

# CONNECT

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## Certification Maintenance

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

## Get more than 16,000 professionals interested in your training programs. Become a Certification Maintenance provider.

Members of the American Institute of Certified Planners, the professional institute of the American Planning Association, 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, rural, suburban, and regional planners will look to your training programs to fulfill their CM requirement.

### What is Certification Maintenance?

The Certification Maintenance program links certified planners to training opportunities that will keep them up-to-date with the latest trends, technologies, and best practices. When you register to become a CM provider, we'll let AICP members know about your CM-approved activities in our online directory of CM providers and in our online calendar of events.

### Who is eligible to be a CM provider?

Any organization that provides educational activities or products for professional planners can become a CM provider. These include:

- APA Chapters and Divisions
- Nonprofit organizations
- Professional training services
- Government entities
- Private firms or companies
- Universities and academic institutions

### What are the benefits of becoming a CM provider?

Some benefits of being a CM provider include:

- Expanded listings on APA's online calendar of events
- Inclusion in the online directory of registered CM providers
- Use of the CM logo in marketing and promotional materials
- Feedback from attendees offered through our automated rating mechanism
- Partnership opportunities with APA Chapters and Divisions

### What kinds of educational activities are eligible for CM credit?

We encourage CM providers to register educational activities of all types, as long as they meet the CM criteria. These include (but are not limited to):

#### Face-to-face or real-time activities

- Conferences
- Audio/web conferences
- Workshops (including mobile workshops)
- Lectures, keynote speeches, and symposia
- University courses
- Book clubs and facilitated discussions

#### Distance learning activities

- CD-ROMs
- Online courses
- Podcasts, telecasts, or other downloadable recordings

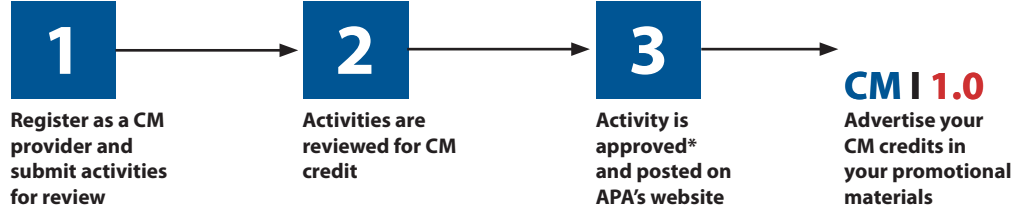


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### How can my organization become a CM provider?

Applying is as easy as 1-2-3 using our online registration system.



*\*If an activity is not approved, you have the opportunity to appeal the decision by submitting additional information for the review team. More information can be found in the providers section of our website: [www.planning.org/cm](http://www.planning.org/cm).*

### What information will I need to register my activity for CM credit?

All activities submitted for CM credit must be registered electronically into our CM database. This allows staff to review the activity for CM credit and enables AICP members to log their credits. You will need to submit the following information about your educational activity:

- Name and topic
- Start date and time, end date and time
- Description and learning objectives
- Location
- Speaker biographies
- An indication of whether it should be considered for law or ethics credit

Important note: You must also include a description of how the educational activity meets CM criteria for approval. This helps us ensure that the activity is appropriate in depth and scope for a typical AICP member (e.g., a planner with at least two years of professional experience) and meets a specific planning-related objective. CM providers are encouraged to consider the criteria carefully and only register activities that are appropriate for this program.

### What are the costs for registration?

Every provider of education and training who wishes to become a registered CM provider must pay an annual nonrefundable \$95 registration fee, which includes two CM credits. A provider may then select the registration package or packages that best suit its needs. Details on available packages can be found in the providers section of our website at [www.planning.org/cm](http://www.planning.org/cm).

### How can I get more information?

General information: [www.planning.org/cm](http://www.planning.org/cm)  
To register: [www.planning.org/certification/provider](http://www.planning.org/certification/provider)  
Contact us: [AICPCM-providers@planning.org](mailto:AICPCM-providers@planning.org)

**Register today!**