### AICP Exam Content

#### I. History, Theory and Law [15%]
- A. History of planning
- B. Planning law
- C. Theory of planning
- D. Patterns of human settlement

#### II. Plan Making and Implementation [30%]
- A. Visioning and goal setting
- B. Quantitative and qualitative research methods
- C. Collecting, organizing, analyzing, and reporting data and information
- D. Demographics and economics
- E. Natural and built environment
- F. Land use and development regulations
- G. Application of legal principles
- H. Environmental analysis
- I. Growth management techniques
- J. GIS/spatial analysis and information systems
- K. Budgets and financing options
- L. Policy analysis and decision making
- M. Development plan and project review
- N. Program evaluation
- O. Communications techniques
- P. Intergovernmental relationships
- Q. Stakeholder relationships
- R. Project and program management
- S. Environmental analysis
- T. Development regulation or administration
- U. Economic development and revitalization
- V. Economic analysis and forecasting
- W. Educational, institutional, or military facilities planning
- X. Energy policy
- Y. Food system planning
- Z. Growth management
- AA. Hazard mitigation
- BB. Historic preservation

#### III. Functional Areas of Practice [25%]
- A. Community development
- B. Comprehensive or long range planning
- C. Development regulation or administration
- D. Economic development and revitalization
- E. Economic analysis and forecasting
- F. Educational, institutional, or military facilities planning
- G. Energy policy
- H. Food system planning
- I. Growth management
- J. Hazard mitigation
- K. Historic preservation
- L. Housing
- M. Infrastructure
- N. Labor force or employment
- O. Land use
- P. Natural resources and the environment
- Q. Parks, open space and recreation
- R. Planning law
- S. Policy planning
- T. Public services
- U. Social and health services
- V. Transportation
- W. Urban design

#### IV. Spatial Areas of Practice [15%]
- A. Planning at national level
- B. Planning for multi-state or bi-state regions
- C. Planning for state
- D. Planning for sub-state region
- E. Planning at county level
- F. Planning for urban areas
- G. Planning for suburban areas
- H. Planning for small towns
- I. Corridors
- J. Neighborhoods
- K. Waterfronts
- L. Historic districts or areas
- M. Downtowns

#### V. Public Participation and Social Justice [10%]
- A. Public involvement planning
- B. Public participation techniques
- C. Identifying, engaging, and serving underserved groups
- D. Social justice issues, literature, and practice
- E. Working with diverse communities
- F. Coalition building

#### VI. AICP Code of Ethics and Professional Conduct [5%]
Exam Structure

1. 170 Questions, 150 Graded
2. 3 ½ Hours to Complete Exam
3. Need Score of 55 to Pass
4. Scores Range from 25 to 75

Schedule Exam

- Thomson Prometric Test Centers

Taking the exam

- Valid photo ID
- Social Security Card, bank teller card or other secondary ID
- Calculator provided
- Scratch paper/pencil provided

How to Study for the Exam

- Begin studying as early as possible
- Devote 80-100 hours in study time
- Identify Weak Areas Early
- Study Groups
- Notecards
- Take practice exams

Supplemental Readings

- APA Reading List
- Practicing Planner
Recommended Readings
- The Practice of Local Government Planning
- Everyday Ethics for Practicing Planners

Planning Magazine
- Review last five years (starting one year ago)

Journal of the American Planning Association
- Review the last five years (starting one year ago)

Planning Advisory Service Reports
- Look over titles and topics
- Review those with which you are unfamiliar

Supplemental Review Materials
- Online Review Courses
  - Planetizen
  - PlanningPrep
  - Ohio State University, Planning Education at a Distance
- Materials for Preparing for the exam
  - American Planning Association
  - Institute of Continuing Planning Education
  - Datachem
Other Resources
- http://www.wikipedia.org
- http://www.studystack.com
- http://www.planning.org
- Define feature on search engines

The Week before the Exam
- The week of the exam get as much rest as possible
- Drive to the test site

The Day before the Exam
- Eat Well
- Get Plenty of Rest

The Day of the Exam
- Dress in Layers
- Eat before the exam
- Arrive Early
- Bring Your Notecards

During Exam
- Pace Yourself
- Answer every question (Guess!)  
  - Use Marking
  - Watch for negative questions
  - Try to come up with answer in your head
  - For long questions read the answers first
  - Do math questions twice
  - Think about the average agency/planner
Key Topic Areas

- Spatial Areas of Practice [15%]
  - A. Planning at the national, multi-state, state, sub-state, county, urban, suburban, and small town levels.
  - B. Corridor Planning
  - C. Neighborhood Planning
  - D. Waterfront Planning
  - E. Planning for Historic Areas
  - F. Downtown Planning

