

# Iowa APA

## The AICP and Professional Development

AICP is the American Planning Association's professional institute, providing recognized leadership nationwide in the certification of professional planners, ethics, professional development, planning education, and the standards of planning practice. Certified planners use their skills to find solutions to community problems in ways that will carry the community toward its desired long-term goals. The American Institute of Certified Planners (AICP) offers the United States' only nationally recognized professional planning certification. Initial certification involves passing the AICP Exam. The exam is now offered twice annually during a two-week "window" in May and in November.

### AICP NEWS

*Congratulations! May 2004 AICP exam pass list*

Congratulations to the newest Iowa AICP members! The national passing rate for the May 2004 exam was 63%. In the state of Iowa, we (by far) surpassed that with a passing rate of 86%!

Congratulations to:

Anne Lane	--	West Des Moines
Kristin L. Nanke	--	Grimes
Doug B. Ollendike	--	Clive
Michael J. Pogge	--	Ankeny
Rose E. Schroder	--	Council Bluffs
David R. Wilwerding	--	Ankeny

*Registration for November exam window NOW!*

Those individuals approved to register for the exam must submit the registration form and fee by October 5, 2004. Please note that October 5, 2004 is a firm registration submission deadline.

*Thinking ahead for 2005!*

For more information or to get a 2005 AICP membership (and exam) application packet, do one of the following:

1. Find out more online at [www.planning.org/certification/](http://www.planning.org/certification/)
2. E-mail the AICP office at [aicp@planning.org](mailto:aicp@planning.org).

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*Professional Development Co-Chairs*

*Professional Development Officer*

## IMPORTANT DATES

The deadline to submit your Determination of Eligibility for the November 2004 exam window has passed. Those individuals approved to register for the exam must submit the registration form and fee by October 5, 2004. Please note that October 5, 2004 is a firm registration submission deadline.

For more information or to get a 2005 AICP membership (and exam) application packet, do one of the following:

3. Find out more online at [www.planning.org/certification/](http://www.planning.org/certification/)
4. E-mail the AICP office at [aicp@planning.org](mailto:aicp@planning.org).

## COMPUTER-BASED EXAM

The AICP exam is offered at over 200 testing centers in the United States and Canada in a computer-based format. Exam candidates must answer 150 multiple-choice questions within the allotted three hours. Upon arrival at the test center, exam candidates will be able to take an on-screen tutorial to become familiar with the computer-based format before they actually begin the exam. Exam candidates will be notified of test results approximately one month after each testing window closes.

For more information, please go to: <http://www.planning.org/certification/index.htm>

## AICP CERTIFICATION

To become a certified planner and use the AICP designation, one must be a current member of the American Planning Association, submit a Determination of Eligibility application (meeting certain education and experience requirements), pass a written examination, and be a fully paid member of APA and AICP.

The first step is to fill out and submit a completed application form and fee. Once your application is accepted, you will be contacted with information about how to register to take the exam, which is the second step.

The period for submitting a Determination of Eligibility application for the November 8 – 20, 2004, AICP exam has ended.

Once your application has been approved, you will be notified that you may register to take the exam at one of the test centers around the United States or outside the U.S.

### Reduced AICP Exam Fee Scholarship

The reduced exam fee scholarship program was put into place to offer assistance to those individuals who may defer taking or are unable to take the AICP exam because of the high cost. Scholarship recipients pay a \$55 exam site registration fee instead of the regular \$325. Iowa receives one scholarship for each testing window. The nomination/selection of scholarship recipients will be kept strictly confidential.

Selection Criteria

1. Applicant shall submit a written explanation of financial hardship (including financial hardship caused by a budget cutback in a firm or agency), which necessitates the request.
2. Members of ethnic or racial minorities shall be given preference.
3. The applicant(s) selected will be otherwise unlikely to take the exam without the reduced fee.
4. The applicant's employer will not subsidize the exam fee.

