



**Certification  
Maintenance**  
*The American Institute  
of Certified Planners'  
commitment to  
continuing education.*

## Template for Data Collection for CM Activities

Providers of education and training may find the following templates useful in collecting data for activities that may be eligible for CM credit, including single and multi-part activities and distance education. Please visit the CM website for more details on the CM program at [www.planning.org/cm](http://www.planning.org/cm).

### Single Event

A single activity is defined as a self-contained, real-time event, such as a workshop (including mobile workshops), lecture, keynote speeches, symposium, or audio/web conference where the lecturer and instructor are participating at the same time and at which participants cannot choose among multiple activities. All participants at a single event attend the same activities and earn the same number of credits.

You will need the following information for the single event:

Event Details	
<b>Name of Session</b>	
<b>Short Name</b> for Online Calendar (optional)	
<b>Event Code</b> This is the code your organization uses to identify the event. (optional).	
<b>Start Date</b>	
<b>End Date</b>	
<b>Start Time (a.m. /p.m.)</b>	
<b>End Time (a.m. /p.m.)</b>	
<b>Event Location: City</b>	
<b>State</b>	
<b>External Web Site Link</b> It is recommended that you provide a link directly to the event details, making it easier for AICP members to find (and register) for your training.	

**Topic:** Please choose from the following list of topics representative of the overall event or conference:

<input type="checkbox"/>	Citizen Participation	<input type="checkbox"/>	Parking
<input type="checkbox"/>	Climate	<input type="checkbox"/>	Parks and Open Space
<input type="checkbox"/>	Comprehensive Planning	<input type="checkbox"/>	Property
<input type="checkbox"/>	Cultural Resources	<input type="checkbox"/>	Revitalization
<input type="checkbox"/>	Demographics	<input type="checkbox"/>	Signs
<input type="checkbox"/>	Density	<input type="checkbox"/>	Site Plans
<input type="checkbox"/>	Economic Development	<input type="checkbox"/>	Small Towns
<input type="checkbox"/>	Environment	<input type="checkbox"/>	Smart Growth
<input type="checkbox"/>	Green Communities	<input type="checkbox"/>	Social Equity
<input type="checkbox"/>	Hazards	<input type="checkbox"/>	Streets
<input type="checkbox"/>	History	<input type="checkbox"/>	Technology
<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Law	<input type="checkbox"/>	Urban Design
<input type="checkbox"/>	Mixed-Use	<input type="checkbox"/>	Zoning
<input type="checkbox"/>	Neighborhoods		
<input type="checkbox"/>	New Urbanism		

**Event Description  
(4000 char max)**

Please clearly describe the planning-related educational objective that this training achieves (e.g., what AICP members will learn). 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 two years of experience).  
*Please note: description will be displayed to all members.*

**Instructors/Speakers**

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.

<b>Speaker # 1</b>	<b>Name</b> + any non-AICP title ( PE, ASLA, AIA, MD, PhD...)	
	<b>AICP ?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
<b>Speaker # 2</b>	<b>Name</b> + any non-AICP title (PE, ASLA, AIA, MD, PhD...)	

	<b>AICP?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
<b>Speaker # 3</b>	<b>Name</b> + any non-AICP title (PE, ASLA, AIA, MD, PhD...)	
	<b>AICP?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
<b>Speaker # 4</b>	<b>Name</b> + any non-AICP title (PE, ASLA, AIA, MD, PhD...)	
	<b>AICP?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
<b>Speaker # 5</b>	<b>Name</b> + any non-AICP title (PE, ASLA, AIA, MD, PhD...)	
	<b>AICP?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	

### Criteria for CM Approval

<b>Number of Credit Hours Requested - TOTAL</b> (1.0 contact hours = 1.0 CM credits). Non-instructional activities or breaks cannot be included toward the contact hour(s) and should be discounted from CM credit total	
<b>Law Credits Requested?</b> (note percentage of session time meeting Law Criteria e.g. 1.5 contact hours = 1.5 CM credits)	
<b>Ethics Credit Requested?</b> (note percentage of session time meeting Ethics Criteria e.g. 1.5 contact hours = 1.5 CM credits )	

<p><b>Description of how the event will meet the Ethics requirement</b> (2000 char max)</p> <p>Providers must demonstrate that the content of the activity focuses on training planners on the standards of ethical behavior according to the AICP Code of Ethics and Professional Conduct. While general ethics courses, local ethics laws, and ethic codes from other professions can introduce relevant issues as well, the AICP Code focuses on a system of moral principles specific to professional planners.</p> <p><i>For more information please reference the CM Provider Handbook located on the APA website at <a href="http://www.planning.org/cm/providers">www.planning.org/cm/providers</a></i></p>	
<p><b>Description of how the event will meet the Law requirement</b> (2000 char max)</p> <p>Providers must demonstrate that the content of the activity is 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.</p> <p><i>For more information please reference the CM Provider Handbook located on the APA website at <a href="http://www.planning.org/cm/providers">www.planning.org/cm/providers</a></i></p>	