Types of Spatial Planning

- National Planning
- Multistate Planning
- State Planning
- Regional Planning
- County Planning
- Urban Planning
- Suburban Planning
- Small Town Planning

National Planning

- Focus on important Federal Program and Policies
  - Federal Housing Programs
  - Federal Transportation Programs
  - Federal Environmental Programs

Multistate Planning

- Focus on issues that go beyond political boundaries
  - Environmental Planning
  - Transportation Planning

State Planning

- Focus on issues that are handled at the state level, but don’t think state specific
  - Floodplain regulations
  - Environmental Protection
  - Dillon’s Rule
Sub-State Planning

- Focus on regional issues
  - Parks
  - Environmental Protection
  - Transportation

County Planning

- County and multijurisdictional planning
  - Hazard Mitigation Plans
  - Growth Management
  - Intergovernmental Cooperation

Urban Planning

- Similar to other types of planning, but think about urban focused issues
  - Redevelopment/Infill
  - Traffic management
  - Poverty
  - Heat Island

Suburban Planning

- Similar to other types of planning, but think about suburban focused issues
  - Foreclosure
  - Sprawl
  - Connectivity
  - Infrastructure

Rural Planning

- Similar to other types of planning, but think about rural focused issues
  - Access to infrastructure
  - Farm Economics
  - Small town character
  - Social and health services

Corridor Planning

- Corridor Transportation Planning
- National Corridor Planning
- Scenic Corridor Planning
- Greenway/Blueway Planning

Issues to consider
  - Connectivity, design, safety, parking
Neighborhood Planning

- Defining Neighborhoods
- Neighborhood issues

Columbia, Maryland was built as a series of neighborhoods.

Waterfront Planning

- View of waterways has changed over time
- Water accessibility
- Environmental conditions
- Hazard Mitigation
- Economic Viability – tourism, shipping, retail, residential

View of waterways has changed over time.

Historic Districts

- National Register Districts
- State Level Districts

The French Quarter in New Orleans was the first historic preservation commission in the country, established in 1921.

Downtown Planning

- Traffic Circulation
- Downtown Housing and Retail
- Business Improvement Districts

Downtown in Houston, Texas.

Practice Questions

- Which of the following states has a statewide plan for smart growth?
  a. Maryland
  b. Texas
  c. New Mexico
  d. Montana

Practice Questions

- Which of the following problems would most likely be addressed by a state planner?
  a. Zoning regulations for Recreational Vehicles
  b. Floodplain protection
  c. Siting a new industrial park
  d. Expanding an airport
Practice Question

You have been invited to interview for a position with an area MPO. The interviewer asks you to tell the panel about what you know about multistate planning. Which of the following would be the most appropriate response?

a. The federal government provides funding for multistate planning as part of the federal transportation allocations to allow for MPOs to work on transportation planning across state boundaries.

b. Multistate planning involves planning where multiple states have shared interests, such as where a watershed crosses state lines.

c. Multistate planning occurs where cities such as Texarkana are split between two states.

d. Multistate planning took place starting in the 1930s and through today as transportation planners engage in planning for the interstate highway system.

Practice Question

As a regional planner you have been working with the local governments in the region to protect the scenic character of an important highway. You are engaging the communities along the highway in a corridor planning process. Which of the following programs or guidelines would be most appropriate to use in preparing the corridor plan?

a. SAFETEA-LU
b. Consolidated Plan
c. National Scenic Byway Program
d. DOT Transportation Enhancement Program

Example Question

Planning for flooding typically occurs at what level of government?

a. Neighborhood
b. City
c. State
d. National
PLANNING ETHICS

Jennifer Evans-Cowley, PhD, AICP
Ohio State University

Know the AICP and APA Codes of Ethics
All are available from the APA website www.planning.org
Questions will typically create scenarios that the Code of Ethics should be used to answer
For the most part they are logical responses, but it is the best choice rather than one right answer.