There is an application form required to be submitted to the Chapter's PDO. In accordance with guidelines from AICP, it is ultimately up to each Chapter PDO to decide what constitutes financial hardship. The final scholarship recipient selection rests with the PDO and shall be final.

#### Exam Fee Reimbursable Under GI Bill

Congress passed a revision to the GI Bill Education program in March 2001 that includes additional licensing and certification examinations. AICP submitted an application to have its certification credential included, and the application was approved December 26, 2002.

This means that military veterans (and their surviving dependents) who are also approved AICP applicants (meaning they have paid the registration fee to AICP and taken the exam), can now ask the Veterans Administration to reimburse them the fee.

Veterans interested in the GI Bill Education Program may visit [www.gibill.va.gov](http://www.gibill.va.gov) or send an email to [AICPexam@planning.org](mailto:AICPexam@planning.org).

## AICP FAQs

**Are there a lot of steps before taking the exam?**

**Only three.**

**Step 1:** Complete the AICP Determination of Eligibility application listing your education and professional planning experience as instructed. You will also need to include a letter from each employer listed in your application verifying your work as a professional planner. In addition, you must submit confirmation that you received your degree. Submit the application and appropriate fee to AICP.

**Step 2:** Register for a test center after AICP notifies you of application approval. You will need to confirm your test site selection, sending the verification form and appropriate fee to AICP. AICP will confirm receipt of your exam center registration. The Chauncey Group International (test administrators) will then mail your Authorization to Test (ATT) with instructions to finalize your appointment (confirming test date, start time, and test center address) to take the exam at more than 300 Prometric test centers in the United States and Canada.

**Step 3:** Go to your designated test center, bringing the proper photo ID, and take the exam.

**I understand that since AICP is moving to a computer-based exam, there will be more than one testing window. Can you explain this?**

**Yes.** Beginning in 2004, AICP moved to a computer-based exam format (CBT) after 25 years of a pen-and-paper exam. This new format allows us to offer the exam at more testing sites (more than 300) in the U.S. and Canada. Also, the exam will be offered in two testing windows each year for 12 days each: May and November. Foreign exam candidates will continue to take the exam in the pen-and-paper format.

**Can I save money by applying online?**

**Yes.** APA has developed an online interactive application web program that is user friendly and provides a cost benefit to APA and exam applicants. Due to higher processing costs for paper applications, a higher fee will be applied to those who do not use the interactive web form to apply.

**Are the submission deadlines firm?**

**Yes.** The deadlines are very firm with *no exceptions*. Due to high volume, you are *strongly* encouraged to submit your forms and fees early.

**May I fax my application/exam registration form if paying by check?**

**Unfortunately, no.** The AICP application/exam registration and appropriate fees must be received together. As a result, AICP can process faxed AICP application/exam registration forms only when accompanied by a signed credit card payment for the fee.

**I will not have the required years of planning experience until the exam. Can I list this experience toward the requirement?**

**Unfortunately, no.** AICP will count only the experience attained up to the time you submit your Determination of Eligibility application – not by the time of the exam.

**What is meant by “prorated time?”**

Prorated and part-time are interchangeable terms. AICP requires that you convert your part-time or prorated planning work into a full-time equivalent based on what is considered full-time in your area.

For prorated/part-time to full-time conversion:

IF 40 hours per week is full-time in your area  
THEN 20 hours per week over 6 months  
EQUALS 3 months full-time equivalent planning experience

For dual positions part-time to full-time conversions:

IF 40 hours per week is considered full-time and your job is (e.g.,  
Architect/planner)  
AND 50 percent of your time over 1 year is spent on planning projects

THEN 20 hours per week over 1 year  
EQUALS 6 months full-time equivalent planning experience

The conversion examples listed above may be used in any combination of percent of fraction of time to arrive at the full-time equivalent. Keep in mind that the objective is the total years of professional planning experience AICP requires based on your level of education.

