

American Institute of Certified Planners (AICP) Certification Maintenance Event Eligibility Questionnaire

I. OVERVIEW

Thank you for your interest in organizing, hosting, and or sponsoring an AICP Certification Maintenance (CM) event. Completion of this application will allow the Central Coast Section Professional Development Officer to determine if your event is eligible for CM credits and set up your event in the American Planning Association's (APA) Online CM Entry Log.

All professional planners who are members of the American Institute of Certified Planners must engage in continuing education to maintain their certification. AICP members must earn a minimum of 32 Certification Maintenance credits every two years—include at least 1.5 CM credits each on the topics of ethics and current planning law. AICP's CM program strengthens planning practice and the integrity of the AICP credential by establishing professional development standards applicable to all AICP members. The CM program helps certified planners earn mandatory credits and keep up with trends, new technologies, and best practices by linking them to education and training opportunities.

All CM events must meet **ALL** of the following criteria:

- 1) How will the event offer a professionally relevant learning experience for a planner (e.g. for a planner with at least four years of experience after earning a two-year master's degree)?
- 2) How does this event meet a specific-planning-related training objective?
- 3) What are the specific training objectives and how does your event meet them?

II. INSTRUCTIONS

Please complete the following application to the best of your ability and knowledge. **Incomplete or missing responses may delay the Central Coast Section's review and or approval of your event for CM eligibility.** The Central Coast Section recommends that this application be submitted no later than **14 days** before your event to ensure there is ample time for CM Event setup in the APA Online Entry Log and event promotion via the Central Coast Section's promotional channels (e.g. email blasts, website content, social media posts, etc.)

Should you have any questions regarding this application, the American Institute of Certified Planners (AICP), or the Certification Maintenance (CM) program, please feel free to reach out to the current Central Coast Section Professional Development Officer (contact information below):

TANNER SHELTON, AICP
tshelton@jds civil.com
(805) 633-2215

We look forward to working with you to ensure a successful and educational event!

III. APPLICATION FORM

Event Contact

Name: _____ Title: _____

Organization: _____

Phone Number: _____ Email: _____

Event Overview

Full Event Title: _____

Organizing Entity: _____

Date: ____/____/____ Start Time: _____ End Time: _____

Event Location: _____ City: _____ State: _____

If event is online ONLY please check here: _____

Event URL/Link (if applicable): _____

Does this event have multiple sessions or activities? _____ YES _____ NO _____ Unsure

Is this event free? _____ YES _____ NO _____ Unsure

Overall Event Description

Please provide a brief written description of your event that describes the planning related educational objectives this event will offer. Please attach additional sheets as necessary. Word document or emailed descriptions attached to this application are also acceptable.

Note that the content must be designed to teach subject matter in appropriate depth and scope for the level of a typical AICP member (e.g. a planner with at least 4 years' experience after earning a 2-year master's). The Professional Development Officer will review your event description to determine eligibility, and may follow up further questions/inquiries if necessary.

Multi-Session Event Description

If your event contains multiple sessions, please check the box below and attach a brief description of each individual session or activity in a separate document/attachment. Note that social, networking, or non-educational sessions are not eligible for CM credits.

___ Yes, event contains multiple sessions. I have provided an attachment detailing each session.

Speaker/Instructor Information

In a separate document/attachment, please list the name of ALL speakers, instructors, or panelists that will be presenting at the proposed event. In accordance with APA requirements, please attach a brief biography for each speaker to verify expertise and qualifications.

If your event contains multiple sessions, please indicate what session each speaker, instructor, or panelist is involved with.

___ Yes, I have provided the names and biographies of all proposed speakers in an attachment.