APA Ethical Principals

- Serve the public interest
- Support citizen participation
- Recognize the comprehensive and long-range nature of planning decisions
- Expand choice and opportunity for all
- Facilitate coordination through the planning process
- Avoid conflict of interest

APA Ethical Principals

- Render thorough and diligent planning service
- Do not seek or offer favors
- Do not disclose or improperly use confidential information
- Ensure access to public reports on an equal basis
- Ensure full disclosure at public hearings
- Maintain public confidence
- Respect professional codes of ethics and conduct

AICP Code of Ethics – Section A

- Our primary obligation is to serve the public interest.
- We owe diligent, creative, and competent performance of the work we do in pursuit of our client or employer’s interest. Such performance, however, shall always be consistent with our faithful service to the public interest.
- We shall contribute to the development of, and respect for, our profession by improving knowledge and techniques, making work relevant to solutions of community problems, and increasing public understanding of planning activities.
We shall not accept an assignment from a client or employer to
We shall not accept an assignment from a client or employer when the
services to be performed involve conduct that we know to be illegal or
in violation of these rules.
We shall not accept an assignment from a client or employer to
publicly advocate a position on a planning issue that is
indistinguishably adverse to a position we publicly advocated for a
previous client or employer within the past three years unless (1) we
determine in good faith after consultation with other qualified
professionals that our change of position will not cause present
detriment to our previous client or employer, and (2) we make full
written disclosure of the conflict to our current client or employer and
receive written permission to proceed with the assignment.

We shall not perform work on a project for a client or employer if, in addition to the
agreed-upon compensation from our client or employer, there is a possibility for
direct personal or financial gain to us, our family members, or persons living in our
household, unless our client or employer, after full written disclosure from us, consents
in writing to the arrangement.
We shall not use our personal advantage, nor that of a subsequent client or
employer, information gained in a professional relationship that the client or
employer has requested be held in strict confidence or that we should recognize as
confidential because its disclosure could result in embarrassment or other
detriment to the client or employer to disclose such confidential information except when (1) required by process of law, or (2) required to
prevent a clear and present danger or (3) required to prevent a substantial injury to the
public. Disclosure pursuant to (2) and (3) shall not be made until after we
have verified the facts and issues involved and, when practicable, exhausted
efforts to obtain reconsideration of the matter and have sought separate opinions
on the issue from other qualified professionals employed by our client or
employer.
We shall not, as public officials or employees, engage in private communications with
planning process participants if the discussions relate to a matter over which we have
no authority to make a binding, final determination if such private communications are
prohibited by law or by agency rules, procedures, or custom.

We shall not deliberately or with reckless indifference fail to provide
adequate, timely, clear and accurate information on planning issues.
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We shall not accept a case or task, or undertake other
employment in planning or a related profession, whether or
not for pay, without having made full written disclosure to the
employer who furnishes our salary and having received
subsequent written permission to undertake additional
employment, unless our employer has a written policy which
expressly dispenses with a need to obtain such consent.
We shall not, as public officials or employees; accept from
anyone other than our public employer any compensation,
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have verified the facts and issues involved and, when practicable, exhausted
efforts to obtain reconsideration of the matter and have sought separate opinions
on the issue from other qualified professionals employed by our client or
employer.
We shall not, as public officials or employees, engage in private communications with
planning process participants if the discussions relate to a matter over which we have
no authority to make a binding, final determination if such private communications are
prohibited by law or by agency rules, procedures, or custom.
As a planning director in a upstate New York city of 50,000 the mayor and council have asked you to work on a redevelopment plan for the downtown area. The planning process is nearing completion. The mayor and in turn you are getting a lot of negative calls from business owners because of the increasing visibility of panhandlers and homeless in downtown. The mayor has ordered you to declare all soup kitchens to be restaurants. If they are declared restaurants then they would not have an adequate number of off-street parking spaces. What should you do as the Director?

**Example Scenario**

What is your ethical responsibility under the AICP Code of Ethics?

1. We shall not deliberately or with reckless indifference fail to provide adequate, timely, clear and accurate information on planning issues.
18. We shall not direct or coerce other professionals to make analyses or reach findings not supported by available evidence.
25. We shall neither deliberately, nor with reckless indifference, commit any wrongful act, whether or not specified in the Rules of Conduct, that reflects adversely on our professional fitness.

**Ethical Issue**

**What to Do?**

- **Choices:**
  - Use the issue to raise public sensitivity to homelessness
  - Quit your job
  - Conduct a survey of soup kitchens to find out the typical number of cars that park to go to the location. Based on the results propose a soup kitchen parking requirement.
  - Tell the mayor that it would not be ethical to arbitrarily change soup kitchens to restaurants to put them out of business.

**Example Question**

You have recently been hired as the planning director for a Pennsylvania town. Just prior to your start the city adopted a new sign ordinance which bans temporary banners from being strung across roadways. The community will be hosting a major benefit and a famous athlete is coming to the event to help raise money. An illegal banner promoting the event has been placed across a road you travel on. You saw the banner and when you got to the office you checked the code to make sure it is not allowed. No one has complained about the banner, but you noticed it and you know it is a violation of sign ordinance. What should you do?