**Can you provide additional information on AICP's professional planning experience criteria?**

The following should help clarify AICP's four professional planning experience criteria. The planning field is very diverse and given to a wide range of job descriptions. Therefore, you must fit your particular experience to the four criteria and provide concrete examples with substantive support. This summary serves only to offer additional information and does not replace the AICP Professional Planning Experience Definition and Experience Criteria.

*Criterion A: Influencing public decision making in the public interest*

Have you, for example:

- ? Presented planning proposals before an elected/appointed body such as the city council, planning commission/board, citizens' advisory board, state/federal officials?
- ? Worked on a project, in a significant capacity, that was later presented to such a body?
- ? Recommend strategies based on research of past/current laws/ordinances or zoning proposals, etc.?

*Criterion B: Employing an appropriately comprehensive point of view*

Have you?

- ? Worked on a project, say for downtown development, where you had to review several factors such as: traffic patterns, environmental concerns, economic impact, residential concerns, demographic considerations? Or
- ? Worked on a project such as a proposed transportation system where considerations such as traffic patterns, highway/rail construction, commercial/residential proximity, pollution concerns, noise abatement, cost projection, community input, etc., were investigated?

*Criterion C: Applying a planning process appropriate to the situation*

Were you directly involved in two or more of the following planning process techniques:

- ? Public Opinion Surveys (evaluated community services, needs, and desires)?
- ? Technical Interviews (gathered information from community experts)?
- ? Inventory and Surveys (land uses, conflicts, traffic patterns, etc.)?
- ? Citizens Participation (presented plans, conducted "vision" workshops, prepared plan summary handouts)?
- ? Official Representatives Meetings (group or one-on-one meeting with public and private officials)?

- ? Public Hearings (formal feedback with elected officials and public for project/plan approval)?

*Criterion D: Involving a professional level of responsibility and resourcefulness*

Have you done one or more of the following:

- ? Supervised a project?
- ? Presented a proposal/plan before a decision making body?
- ? Provided significant input in one or more facets of a project (i.e., conducted research, managed staff, given technical expertise in areas such as computer application, strategy development, impact analysis, etc.)?

**Will AICP accept planning experience obtained as an elected or appointed official?**

While the contributions by members of city councils, boards of commissioners, planning commissions, boards of zoning appeals and citizens advisory boards are indeed invaluable to the advancement of planning, service on such a body, by itself, does not constitute professional planning experience.

**May I list my internship(s) as professional planning experience?**

AICP will accept internships as professional planning experience providing the following stipulations are met? (1) the internship cannot be part of course work for a grade (AICP requires that education and experience remain separate entities), and (2) the work as an intern meets the four criteria for professional planning experience listed in the AICP application.

**May I list professional planning experience obtained outside the United States on the AICP membership application? Will the experience be accepted?**

**Yes.** AICP will accept professional planning experience obtained outside the United States as long as the experience meets the four criteria listed in the membership application.

**Can one become an AICP member without taking the written exam?**

**No.** Everyone seeking national planner certification through AICP must take and pass the written examination. There are no exceptions.

**Do I need to include references or job verification from my employer with my application?**

**Yes.** You will need to include a letter from each employer listed in your application verifying your work as a professional planner. The signed letter, on department/company letterhead, should come from either an immediate supervisor, principal of the firm, or human resource department.

**If I list a degree in my application, must I include my school transcript or some type of verification?**

**Yes.** You must include confirmation that you received your degree. AICP will accept education verification in one of the following three forms:

- ? Office transcript
- ? Letter from school dean confirming that degree was received
- ? Notarized photocopy of diploma

**How long will it take for me to be notified that my Determination of Eligibility Application has been approved/disapproved?**

AICP will notify you approximately 6 – 8 weeks after receiving the application.