## Multi-part Event

This is defined as a real-time event with multiple activities, such as a conference with several sessions or multiple registration options. Participants at a multipart event choose between a variety of activities, and individual participants may earn different numbers of credits. **Note:** If you choose this type, you will be asked to enter information for each of the individual activities available at the event that you would like to offer for CM credit. Credits will be awarded for those individual activities rather than for the event as a whole. The event will appear once on the calendar and CM activity list; the individual activities will appear on the event's detail page.

**You will need the following information for the entire event or conference:**

Event Details	
<b>Name of (main) Event</b>	
<b>Short Name</b> for Online Calendar (optional)	
<b>Event Code</b> This is the code your organization uses to identify the event. (optional)	
<b>Start Date</b>	
<b>End Date</b>	
<b>Start Time (a.m. /p.m.)</b>	
<b>End Time (a.m. /p.m.)</b>	
<b>Event Location: City</b>	

<b>State</b>	
<b>External Web Site Link</b> It is recommended that you provide a link directly to the event details, making it easier for AICP members to find (and register) for your training.	

**Topic:** Please choose from the following list of topics representative of the overall event or conference:

AICP	GIS	Planning Practice
Agricultural Preservation	Gardens and Markets	Policy, Planning, and Politics
Agriculture	Growth Management	Private Practice
Air rights	Habitat	Professional Development
Airports	Health and Human Services	Public Relations
Annexation	Historic Preservation	Public/Private/Non-Profit Partnerships
Arts	History	Regional Planning
Big Box	Housing	Revitalization and Redevelopment
Biodiversity	Impact Fees	Signs
Brownfields	Implementation	Site Plans
Business Improvement Districts	Indigenous Planning	Small Town and Rural
Byways, Highways and Corridors	Industrial Development	Smart Growth
Careers	Infill	Stadiums
Census	Information Technology	State Planning
Citizen Participation	Infrastructure	Students
Community Development Corporations	Intergovernmental	Suburban Planning
Community Indicators	Interjurisdictional	Sustainability
Compliance	International	Technology
Comprehensive Planning	Land Use Planning	Telecommunications
Cultural Resources	Land Use and Planning Law	Tourism and Recreation
Development Review	Law	Tours
Disaster Planning and Recovery	Management	Transfer of Development Rights
Downtowns	Marketing	Transportation
Economic Development	Master Planning	Tribal Planning
Education and Schools	Media	Universities
Elderly	Mediation and Negotiation	Urban Design
Entertainment	Minority Populations and Social Equity	Water Resources
Environment	Neighborhood Planning	Waterfronts
Environmental Planning	New Communities	Watersheds
Ethics	New Urbanism	Women and Planning

Federal Planning	Parks, Open Space, and Greenways	Youth and Planning
Finance	Permits	Zoning, Codes, and Ordinances
Food	Planning Commissioners, Elected Officials, and Appointed Officials	

**Event Description  
(4000 char max)**

Please clearly describe the planning-related educational objective that this training achieves (e.g., what AICP members will learn). 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 two years of experience).

**You will need to enter the following information for each eligible session, part or activity:**

**Activity/Session 1 Details**

<b>Name of Session</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Start Time (a.m. /p.m.)</b>	
<b>End Time (a.m. /p.m.)</b>	

**Topic:** Please choose no more than three or four of the following topics representative of the event:

AICP	GIS	Planning Practice
Agricultural Preservation	Gardens and Markets	Policy, Planning, and Politics
Agriculture	Growth Management	Private Practice
Air rights	Habitat	Professional Development
Airports	Health and Human Services	Public Relations
Annexation	Historic Preservation	Public/Private/Non-Profit Partnerships
Arts	History	Regional Planning
Big Box	Housing	Revitalization and Redevelopment
Biodiversity	Impact Fees	Signs
Brownfields	Implementation	Site Plans
Business Improvement Districts	Indigenous Planning	Small Town and Rural
Byways, Highways and Corridors	Industrial Development	Smart Growth
Careers	Infill	Stadiums
Census	Information Technology	State Planning
Citizen Participation	Infrastructure	Students
Community Development	Intergovernmental	Suburban Planning

