



AICP CERTIFICATION MAINTENANCE

CERTIFICATION MAINTENANCE (CM), introduced by APA in 2007, strengthens the value of your AICP certification by demonstrating your ongoing commitment to excellence to elected officials, community leaders, and employers. Based on member inquiries, we've compiled the following information on CM requirements, opportunities for earning CM credits, and logging CM credits.

FAQs:

- AICPs must earn 32 credits within a two year reporting period.
- 1 credit = 1 contact hour.
- The first reporting period ends December 31, 2009, with an automatic extension to April 30, 2010.
- Included within the required 32 credits must be 1.5 credits on law and 1.5 credits on ethics.
- CM events must be approved and registered as CM.
- Members are responsible for reporting their credits using APA's online CM log at www.planning.org.
- Members may carry 16 credits into the next reporting period, but can not carry law and ethics credits.
- Exemptions for CM may be granted for retirement, unemployment, foreign practice, and personal hardship. For more information go to www.planning.org/cm.

Opportunities to Earn CM Credits:

The PA Chapter is working to assist planners in fulfilling the required 32 credits with high quality training and minimal costs. A variety of options are currently available. The PA Chapter will continue to seek out and publicize available CM activities, which currently include:

- **PA Chapter Events Page:** Available at www.planningpa.org/events.shtml. Check the calendar of events on our website frequently. We post ongoing CM training opportunities, upcoming CM activities, and include events where CM credit approval is pending.
- **PA Chapter Annual Conference:** An important source of training opportunities that offers 12-14 CM credits, including the required credits for law and ethics.
- **Monthly Webcasts:** The PA Chapter has partnered with other APA chapters and divisions to bring you a series of FREE CM webcasts. There is at least one webcast per month, and frequently more. See the PA Chapter's Events page for the schedule and registration information.
- **APA's Free CM Page:** Includes Tuesdays at APA and other online offerings, with over 30 credits currently available at: <http://planning.org/cm/free/>.
- **PA Chapter Lending Library:** 14 CD training programs are available for a \$10.00 rental fee per program, offering 1.0 to 2.25 CM credits per program, including law and ethics programs. Check the PA Chapter website for a listing of CDs and information on borrowing.
- **APA Events Calendar:** Available at www.planning.org/cm/search. Check APA's calendar for all CM approved events.

In addition to the PA Chapter, there are other registered CM providers in Pennsylvania, including the Delaware Valley Regional Planning Commission (DVRPC), Pennsylvania Land Trust Association (PALTA), Pennsylvania State Association of Township Supervisors (PSATS), Pennsylvania State Association of Boroughs, and Penn Institute for Urban Research. The PA Chapter will post events held by other organizations on our calendar if we are aware of them, but please check their websites for the most current information.



Logging CM Credits:

- On APA's website, www.planning.org, login with your email or ID number and password (the login is on the right side of the home page). There is a "Login Help" if you forget your password.
- Once you click "Login" the same page will come up, but now with your name and "CM" on the right side.
- Click on "CM", which brings up a page titled "My CM Member Log" that shows your name, required credits, earned credits, needed credits, carry over credits, and boxes for the various CM options: "Add Credits from Calendar", "Add Self-Reported Credits", and "Add Authored Credits".
 - Click on the "Add Credits from Calendar" box to log credits for CM registered sessions that you have attended since April 15, 2007. A "CM Activities" page will come up where you can browse for sessions by date, provider, or distance education. Please note that some sessions are not where you might first look. For instance, the Agriculture Preservation webcast that the PA Chapter hosted is best located by provider and then past events – not date or distance education. So, if you don't find it on the first try, check by another method. Keep in mind that events are not always approved by the date they are offered, so you may need to check back later. Once you have found your session, click on it, which brings up a pop-up box where you need to rate the event, verify your attendance, and submit. Comments are optional. Program details and instructors can be viewed for sessions prior to submitting if you need to ensure it is the program you attended. Members may also gain one credit (in addition to the length of the session) for qualified events in which they were a presenter by clicking on the "speaker" box.
 - Click on the "Add Self-Reported Credits" box to self-report up to eight credits per reporting cycle for attendance at professional development activities that are not registered with APA by the provider. A "Self-Reporting CM Credits" page will come up that explains the details of self reporting. At the bottom of this page, click on "Continue to Form" to self report the credits. You must provide the event provider, name, date, and description, as well as the number of credits requested. You are also asked to select whether you were an attendee or a speaker, and if the event qualifies for law or ethics credits. You then need to verify your attendance, and submit.
 - Click on the "Add Authored Credits" to report up to 16 credits per reporting cycle (8 CM credits per article) for authoring a published, planning-related article that is double-blind peer reviewed and published during the reporting cycle. You must provide the journal title and date, article name and description, and then verify and submit.
- Once you have submitted, your CM log should update automatically. If you submit ethics or law credits and they do not post as such, please contact APA. These credits are individually tracked on the "My CM Member Log" page, along with your reporting period and other credit information.

Planning a CM Activity:

If you are planning on holding a training session that may be eligible for CM credits, contact the PA Chapter office early in your planning process to receive the CM Activity Toolkit. Keep in mind that APA approval of events typically takes three to four weeks once all the necessary information is submitted. PA Chapter staff is available to help with questions on registering events.

APA:

APA's website, www.planning.org, is your starting point to check the APA calendar of CM events, find out details on CM requirements, check for updates on CM eligible activities, and log your credits.

Questions:

If you have questions on CM or difficulty logging credits, please contact the PA Chapter office at info@planningpa.org / 717-671-4510 or APA at aicpcm@planning.org / 202-872-0611.