

Become a Certification Maintenance Provider

The 16,000 members of the American Institute of Certified Planners (AICP) are looking for a few good continuing-education activities.

AICP members are now required to earn continuing education credits—which we call Certification Maintenance (CM) credits—from registered CM providers. To meet this requirement, they'll be looking for 32 hours of continuing education every two years. Become a registered CM provider, and these 16,000 professional city and regional planners could look to your continuing-education programs for their required CM credits.

How does it work?

Any organization that provides continuing education for professional planners can apply to be a CM provider.

Applying is easy using our online registration system at www.planning.org/cm.

1. If you have an APA ID and password, you'll use them to log into the registration site. If not, you'll be asked to sign up for a free APA ID and password. You do not need to be an APA or AICP member to do this.
2. Set up an account for your organization. You'll be asked for basic information about your organization, such as its address and phone number. By setting up this account, you'll automatically be listed as your organization's primary CM contact.
3. Pay a \$95 nonrefundable one-year registration fee, which includes two credits.
4. Submit your organization's continuing-education activities for CM credit. You'll be asked basic information about the activities, such as topic, scheduled date and time, and the number of credits it should receive. (One credit = one hour of training time.) You'll also be asked to describe how the activity meets CM criteria, which you can read at www.planning.org/cm.
5. Make sure you have enough credits for the activities submitted. You'll need one credit for every credit you want your activities to receive. For example, a five-hour workshop would be worth five CM credits, so you would need five credits. Credits are \$50 each.
6. You'll submit your continuing-education activities to AICP for review. If your activities meet the criteria, they will be approved for CM credit. You will receive the results of the review via e-mail.
7. If your activities are granted CM credit, you can begin advertising them as CM activities. (See below for more details on this.)
8. You can submit additional activities for CM credit at any time during your one-year registration period. You can also renew your registration for an additional year at any time.

Advertising Your CM Activities

APA will help you get the word out about your CM-approved activities to AICP members through our website and mailings.

1. We'll include your CM-approved events on our online calendar. AICP members check this calendar frequently to find CM activities.
2. We'll include your organization in a list of registered CM providers both on our website and in mailings to our AICP members.
3. We'll give you a special CM logo you can use in your own marketing pieces to let AICP members know they'll earn CM credit for your events.

Special Offers

The first two-year CM reporting period for AICP members begins January 2008, but AICP members will be able to report continuing-education activities they have participated in between April 14, 2007, and December 31, 2007, provided those activities have been retroactively granted CM credit.

Submit your organization's continuing-education activities that took place during this time and you can take advantage of two special offers.

1. For face-to-face activities: (a) The additional per credit fee will be waived for the first 30 credits that took place between April 14 and September 24, 2007. After 30 credits you will pay a fee of \$25 per credit. (b) The additional credit fee will be \$25 for all approved CM activities taking place between September 25 and December 31, 2007.
2. For computer-based activities: The additional per credit fee will be \$25 for all approved CM activities taking place between April 14 and December 31, 2007.

Full details at

www.planning.org/cm



The American Planning Association's
Professional Institute

**American Institute
of Certified Planners**

Making Great Communities Happen