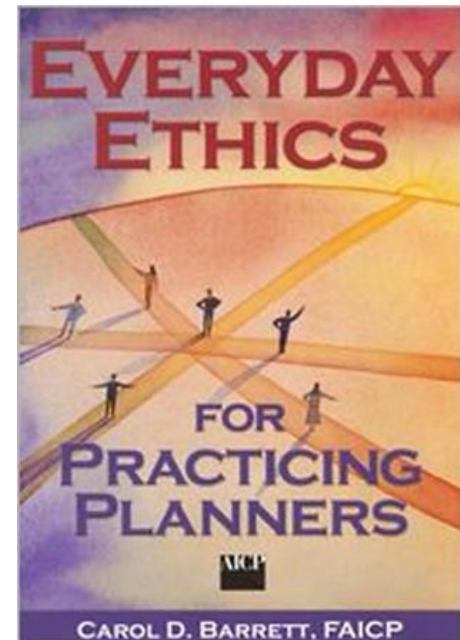
□ Exam Prep

□ Readings Recommended by AICP

■ ***APA General Reference Book***

- ***Everyday Ethics for Practicing Planners*,
Carol D. Barrett, FAICP***

**Predates latest revision of AICP
Code of Ethics, but 54 real-world
scenarios are essential reading*



□ Exam Prep

□ Readings Recommended by AICP

■ *APA General References*

- Planning Magazine: <http://www.planning.org/planning/>
- Journal of the American Planning Association: <http://www.planning.org/japa/>
- PAS Reports: <http://www.planning.org/pas/reports/>
- Planning & Environmental Law (top 25 cases: [http://centralpt.com/upload/342/Professional Development/16133_Top25CasesinPlanningandEnvironmentalLaw.pdf](http://centralpt.com/upload/342/Professional%20Development/16133_Top25CasesinPlanningandEnvironmentalLaw.pdf))
- Policy Guides: <https://www.planning.org/policy/guides/>

■ *Non-APA Resources*

- Planning Prep <http://planningprep.com/>
- Planetizen <http://www.planetizen.com/courses/aicp>

Beware of sites like “passforsure” and “testking”, which do not provide credentials of “faculty”

□ Exam Prep

■ **PLAN-310: Planetizen AICP Exam Prep Course**

- Instructor: Emily Talen – University of Chicago
- Registration Online Course - \$275.00
- Online Course, Plus Essential Readings in Urban Planning Enhanced Class \$609; Premium - \$709
- <https://www.planetizen.com/aicp-exam-prep>

□ Exam Prep

- Jeremy Decarli, AICP
Professional Development Officer - CCAPA
jdecarli@easthamptonct.gov
860-267-7450
- <https://ct.planning.org/>
for AICP exam and study material

□ Exam Prep

■ Chapter Resources

- Annual Classroom – Spring (Saturday)
- SNEAPA Exam Prep - Fall
- Chapter President's Council CD – N/C
- AICP Exam Reduced Fee Scholarships
- Annual Ethics Workshop at SNEAPA & CCAPA “Hot Topics”

2022 AICP Classroom

□ Exam Prep

■ Annual Classroom – Spring (Saturday)



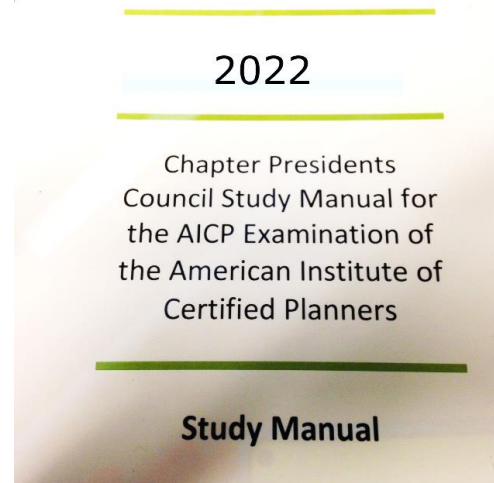
AICP Classroom Review
Sponsored by CCAPA
Saturday March 26, 2022
Virtual Meeting

(Instructions will be sent upon Registration)