Corporations			
Community Indicators		Interjurisdictional	Sustainability
Compliance		International	Technology
Comprehensive Planning		Land Use Planning	Telecommunications
Cultural Resources		Land Use and Planning Law	Tourism and Recreation
Development Review		Law	Tours
Disaster Planning and Recovery		Management	Transfer of Development Rights
Downtowns		Marketing	Transportation
Economic Development		Master Planning	Tribal Planning
Education and Schools		Media	Universities
Elderly		Mediation and Negotiation	Urban Design
Entertainment		Minority Populations and Social Equity	Water Resources
Environment		Neighborhood Planning	Waterfronts
Environmental Planning		New Communities	Watersheds
Ethics		New Urbanism	Women and Planning
Federal Planning		Parks, Open Space, and Greenways	Youth and Planning
Finance		Permits	Zoning, Codes, and Ordinances
Food		Planning Commissioners, Elected Officials, and Appointed Officials	

<p style="text-align: center;"><b>Event Description</b> (4000 char max)</p> <p>Please clearly describe the planning-related educational objective that this training achieves (e.g., what AICP members will learn). 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 two years of experience). <i>Please note: description will be displayed to all members.</i></p>	
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### Instructors/Speakers

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.

<b>Speaker # 1</b>	<b>Name</b> + any non-AICP title (PE, ASLA, AIA, MD, PhD...)	
	<b>AICP?</b>	
	<b>FAICP?</b>	

	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
<b>Speaker # 2</b>	<b>Name</b> + any non-AICP title (PE, ASLA, AIA, MD, PhD...)	
	<b>AICP?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
<b>Speaker # 3</b>	<b>Name</b> + any non-AICP title (PE, ASLA, AIA, MD, PhD...)	
	<b>AICP?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
<b>Speaker # 4</b>	<b>Name</b> + any non-AICP title (PE, ASLA, AIA, MD, PhD...)	
	<b>AICP?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
<b>Speaker # 5</b>	<b>Name</b> + any non-AICP title (PE, ASLA, AIA, MD, PhD...)	
	<b>AICP?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	

**Criteria for CM Approval**

<p align="center"><b>Number of Credit Hours Requested - TOTAL</b></p> <p align="center">(1.0 contact hours = 1.0 CM credits). Non-instructional activities or breaks cannot be included toward the contact hour(s) and should be discounted from CM credit total</p>	
<p align="center"><b>Law Credits Requested?</b></p> <p>(note percentage of session time meeting Law Criteria e.g. 1.5 contact hours = 1.5 CM credits)</p>	
<p align="center"><b>Ethics Credit Requested?</b></p> <p>(note percentage of session time meeting Ethics Criteria e.g. 1.5 contact hours = 1.5 CM credits )</p>	
<p align="center"><b>Description of how the event will meet the Ethics requirement</b></p> <p align="center">(2000 char max)</p> <p>Providers must demonstrate that the content of the activity focuses on training planners on the standards of ethical behavior according to the AICP Code of Ethics and Professional Conduct. While general ethics courses, local ethics laws, and ethic codes from other professions can introduce relevant issues as well, the AICP Code focuses on a system of moral principles specific to professional planners. <i>For more information please reference the CM Provider Handbook located on the APA website at <a href="http://www.planning.org/cm/providers">www.planning.org/cm/providers</a></i></p>	
<p align="center"><b>Description of how the event will meet the Law requirement</b></p> <p align="center">(2000 char max)</p> <p>Providers must demonstrate that the content of the activity is 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. <i>For more information please reference the CM Provider Handbook located on the APA website at <a href="http://www.planning.org/cm/providers">www.planning.org/cm/providers</a></i></p>	

## Distance Education

A distance education event is an asynchronous learning event, where the learner and instructors are separated by time and are not engaging in the event simultaneously. The learner may access the material at their convenience. Distance education activities may include: CD-ROMs, online courses, podcasts, telecasts or downloadable recordings.

Distance education activities have additional criteria for approval. For more information, please log onto the APA website and visit [www.planning.org/cm/provider](http://www.planning.org/cm/provider), or check out the [CM Provider Handbook](#).

**You will need the following information for the distance education event/course or product:**

Event/Course or Product Details	
<b>Name of Event/Course or Product</b>	
<b>Short Name</b> for Online Calendar (optional)	
<b>Event/Product Code</b> <i>This is the code your organization uses to identify the event. It may be left blank.</i>	

<b>Course Availability Start (month/year)</b> – select which quarter the product or course will be available e.g. Jan-Mar or Apr-Jun, etc.)	
<b>Course Availability End (month/year)</b> – select which quarter the product or course will be available e.g. Jan-Mar or Apr-Jun, etc.)	
<b>Start Time (a.m. /p.m.)</b>	
<b>End Time (a.m. /p.m.)</b>	
<b>Event Location: City</b>	
<b>State</b>	
<b>External Web Site Link</b> It is recommended that you provide a link directly to the event details, making it easier for AICP members to find (and register) for your training.	