**How much are AICP membership dues?**

AICP dues are prorated and billed to the APA dues cycle for those who pass the AICP exam. Dues must be paid current to AICP and APA in order to maintain the AICP designation. AICP has a salary-based dues structure like that of APA.

## **AICP ELIGIBILITY REQUIREMENTS**

When an applicant completes the AICP membership application, the following eligibility requirements must be met in order to take the written examination.

1. Be a current member of the American Planning Association (APA).
2. Be engaged in professional planning, either currently or in the past, as defined by AICP
3. Have completed, at the time of application submission, one of the combinations of education and corresponding years of professional planning experience listed in the chart below:

Level of Education*	Total Number of Years of Professional Planning Experience Required
Accredited graduate degree in planning**	2
Accredited bachelors degree in planning**	3
Non-accredited graduate degree in planning	3
Any other post-graduate, graduate, or undergraduate degree***	4
No college degree	8

\*The education may be obtained before, during, or after the experience.

\*\*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 recognized by the Canadian Institute of Planners. 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 member is filed. If you are unsure about the status of your planning degree, consult the Planning Accreditation Board's list via the link above or contact the AICP office.

\*\*\*Non-accredited undergraduate planning degrees and degrees in related and other disciplines (i.e., Geography, Architecture, History, Music, etc.) at undergraduate and post-graduate levels.

#### Definition of Professional Planning Experience

The following criteria define professional planning experience in the work of an individual applicant. While the criteria are more likely to be met in an agency (private or government), institute, or firm engaged in comprehensive planning, instruction, or research, this is not a prerequisite.

- ? Applicants offering experience in more narrowly focused places of work should take particular care in showing how that experience meets the four criteria.
- ? Applicants must demonstrate how their work as a professional planner was related to the four criteria.

## **AICP EXAM PREPARATION**

### November AICP Exam Training Program

The November AICP Exam is just around the corner! The following are important dates if you plan to take the exam in November.

#### **Application Submission deadline**

Now closed!

#### **Registration and Payment**

Wednesday, October 6, 2004

#### **TEST DAYS**

November 8 – 20, 2004

### Outline of AICP Examination Subject Matter

The AICP Comprehensive Planning Written Examination consists of 150 multiple choice questions in two main areas: Knowledge (40 percent) and Skills (60 percent). The items listed below under each of the major areas are intended to be representative and not inclusive of all subject matter known to the planning profession.

Candidates should note that exam questions do not precisely follow the order listed below. Questions are randomly distributed in the examination to provide an even distribution of questions with respect to degrees of difficulty relative to an individual candidate's education and experience.

The specifications are:

- I. History, Theory and Law (15%)
  - a. History of planning, including legal decisions
  - b. Theory of planning
  - c. Patterns of human settlement

- II. Emerging Issues and Trends (10%)
  - a. Impacts of social, economic, demographic, and technological changes
  - b. Current topics (i.e., smart growth, neo-traditional, sustainable development)
- III. Plan Making (methods, strategies, and techniques) (20%)
  - a. Strategic planning /visioning
  - b. Goal setting
  - c. Research methods and techniques
  - d. Collecting data
  - e. Techniques for organizing information
  - f. Analysis of information (quantitative and qualitative)
  - g. Demographics
  - h. Information systems (GIS, MIS)
  - i. Fiscal impact analysis
- IV. Functional Topics (20%)
  - a. Natural resources and environmental quality
  - b. Land use
  - c. Infrastructure (e.g., water, sewer, power, telecommunications)
  - d. Energy
  - e. Public service (e.g., public safety, education, human services)
  - f. Transportation
  - g. Recreation
  - h. Economic development and revitalization plans
  - i. Historic preservation
  - j. Urban design
  - k. Housing
  - l. Neighborhood issues
  - m. Rural and small town planning
- V. Plan Implementation (20%)
  - a. Land use regulations
  - b. Application of legal principles (e.g., takings, aesthetics, etc.)
  - c. Environmental impact analysis
  - d. Growth management techniques
  - e. Budgets (including capital improvement programs and financing programs)
  - f. Development project review (including maps, site plans, and design review)
  - g. Program evaluation
  - h. Communications skills, including public presentations
  - i. Intergovernmental relations
  - j. Project and program management
- VI. Code of Ethics, Public Interest, and Social Justice (15%)
  - a. AICP Code of Ethics
  - b. Multi-cultural and gender issues
  - c. Public participation
  - d. Negotiations and coalition building