**Example Question**

Which would be the best choice under the AICP Code of Ethics?

- Proceed with enforcement slowly, knowing that the event will likely be over before the certified letter can be delivered.
- Pretend you did not see the sign and wait to see if anyone complains.
- Promptly investigate, prepare the complaint and deliver a copy of the violation to the event organizers.
- Begin working with the city attorney to draft an amendment to the ordinance that allows special exemptions for temporary signs.

**Example Question**

Basic ethical principles for planners include all of the following except:

a) Avoid conflict of interest
b) Do not seek or offer favors
c) Never be the last one in or the first one out
d) Ensure full disclosure at public hearings
You are a planning director in a resort community in Utah. During a break in the city council meeting, you talk with the city councilors about how hard it is for your kids to find a summer job. A local developer overhears the conversation and mentions that he often hires teenagers for the summer to work at his lodge. He encourages you to have your children drop by for an interview. What should you do?

A) Send your children down for an interview.
B) Consult with other members of the staff who assure you that the developer often extends this common courtesy to the town's appointed and elected officials. You are told that the developer will not expect any special treatment. Send your children to the interview.
C) Decline his offer, explaining that this might be construed as accepting a favor from someone who has to submit projects to you for approval.
D) You decide that since you did not specifically ask for the favor you should send your children for an interview.

You are the city planning director for a community in New Jersey. During a recess in your planning commission meeting, you are approached by a long-time acquaintance who you trust. She tells you that she has information about one of the applicants appearing before the commission that day. The acquaintance says that while the information is confidential, it is so serious that the staff recommendation would likely be changed. She asks you to step out in the hall so she can briefly convey her concerns to you. What should you do?

A) Listen long enough to ascertain whether the information is material to the case, if not end the conversation.
B) Explain that this isn't the kind of conversation one should have in the hall. Provide your phone number and suggest that she call you at another time.
C) Advise her that while you appreciate her concern, information that could influence the public decision-making process needs to be presented in the public hearing.
D) Recommend that she talk to the planning commissioners rather than you about this confidential information.

Questions and Discussion
**Functional Topics**

- A. Community development
- B. Comprehensive or long range planning
- C. Development regulation or administration
- D. Economic development and revitalization
- E. Economic analysis and forecasting
- F. Educational, institutional, or military facilities planning
- G. Energy policy
- H. Food system planning
- I. Growth management
- J. Hazard mitigation and disaster planning
- K. Historic preservation
- L. Housing
- M. Infrastructure
- N. Labor force or employment
- O. Land use
- P. Natural resources and the environment
- Q. Parks, open space and recreation
- R. Planning law
- S. Policy planning
- T. Public services
- U. Social and health services
- V. Transportation
- W. Urban design

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**Educational, Institutional, or Military Facilities Planning**

- Airport
- Education
- Health Care
- Military

Interior View of the Lyon Airport, France

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**Energy Policy**

- Energy Policy Conservation Act of 1975
- Alternative Motor Fuels Act, 1988
- Energy Policy Act of 2005
- State-level initiatives

Photovoltaic Towers in Olympic Park, Sydney

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**Food Systems Planning**

- What is a food system? The chain of activities beginning with the production of food and moving on to include the processing, distributing, wholesaling, retailing, and consumption of food, and eventually to the disposal of food waste.

  *Source: APA/Food System Planning*

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**Food Systems Planning**

- Steps in the Food Chain
  - A. Food production
  - B. Food distribution and food processing
  - C. Food access and food consumption
  - D. Food waste disposal

Pike Place Public Market, Seattle
Hazard Mitigation Planning

- Major Acts
  - National Earthquake Hazards Reduction Act (1977)
  - Coastal Zone Management Act (1972)
  - National Flood Insurance Act (1968)
  - Coastal Barrier Resources Act (1982)
  - Disaster Mitigation Act (2000)
- Hazard Identification and Risk Assessment
- Hazard Mitigation Tools

Social and Health Services

- APA Partnership with National Association of County and City Health Officials (NACCHO)
- Behavioral Risk Factor Surveillance System (BRFSS)
- Public Health in Comprehensive Planning

Example Question

Planning for flooding typically occurs at what level of government?

- a. Neighborhood
- b. City
- c. State
- d. National

Example Question

Which of the following states experienced the largest population increase as a result of migration following Hurricane Katrina?

- a. Texas
- b. Arkansas
- c. Tennessee
- d. Georgia

Example Question

Which of the following would be included as part of food systems planning?