**Topic:** Please choose from the following list of topics representative of the event:

AICP	GIS	Planning Practice
Agricultural Preservation	Gardens and Markets	Policy, Planning, and Politics
Agriculture	Growth Management	Private Practice
Air rights	Habitat	Professional Development
Airports	Health and Human Services	Public Relations
Annexation	Historic Preservation	Public/Private/Non-Profit Partnerships
Arts	History	Regional Planning
Big Box	Housing	Revitalization and Redevelopment
Biodiversity	Impact Fees	Signs
Brownfields	Implementation	Site Plans
Business Improvement Districts	Indigenous Planning	Small Town and Rural
Byways, Highways and Corridors	Industrial Development	Smart Growth
Careers	Infill	Stadiums
Census	Information Technology	State Planning
Citizen Participation	Infrastructure	Students
Community Development Corporations	Intergovernmental	Suburban Planning
Community Indicators	Interjurisdictional	Sustainability
Compliance	International	Technology
Comprehensive Planning	Land Use Planning	Telecommunications

	Cultural Resources		Land Use and Planning Law		Tourism and Recreation
	Development Review		Law		Tours
	Disaster Planning and Recovery		Management		Transfer of Development Rights
	Downtowns		Marketing		Transportation
	Economic Development		Master Planning		Tribal Planning
	Education and Schools		Media		Universities
	Elderly		Mediation and Negotiation		Urban Design
	Entertainment		Minority Populations and Social Equity		Water Resources
	Environment		Neighborhood Planning		Waterfronts
	Environmental Planning		New Communities		Watersheds
	Ethics		New Urbanism		Women and Planning
	Federal Planning		Parks, Open Space, and Greenways		Youth and Planning
	Finance		Permits		Zoning, Codes, and Ordinances
	Food		Planning Commissioners, Elected Officials, and Appointed Officials		

<p align="center"><b>Event/Course or Product Description</b> (4000 char max)</p> <p>Please clearly describe the planning-related educational objective that this training achieves (e.g., what AICP members will learn). 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 two years of experience). <i>Please note: description will be displayed to all members</i></p>		
<p><b>Instructors/Speakers</b></p> <p>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.</p>		
<p><b>Speaker # 1</b></p>	<p align="center"><b>Name</b> + Any non-AICP title (PE, ASLA, AIA, MD, PhD...)</p>	
	<p><b>AICP?</b></p>	
	<p><b>FAICP?</b></p>	
	<p><b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)</p>	
<p><b>Speaker # 2</b></p>	<p align="center"><b>Name</b> + Any non-AICP title (PE, ASLA, AIA, MD, PhD...)</p>	

	<b>AICP?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
<b>Speaker # 3</b>	<b>Name</b> + Any non-AICP title (PE, ASLA, AIA, MD, PhD...)	
	<b>AICP?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
<b>Speaker # 4</b>	<b>Name</b> + any non-AICP title ( PE, ASLA, AIA, MD, PhD...)	
	<b>AICP?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
<b>Speaker # 5</b>	<b>Name</b> + Any non-AICP title (PE, ASLA, AIA, MD, PhD...)	
	<b>AICP?</b>	
	<b>FAICP?</b>	
	<b>Biographical Information</b> (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	

### Criteria for CM Approval

<b>Number of Credit Hours Requested - TOTAL</b> (1.0 contact hours = 1.0 CM credits). Non-instructional activities or breaks cannot be included toward the contact hour(s) and should be discounted from CM credit total	
<b>Law Credits Requested?</b> (note percentage of session time meeting Law Criteria e.g. 1.5 contact hours = 1.5 CM credits)	
<b>Ethics Credit Requested?</b> (note percentage of session time meeting Ethics Criteria e.g. 1.5 contact hours = 1.5 CM credits )	

**Part I. Describe how the course/product utilizes multiple methods of learning?**

Methods include: text or course outline of course content, plans, photographs of case studies, relevant graphics, or other visuals, audio lectures linked to PowerPoint presentation, or supplemental reading materials.

**Part II. Describe the mechanism for gauging acquisition of content?**

Include what is the mechanism for gauging acquisition of content? Some methods are: Multiple choice tests, essays, a Q&A forum, Online discussion board.

*Approx 2000 char max for both part I & II*