



CM CRITERIA & TEMPLATE

Criteria for Certification Maintenance Activities

Criteria for the Content of CM Activities

To be a registered CM session, session description must demonstrate this activity meets the following criteria:

- The content of CM activities must be designed to meet a specific planning-related training objective.
- The content of CM activities must be designed to teach subject matter in appropriate depth and scope for the level of the typical AICP member (i.e. a planner in current practice with at least two years of professional experience).
- The content of CM activities must be unbiased and non-promotional in nature. An organization's services or products may be discussed prior to or after the completion of the CM credit portion of the activity.
- The content of CM activities must address demonstrated educational needs of AICP members.
- The content of CM activities must communicate a clearly identified educational purpose or objective.
- For ethics requirement: Providers must demonstrate that the content of the activity is related to the AICP Code of Ethics and Professional Conduct.
- For law requirement: Providers must demonstrate that the content of the activity is related to planning law, such as environmental law, land use law, redevelopment law, administrative law, housing law, etc. Activities seeking law-credit CM approval must be closely related to existing planning laws or case decisions or trends in existing planning laws or case decisions. Political movements, policy recommendations, and policy initiatives are not "current planning law."

Existing planning laws or case decisions must clearly constitute a majority of the content of the activity.

Criteria for the Delivery of CM Activities

- CM activities must be led by one or more experts on the subject matter discussed during the activity. An expert is defined by APA as a professional who has made a contribution to the profession through practice, teaching, research, or publications; completed works that proclaim individuality and mastery of the principles of planning taught; and whose work demonstrates outstanding quality and professionalism.
- CM activities must use learning methodologies and formats that are appropriate to the activity's educational purpose or objectives.
- The delivery of CM activities must involve the use of materials that do not include any proprietary information. Materials used during the CM credit portion of the activity must be solely for educational purposes.
- The delivery of CM activities must be timed in a manner that is consistent with the time for which the activity was registered (i.e. an activity lasting 75 minutes = 1.25 CM credits, an activity lasting 90 minutes = 1.5 CM credits). Please note that you should register only the portion of your activity that meets the criteria above.
- An activity must be at least one hour in duration to be eligible for CM credit.
- The delivery of CM activities must include an announcement in which AICP members are notified that their attendance is required for the duration of the activity in order to receive CM credit.
- Once an activity is registered for CM credit, the substantive content of the activity cannot be altered. If substantial changes in content are made, the activity must be re-registered as a new activity.



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THIS IS A DRAFT TEMPLATE FOR YOUR INFORMATION. You are encouraged to submit sessions that will qualify for CM credit, so please consider this information while developing your session proposal. You will be provided the final template to fill out once your session has been accepted as part of the conference program.

DRAFT Template for Data Collection for CM Activities

- Use the CM template for gathering information about your session. This will make registering the session for CM credit much easier.
- Ensure the substantive content of the event is complete before you turn it in for CM credit. Once an event is registered for CM credit, the substantive content of the event cannot be altered. If substantial changes in content are made, the event must be re-registered as a new event.
- How to fill out this template:
(As stated above, a final form will be provided when your session is accepted.)
 - 1) Provide only the information requested in the field.
 - 2) If you have additional information that does not seem to fit in the requested field (e.g., additional speakers), please add that information into the "Description of Session, Part or Activity" box which allows up to 400 words of text. It is the best "catch-all" field.
 - 3) Also, please provide information about speakers that is relevant to establishing their credibility as experts with something to say about the topic. No irrelevant information.
 - 4) Use basic punctuation only (e.g., period, comma, parentheses, semicolon, colon) and phrase comments as sentences. The APA online system will strip out all other punctuation (bullets, bold, italics, underlining) and run text submitted together into one paragraph. Make sure your information will be readable in this format.

You will need the following information for your session:	
Contact person <i>(person filling out form)</i>	
Telephone number for contact person	
Email for contact person	
Start Date and Time / End Date and Time	<i>To be filled in by Program Committee</i>
Number of Credit Hours Requested	<i>To be filled in by Program Committee</i>
Name of Session	
Topic—Pick as many as appropriate: <i>At this time, we do not have the complete list of pre-identified topics used by AICP on the logging system. Please offer a category.</i>	



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<p>Description of Session (100-4000 characters)</p> <p><i>Clearly describe the planning-related educational objective this training achieves (e.g. what AICP members will learn). 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 two years of experience). Content intended for planning commissioners or elected officials, or that are basic in nature (e.g. subject matter taught in planning school) are not eligible.</i></p>	
<p>Short (2–3 sentence) description of the activity (for the conference marketing collateral and Web site)</p>	
<p>Instructors: You may include up to THREE instructors – One per section. <i>If there are more than three speakers, list the major ones, or those most consistent with the AICP credentials; remaining speakers may be listed in the above “Description of Session.”</i></p>	
<p>Instructor #1</p>	<p>First Name</p>
	<p>Last Name <i>(Include any other non-AICP designations, e.g., PhD, PE)</i></p>
	<p>AICP?</p>
	<p>FAICP?</p>
	<p>Biography <i>(Include current professional title and notable achievements that indicate required level of expertise.)</i></p>



CM CRITERIA & TEMPLATE

Instructor #2	First Name	
	Last Name <i>(Include any other non-AICP designations, e.g., PhD, PE)</i>	
	AICP?	
	FAICP?	
	Biography <i>(Include current professional title and notable achievements that indicate required level of expertise.)</i>	
Instructor #3	First Name	
	Last Name <i>(Include any other non-AICP designations, e.g., PhD, PE)</i>	
	AICP?	
	FAICP?	
	Biography <i>(Include current professional title and notable achievements that indicate required level of expertise.)</i>	
Credits Requested? <i>1 credit = 1 contact hour</i>		<i>To be filled in by Program Committee</i>
Please note percentage of session meeting law or ethics CM Criteria	Law?	
	Ethics?	