Study Resources

**Iowa APA Resource Library** – Still under construction. Coming spring 2005!

**AICP Examination Preparation Course 2003-2004** – Available from AICP

**CPC Study Manual for the AICP Exam** – Available from Iowa APA

APA's Chapter Presidents Council offers the CPC Study Manual for those who are preparing to take the AICP exam. The purpose of the study manual is to help review basic planning concepts and to practice skills that are necessary for taking a multiple-choice test. The manual includes:

- ? Introduction to the Manual
- ? Introduction to the AICP Exam
- ? Exam Structure
- ? How to Study for It
- ? How to Take It
- ? General Planning Background and Concerns
- ? The Legal Framework
- ? Physical Elements
- ? Quantitative Methods

To order a copy: Send a check payable to Iowa APA to:

Leanne Harter  
Story County Planning and Zoning  
900 6<sup>th</sup> Street  
Nevada, Iowa 50201

Cost is \$13.00 (\$10 per copy plus \$3 for shipping)

**From Colorado APA...**Link to notes and materials – An excellent resource, developed by Dale Case, AICP, PDO for the Colorado Chapter!

- ? Quantitative, Mapping, Budgeting – from March 12, 2004 review session ([http://www.apacolorado.org/career\\_center/aicp-stats\\_map.pdf](http://www.apacolorado.org/career_center/aicp-stats_map.pdf))
- ? Demographic, legislation ([http://www.apacolorado.org/career\\_center/demographic\\_legislation\\_files/frame.htm](http://www.apacolorado.org/career_center/demographic_legislation_files/frame.htm))
- ? Notes from Sessions at APA Conference in Washington DC – posted 5/6/04 ([http://www.apacolorado.org/career\\_center/aicpnational04.pdf](http://www.apacolorado.org/career_center/aicpnational04.pdf))
- ? Plan Making notes from Washington DC – posted 5/6/04 ([http://www.apacolorado.org/career\\_center/ThePlanMakingProcess.pdf](http://www.apacolorado.org/career_center/ThePlanMakingProcess.pdf))
- ? Study Hint: Review the Policy Guides put out by APA. Go to <http://www.planning.org/policy/guides/>
- ? Year 2000 Test taken and AICP Planner Brian Koenig's study notes (detailed) ([http://www.apacolorado.org/career\\_center/aicp%20notes.pdf](http://www.apacolorado.org/career_center/aicp%20notes.pdf)) and "Fill in the blank – notes" ([http://www.apacolorado.org/career\\_center/aicp%20notes%20test.pdf](http://www.apacolorado.org/career_center/aicp%20notes%20test.pdf))
- ? Location Quotient
  - o AZplan Site (<http://www.azplansite.com/location.htm>)
  - o <http://www.rohan.sdsu.edu/faculty/fstutz/locationquot.html>
  - o <http://www-rohoan.sdsu.edu/faculty/fstutz/locationquot.html>
- ? Shift-Share Analysis
  - o <http://www.westga.edu/~bquest/1996/seyfriend.html>
  - o <http://www.rohan.sdsu.edu/faculty/fstutz/shiftshare.html>