- I. Developing agricultural protection policies
- II. Modifying the zoning ordinance to encourage community gardening
- III. Studying the transportation network used by food suppliers to bring goods to market
- IV. Promote local farmers markets

- a. I only
- b. I, III, and IV only
- c. I, II, and IV only
- d. I, II, III, and IV
LAW REVIEW
Jennifer Evans-Cowley

APA Law Resources
- Amicus Curiae Briefs at http://www.planning.org/amicusbriefs/
- Planning and Environmental Law http://www.planning.org/PEL/
- Planning Magazine
- Oyez http://www.oyez.org

Major 2004 Court Cases
- Civil Liberties for Urban Believers v. City of Chicago (RLUIPA)

Major 2005 Court Cases
- Kelo v City of New London (Eminent Domain)
- Lingle v Chevron USA (Takings)
- San Remo Hotel L.P. v City and County of San Francisco (state courts can adjudicate challenges to land-use decisions)
- City of Rancho Palos Verdes v Abrams (Telecommunications Act)

Major 2006 Court Cases
- Commonwealth of Massachusetts v US EPA (Clean Air Act)
- Rapanos v United States (Clean Water Act)
- S.D. Warren v. Maine Board of Environmental Protection (Clean Water Act)
- Norwood v. Horney (Eminent Domain)

2007 Court Cases
- Environmental Defense Council v. Duke Energy Corp. (Clean Air Act)
### Practice Question
Which of the following recent court cases involved a test of the Clean Air Act?

A. Commonwealth of Massachusetts v US EPA  
B. SD Warren v. Maine Board of Environmental Protection  
C. Rapanos v. United States  
D. Lingle v. Chevron

### Practice Question
In this case, the respondent argued that the city had violated telecommunications act by discriminating against a commercial enterprise:

A. City of Rancho Palos Verdes v Abrams  
B. Kelo v. City of New London  
C. Norwood v. Horney  
D. Berman v. Parker
SOCIAL JUSTICE AND
PUBLIC PARTICIPATION
Jennifer Evans-Cowley

History of Public Participation
- 1926 Standard State Zoning Enabling Act
- 1928 Standard City Planning Enabling Act
- 1930s Saul Alinsky – Back of the Yards
- 1964 Economic Opportunity Act
- 1965 Paul Davidoff – Advocacy Planning
- 1969 Arnstein’s Ladder of Participation

Ladder of Participation
- Sherry Arnstein
- 1969

Public Involvement Planning
- Who Needs to be Involved
- Who is the Decision Maker
- Identify the decision to be made
- Specify the stages in the decision making process
- Set the schedule

Public Participation Techniques
- Public Hearing
- Small Group (focus group, Delphi, Charrette, stakeholder)
- Interviews
- Educational (information display, presentation, fact sheets)
- Participatory Land Use Mapping
- Open House
- Town Hall Meeting
- Tours
- Visual Preference Survey
- Web-based (online discussion forums, blogs, survey, websites, social networking)
- Workshops
- Youth Outreach

Topic Area Content

V. Public Participation and Social Justice [10%]
A. Public involvement planning
B. Public participation techniques
C. Identifying, engaging, and serving underserved groups
D. Social justice issues, literature, and practice
E. Working with diverse communities
F. Coalition building
Visual Preference Survey

Very Unacceptable 1 2 3 4 5 Very Acceptable

Identifying, engaging, and serving underserved groups

- Key issues:
  - How to reach out to these groups
  - How to design participatory processes that are engaging

Social Justice

- Emerged in planner’s vocabulary in the 60s and 70s
- Fair and equal rights for all
- Spatial issues are directly tied to social access

Working with diverse communities

- Identifying communities
- Finding the best techniques for communicating with these communities

3-Cs

- Coalition Building
- Consensus Building
- Conflict Resolution

Practice Questions

As a planner you have been working hard to try to resolve a conflict over development along a local river. The environmentalists want to stop all development, while the property owners want to be able to build whatever they would like. Local officials are concerned about water quality and the tax base. Which of the following would be most appropriate to use?

a. Conflict Resolution
b. Consensus Building
c. Coalition Building
d. Town Hall Meeting
Practice Questions

As the manager of the long-range planning division of a community in Maryland you have been asked to organize the citizen participation process for a comprehensive plan update. Which of the following would be most effective to kick off the process?

a. Focus Groups  
b. Public Hearing  
c. Open House  
d. Town Hall Meeting

Practice Questions

Neighborhood advocates in a low-income economically depressed neighborhood have come to you as the planning director in a Florida city. They want you advice on organizing their community to support the expansion of a light rail line into their neighborhood. Which of the following would you advise?

a. Coalition building  
b. Public Hearing  
c. Open House  
d. Visual Preference Survey