8:30 – 9:15 AM	Welcome and Overview – Robert M. Flanagan, AICP, City of Bristol
9:15 – 9:45 AM	Insights from a recent exam taker – Justin LaFountain, AICP, CZEO, Planner, SECCOG
9:45 AM – 10:30 AM	Planning Ethics / Public Participation and Social Justice – Michael Piscitelli, AICP, Past President CCAPA, City of New Haven
10:30 – 10:45 AM	Break
10:45 – 11:30 AM	Planning Law and Application of Legal Principles in Planning – Christopher Smith, JD, Alter & Pearson
11:30 – 12:15 AM	Areas of Practice – Rista Malanca, AICP, CZEO, City of Torrington
12:15 – 12:30 PM	Break
12:30 – 1:30 PM	Planning History and Theory – Donald Poland, PhD, AICP, Goman+York Property Advisors
1:30 – 2:15 PM	Plan-Making & Implementation – Jeremy DeCarli, PDO, AICP, CZEO, Town of East Hampton
2:15 PM	Wrap Up

□ Exam Prep

- Presidents Council Study Manual for AICP Exam



Presidents Council Study Manual for AICP Exam

<https://www.planning.org/learn/course/9216282/>

□ Exam Prep

▣ Special Testing Conditions

■ AICP DIVERSITY SCHOLARSHIP

- A limited number of scholarships are available through APA Chapters. Each chapter is allotted a minimum of one scholarship. Larger chapters may have more available.
- The scholarship will reduce the cost of the exam registration fee to \$85 and the planning experience assessment fee to \$85. To learn more about the requirements, please contact your Chapter's Professional Development Officer (PDO).

□ Exam Prep

▣ Special Testing Conditions

■ GI BILL EXAM REIMBURSEMENT

- Military veterans and their surviving dependents who are seeking AICP Certification can now ask the Veterans Administration to reimburse the certification fees.
- Veterans interested in the GI Bill Education Benefits Program may find information about reimbursement for AICP Certification at benefits.va.gov/gibill/licensing_certification.asp.

□ Exam Prep

■ CT Planning Ethics

Ethics Case of the Year

APA Connecticut Chapter

#9228994

Tuesday, February 15, 2022
noon - 1 p.m. EST

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Add to My Log

OVERVIEW

This year's "case of the year" is a series of ethical scenarios based on real-life planning issues from the past year. It was developed by the AICP Ethics Committee, with the assistance of AICP Ethics Officer James Peters, FAICP. The ethics topics discussed are: plagiarism, volunteer boards, equity and ADUs, emails/social media, revolving door, and sub and salaried consultants.

RESOURCE URL

https://robinsoncole.zoom.us/webinar/register/WN_pg09B1rHRoG9jb_22jqM5Q

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- ❑ ~~Why AICP?~~
- ❑ ~~One Path to AICP~~
- ❑ ~~AICP Certification Eligibility Requirements~~
- ❑ ~~Exam Registration Process~~
- ❑ ~~Exam Overview~~
- ❑ ~~Exam Elements~~
- ❑ ~~Exam Prep Material~~
- ❑ Test Taking Tips
- ❑ CM Program Overview

□ Test Taking Tips

- Start early and continue to refresh
- Flash cards for rote knowledge
- Memorize significant dates and events
- Take practice tests
- Focus on your weak areas
- Think in terms of a National perspective

Online Exam Tips:

<https://www.planning.org/certification/exam/#tips>

□ Test Taking Tips

- Plan to go through the exam 2-3 times
- First, go through the exam and answer all the “easy” questions.
- Mark questions you cannot immediately answer and go on at once to next question.
- After first run-through take a breath!
- Go through second time and answer all questions – or a third time for the really tough ones.
- *Enter your best guess – there is no penalty*

Online Exam Tips:

<https://www.planning.org/certification/exam/#tips>

□ Test Taking Tips

- Know current trends
- Read current material – i.e. *Planning Magazine* and *JAPA*
<https://www.planning.org/japa/>
- Study the AICP *Code of Ethics*
- Focus on citizen participation issues
- U.S. Census – Go to www.census.gov

Online Exam Tips:

<https://www.planning.org/certification/exam/#tips>

□ Test Taking Tips

■ Ten Tips For Passing the AICP Exam

- 1. Study for at Least 100 Hours



□ Test Taking Tips

□ Ten Tips For Passing the AICP Exam

- 1. *Study for at Least 100 Hours*
- 2. *Sign Up for an AICP Prep Workshop*
- 3. *Consider Prep Courses / Products*
- 4. *Practice, practice, practice!*
- 5. *Pay Attention to the Reading List*
- 6. *Know the Format of the Exam*
- 7. *Answer Like a Planner*
- 8. *Join or Form a Study Group*
- 9. *Trust What You Know*
- 10. *Get Rest Before Exam*

■ **Source:** <https://texas.planning.org/aicp-certification/aicp-exam-prep/ten-tips-passing-aicp-exam/>

□ Test Taking Tips

■ Ten Tips For Passing the AICP Exam

- 10. Get Rest Before Exam



□ Test Taking Tips

□ Sample Question:

Who was the father of the modern housing code?