- ? Cost-Benefit analysis
  - o <http://www.ncseonline.org/NLE/CRSreports/Risk/rsk-4.cfm?&CFID=7672607&CFTOKEN=3715189>
- ? Sampling Distribution
  - o <http://oak.cats.ohiou.edu/-wallacd1/ssample.html>
- ? Standard Error
  - o <http://oak.cats.ohiou.edu/-wallacd1/serror.html>
- ? Standard Deviation and Variance
  - o <http://oak.cats.ohiou.edu/-wallacd1/ssandrd.html>
  - o <http://score.kings.k12.ca.us/lessons/standdev.html>
- ? Analysis of Variance (ANOVA) (<http://oak.cats.ohiou.edu/-wallacd1/sanova.html>)

**PlanningPrep** is a membership service website developed to assist planners who are studying for the AICP exam. Their site is available at [www.planningprep.com](http://www.planningprep.com)

### **AICP Exam Guidebooks** – From Michael R. Waicziz, AICP

My name is Mike Waiczis, AICP, and I am pleased to announce that my AICP Exam 2004 Study Guide Series is now available. These books are the culmination of eight years of familiarity with the AICP exam and working toward a better way for candidates to prepare for the exam. My study guide materials have been successfully utilized by hundreds of AICP candidates across the country. I am positive you will find them extremely helpful too. Please don't hesitate to write or call me for more information about these study manuals or my AICP Exam 2004 Preparation Workshop program.

#### STUDY MATERIALS PREPARED BY MICHAL R. WAICZIS, AICP

- ? AICP Examination Preparation Guidebook, 2004 Edition. This study manual is a comprehensive guide to the exam. (Approximately 125 pages). Price: \$29.00, plus shipping.
- ? Practice and Teaching Exams, 2004 Edition. A comprehensive exercise book offering practice exams that teaches subject matter. (Approximately 120 pages). Price: \$29.00, plus shipping.
- ? Law, History, and Ethics Study Guide for AICP Candidates, 2004 Edition. Concise manual covering the universal legal aspects, key historical events and personalities, and ethics of planning needed to answer questions on the exam. (Approximately 60 pages). Price: \$20.00, plus shipping.
- ? Glossary for Planning Terms for AICP Candidates, 2004 Edition. A very good reference manual that defines and summarizes many topics that may appear on the exam. (Approximately 50 pages). Price: \$20.00, plus shipping.

#### IT IS EASY TO ORDER THESE STUDY MANUALS – SEE BELOW

The AICP Examination Preparation Guidebook and Practice and Teaching Exams, 2004 Editions, may be purchased for \$49.00 for the set, plus \$7.00 postage. All four study manuals may be purchased for \$85.00, plus \$8.00 postage (\$96.00). Orders must include shipping as follows – individual documents: \$6.00, two documents: \$7.00, three/four documents: \$8.00. (In a

hurry? Include your FedEx No. or make other arrangements with Mike for overnight delivery).

If you are interested in purchasing any of these books, send a check or money order (sorry no credit cards) made out to "Mike Waiczis" c/o LAFCo, 2100 Tulare Street, Suite 502, Fresno, California, 93721. Study materials will be shipped immediately upon receipt of your order. Please don't hesitate to email Mike at [mrw36@csufresno.edu](mailto:mrw36@csufresno.edu) if you have any questions. You may also call mike at 559-495-0604 if you need to speak to him personally. (Please try email first, thank you).

*Please note: These materials are not officially endorsed by APA.*

<b>DISCLAIMER: This list serves only to illustrate the range of options available for AICP exam review. Only you can decide which method works best for you.</b>
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## **AICP CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)**

### Program Overview

All members of **The American Institute of Certified Planners (AICP)** are encouraged to participate in continuing education as a basic professional responsibility to society. The principle of maintaining currency is set forth in the [AICP Code of Ethics](#). The AICP Continuing Professional Development Program (CPDP) provides the mechanism to meet this professional obligation on a voluntary basis.

More and more professional organizations have mandatory continuing education, either as a requirement of membership renewal or licensing retention. Because of the diversity of planning and the general absence of state licensing, AICP's CPDP is voluntary. This does not mean that there is any less of an obligation to participate in continuing education.

CPDP's primary purpose is to encourage all certified planners to pursue systematic programs of continuing education. The CPDP is more than a record keeping and documentation system. It also promotes the quality and availability of continuing education opportunities for planners throughout the United States.

A minimum number of 60 hours of professional development credit, obtained over a three-year period (or less) is the principal requirement. Professional development is defined as any course work that covers technical, and personal, growth and development activities that are *related to the practice of planning*. Upon completion of the 60 hours, a CPDP Certificate is awarded for each three-year period. Participants must keep track of their hours on a [CPDP Log](#), which is available from the chapter Professional Development Officer (PDO) or the national AICP office or by clicking on the link above. Once the 60 hours are earned, the participant submits the completed log to the national AICP office for review and processing. Attendance at CPDP sessions at the national APA conference, and at regional/chapter conferences that are assigned CPDP credits, are examples of how to earn credit.

The following sections will explain the role of the chapter, the role of the national office, course eligibility criteria, record keeping and procedure for submission of logs.

### Role of the Chapters

The goal of CPDP is to assist the chapters in the delivery of continuing education programs primarily to enhance and encourage AICP members to fulfill their professional responsibility of maintaining qualifications. These programs will also be highly valuable to all APA members and in some cases the general public. In summary the role of the chapter is to:

1. Assist in the identification of acceptable courses and other learning opportunities for members.
2. Assign the chapter Professional Development Officer (PDO) the task of reviewing program quality for CPDP credit.
3. Submit a list of workshops/sessions that are held within the chapter geographic region to the national AICP office on a biannual basis. (Only those non-APA programs approved by the PDO contained on the approved list will be eligible for CPDP credit.)
4. Support and promote continuing education among chapter members by advertising and publicizing CPDP programs and offering chapter based programs.
5. Honor participants who have earned their certificates in the chapter newsletter.

Two basic goals of the program related to the chapter are to:

1. encourage attendance at chapter professional development programs; and
2. improve the chapter's ability to coordinate, plan and implement local and national continuing education programs.

The chapter PDO is the contact between AICP and the chapter. Each PDO should be aware of APA educational programs being held in their area and report these to the national AICP office. For non-APA programs the PDO may be sufficiently familiar with the provider to recommend the program for the APA CPDP approved list. The goal is to sanction credit for CPDP sessions held at the local/chapter level. A form for this purpose will be sent out biannually to all PDOs. The needed information is: the name and address of the provider, title and brief summary of program and the amount of credit assigned. This list will be used to evaluate AICP member logs.

### Role of the National AICP Office

The national AICP office will:

1. Maintain the approved list of courses.
2. Register and maintain a database of CPDP participants.
3. Provide certificates.
4. Provide guidance to the chapter PDO in identifying and approving providers and programs. This includes a biannual request for PDO program approval.

When a participant submits their CPDP Log for credit, national staff will:

1. Verify that the participant is a current AICP member.
2. Verify that the participant has earned the required 60 hours within a three-year consecutive period.
3. Verify (using the approved list) that at least 50 percent of the course work credits in the log are from APA sources, or from Planning Accreditation Board (PAB) accredited university planning programs.

- If less than 50 percent of claimed credit is from an approved APA or PAB source, the log will be returned to the member with an explanation of the requirements.
4. Send letter to participant congratulating him/her for the satisfactory completion of the CPDP requirements.
  5. Send certificate to participant.

### Course Criteria

#### *American Planning Association Offerings*

All professional development activity credit will be based upon "contact hours." "Contact hours" is defined as actual classroom time. Professional development must be activities/courses that are:

1. designed to meet a specific planning related training objective,
2. led by one or more experts on the subject,
3. offered by organizations that:
  - a. provide some form of documentation, i.e.. transcript, workbook, certificate, summary, course syllabus, etc.
  - b. are considered eligible providers by APA chapters, typically the chapter PDO.