A. Lawrence Veiller

B. Saul Alinsky

C. Edward Bassett

D. Alfred Bettman

□ Test Taking Tips

□ Sample Question:

Who was the father of the modern housing code?

A. Lawrence Veiller (1901 - Chicago)

B. Saul Alinsky

C. Edward Bassett

D. Alfred Bettman

□ Test Taking Tips

▣ Sample Question:

Planning for flood protection projects typically occurs at what level of government? Choose one answer.

A. Neighborhood

B. City

C. State

D. National

□ Test Taking Tips

□ Sample Question:

Planning for flood protection projects typically occurs at what level of government? Choose one answer.

- A. Neighborhood
- B. City
- C. State
- D. National**

The US Army Corp of Engineers is responsible for flood protection planning. While planning for flooding does occur at the city and state level, the Army Corp has a primary responsibility while partnering with other organizations.

□ Test Taking Tips

▣ Sample Question:

What is the total acreage of tribal land in the United States? Choose one answer.

- A. 16 Million
- B. 40 Million
- C. 56 Million
- D. 191 Million

□ Test Taking Tips

□ Sample Question:

What is the total acreage of tribal land in the United States? Choose one answer.

A. 16 Million

B. 40 Million

C. 56 Million

D. 191 Million

□ Test Taking Tips

▣ Sample Question:

Which of the principles of the AICP Code of Ethics and Professional Conduct are applicable to instances of sexual harassment?

- I. A planner must not commit a deliberately wrongful act, which reflects adversely on the planner's professional fitness.
- II. A planner must respect the rights of others and must not discriminate.
- III. A planner must have special concern for the long-range consequences of present actions.
 - A. I and II
 - B. I, II, and III
 - C. I and III
 - D. II and III

□ Test Taking Tips

▣ Sample Question:

Which of the principles of the AICP Code of Ethics and Professional Conduct are applicable to instances of sexual harassment?

- I. A planner must not commit a deliberately wrongful act, which reflects adversely on the planner's professional fitness.
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- A. I and II
 - B. I, II, and III**
 - C. I and III
 - D. II and III

□ Test Taking Tips

▣ Sample Question:

Between July, 2005 and July, 2006, the population of which state grew by almost 580,000, more than any other state?

- A. Texas
- B. Nevada
- C. Arizona
- D. California

□ Test Taking Tips

▣ Sample Question:

Between July, 2005 and July, 2006, the population of which state grew by almost 580,000, more than any other state?

A. Texas

B. Nevada

C. Arizona

D. California

** Texas's population surged because of an influx of displaced people from Louisiana following Hurricanes Katrina and Rita*

■ Overview Agenda

- ☐ ~~Why AICP?~~
- ☐ ~~One Path to AICP~~
- ☐ ~~AICP Certification Eligibility Requirements~~
- ☐ ~~Exam Registration Process~~
- ☐ ~~Exam Overview~~
- ☐ ~~Exam Elements~~
- ☐ ~~Exam Prep Material~~
- ☐ ~~Test Taking Tips~~
- ☐ **CM Program Overview**

□ CM Program Overview

■ Certification Maintenance:

- Look for “official” confirmation email
- AICP dues upon passing the exam
- \$70 - \$190 (salary-based)
- APA dues \$189-\$436
- Chapter Dues - 35% of APA dues
- 32 CM credits of “eligible professional development activities”
- 2-year cycle
- New AICP members: January 1 following passage and payment of AICP dues
- CT Planning CM: <https://ct.planning.org/aicp-certification/certification-maintenance/>
- See your PDO and APA website about Certification Maintenance
<https://www.planning.org/cm/>

□ CM Program Overview

■ Certification Maintenance:

- 4-month grace period to achieve credit requirements
- Up to 16 credits may be carried over to next cycle
- Planners must earn a minimum of 1 credits in each cycle for the following:
 - Ethics
 - Current Planning Law
 - Equity
 - Sustainability & Resilience

□ CM Program Overview

■ Certification Maintenance:

- Activities that do not qualify for CM Credit:
 - APA leadership business meetings
 - Mentoring activity
 - Volunteer activity
 - Teaching for salary, fee, or honorarium

□ CM Program Overview

■ Certification Maintenance:

- Create a personal development plan:
- Attend national or regional APA conferences
- Attend state programs and brownbag lunches
- Present a CM-approved session (1 CM additional credit)
- Ask your favorite providers to register their courses
- Participate in APA distance learning activities through virtual platforms, podcasts, or other downloadable recordings.

2022 AICP Classroom

American Planning Association
Connecticut Chapter

Creating Great Communities for All

Good Luck!