The APA National Planning Conference and regional/chapter conference programs are primary sources of approved CPDP courses. The potential amount of credit that could be earned in one year from these sources is significant: National Planning Conference — 30 contact hours; regional conference — 20 contact hours; and chapter conference — 10 to 20 contact hours. It is therefore possible, that a participant could earn the required 60 hours within one year. The intention is not to do a crash CPDP, but to earn CPDP credit steadily at a rate that is within the capacity of most professionals within three years.

Each CPDP participant is responsible for selecting the appropriate programs/sessions that clearly meet the AICP definition of professional development, select programs from the approved list, select providers that are clearly related to the planning profession, and obtain documentation wherever possible.

#### *Other Organizations*

AICP follows the criteria used by the International Association of Continuing Education and Training (IACET) when approving other organization's education offerings. IACET requires that each provider be chartered, incorporated or a recognized government unit; have a well-defined organizational structure in which the authority and responsibility for administering continuing education and/or training activities is assigned to a particular department or unit; have its educational programs administered by an individual or group that can ensure that each criteria is met.

Examples include:

1. Professional organizations and federations related to the planning profession (including their chapters) such as the Urban Land Institute and the American Institute of Architects.
2. Governmental agencies
3. Planning-related courses from schools having an accredited planning program

Whenever a participant earns credit through academic means, the following formula should apply in the assignment of contact hours. For a full semester, each unit is

equivalent to 15 contact hours, i.e., a 3-semester credit course earns 45 contact hours; for each full quarter, each unit is equivalent to 10 contact hours, i.e., a 4-quarter hour course earns 40 contact hours. Some organizations offer CEUs, which are converted into contact hours, by the following: **each full CEU is equivalent to 10 contact hours.**

#### *Independent Study*

AICP recognizes that some members may have difficulty in earning contact hours through normal means. For information on how to obtain CPDP credit through independent study contact the AICP at [AICP@planning.org](mailto:AICP@planning.org).

#### Record Keeping and Submission Procedure

Each participant will [maintain a log](#) of his or her continuing education activities. The AICP CPDP Log is available from the chapter PDO or from the national AICP office or by clicking on the link above. The participant should list the name and address of the provider, complete program title, dates of attendance and amount of credit assigned each completed course. Once the log is complete with 60 hours, it should be submitted for verification and processing to AICP.

The CPDP program uses the honor system. Each participant need submit only his or her log. Course documentation *should be maintained* by the participant for a total of three consecutive years. CPDP Log documentation will be sampled from time to time to maintain the integrity of the program and to develop data to improve the program. Documentation generally consists of course syllabus, course outline, registration receipt, certificate, or transcript. In cases where documentation is not available, a copy of the canceled check or credit card receipt will be accepted. After the three years the participant should already be into the second CPDP renewal period. At this time previous documentation no longer needs to be maintained.

## **TRAINING OPPORTUNITIES**

*Upcoming Events*

*Iowa APA Resource Library*

## **CONTACT US!**

*Professional Development Co-Chairs*

"Networking, Leadership & Professional Development Program Area" Co-Chair:

**Mike Pogge**

City of Ankeny

1033 NW Greenwood Street

Ankeny, IA 50021

(515) 963-3558, [mpogge@ci.ankeny.ia.us](mailto:mpogge@ci.ankeny.ia.us)

"Networking, Leadership & Professional Development Program Area" Co-Chair:

**Tom Treharne, AICP**

City of Marion

1100 8<sup>th</sup> Avenue

Marion, IA 52302

(319) 377-1581, [treharnet@cityhall.ci.marion.ia.us](mailto:treharnet@cityhall.ci.marion.ia.us)

*Professional Development Officer*

**Leanne Harter, AICP**

Story County Planning and Development

900 Sixth Street

Nevada, IA 50201

(515) 382-7247, [lharter@storycounty.com](mailto:lharter@storycounty.com)