

# **THE FELLOWS OF THE AMERICAN INSTITUTE OF CERTIFIED PLANNERS (FAICP)**

*Election to the College of Fellows is one of the highest honors that the American Institute of Certified Planners, the professional institute of the American Planning Association, bestows upon a member. This honor recognizes the achievements of the professional as a model planner with significant contributions to planning and society.*

*Fellowship will be granted to planners who have been members of AICP and have achieved excellence in professional practice, teaching and mentoring, research, public or community service and leadership.*

# 2012 FAICP Guidelines

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## 1.0 Eligibility

Both nominees to the AICP College of Fellows and their nominators must meet minimum eligibility requirements before their nomination submissions are considered valid.

### 1.1 Nominee Eligibility

The minimum requirements for eligibility as a Fellow include:

- 1.1.1 Member of AICP for at least 15 years.
- 1.1.2 Member of AICP in good standing.
- 1.1.3 Outstanding contribution to the profession over an extended period of time.

### 1.2 Nominator Eligibility

The following groups can nominate any number of outstanding members to the College of Fellows of AICP:

- 1.2.1 An APA Chapter, through an executive committee, awards committee, or a special committee as established by a chapter.
- 1.2.2 An APA Division through an executive committee, awards committee, or a special committee as established by a division.
- 1.2.3 The AICP Executive Committee.
- 1.2.4 The College of Fellows, through their special nominations committee.
- 1.2.5 Any AICP member, accompanied by the endorsement of ten other AICP members in good standing.

### 1.3 Helpful Hints

- 1.3.1 Please keep in mind that not every AICP member meeting the minimum requirements qualifies as a nominee. A Fellow nominee must exhibit contributions to the profession and community that have made a significant difference. While longevity merits recognition, it is not a primary criterion that the selection jury will consider. The results of a nominee's efforts in planning, teaching, research and community service, however, are of special importance and should be clearly described.
- 1.3.2 To verify a nominee's good standing, please contact APA Customer Service at (312) 786-6342 or by e-mail at [aicp@planning.org](mailto:aicp@planning.org).
- 1.3.3 Seek out the assistance of those that have previously prepared successful nominations to assist in the process.
- 1.3.4 Consider reviewing "Tips for Submitting FAICP Nominations" prepared by APA - Chapter Presidents Council. A copy of this document is posted at [www.planning.org/faicp](http://www.planning.org/faicp).

## 2.0 Submission Requirements

FAICP nominations must meet certain minimum requirements as outlined in this section of the guidelines. Additional details regarding content may be found in 4.0.

### 2.1 Submission Copies

While nominators are strongly encouraged to submit electronically, nominations will be accepted by post mail or electronic upload through APA's FTP site. (See Appendix A)

#### 2.1.1 Submissions by Post Mail

One (1) original and one (1) copy of the submission, for a total of two (2), are required in the entire nomination package.

#### 2.1.2 Electronic Submissions

One (1) electronic copy of the submission in PDF format is required in the entire nomination package.

### 2.2 Submission Items

Submission packages must include the following seven items:

- 2.2.1 2012 FAICP Nomination Form and Checklist (available separately at [www.planning.org/faicp](http://www.planning.org/faicp)).
- 2.2.2 Nominator Endorsement Letter signed by nominator (not to exceed 3 pages). *See 5.2*
- 2.2.3 One-page statement highlighting greatest accomplishments. *See 5.3*
- 2.2.4 Annotated resume (not to exceed 10 pages). *See 5.4*
- 2.2.5 Letters of support (minimum of five and maximum of 10), preceded by a one-page listing of the individuals submitting letters of support. *See 5.5*
- 2.2.6 100-Word Statement highlighting the nominee's greatest accomplishments, including reference to the regional or communities they most influenced. *See 5.6*
- 2.2.7 A headshot of the nominee, preferably in high quality, digital format. *Please note: The photograph should be enclosed in a sealed envelope, labeled "Headshot" and will be immediately separated from the nomination package by staff upon receipt, and will not be seen by the selection committee. If submitting electronically, the photograph should be uploaded as a separate file. Staff will use the photographs of selected Fellows in publicity efforts and ceremony materials. See 5.7*

### 2.3 Processing Fee

There is a \$95.00 processing fee for each FAICP nomination package. Resubmissions must also include the fee. Checks should be made out to "APA" and mailed to the APA Chicago office with a copy of the 2012 FAICP Nomination Form and Checklist. *See 2.7*

## **2.4 Deadline**

All FAICP packages must be postmarked or electronically uploaded no later than **Thursday, November 17, 2011 at 11:59pm (PST)**.

## **2.5 Document Formatting**

There is no formal requirement for such formatting issues as font style or size. However, all nomination submissions should be presented in a professional, easily readable format.

## **2.6 Submission Procedure**

### **2.6.1 Submissions by Post Mail**

We request that each nomination package, consisting of the original and one copy, be mailed together as a complete parcel. Nominators may mail nomination materials for several nominees in the same box. Each complete package of nominations, however, must be clearly labeled. *See 2.7*

### **2.6.2 Electronic Submissions**

We request that each nomination package be uploaded to the APA FTP server as a PDF file and separate headshot, each for a single nominee. *See 2.8*

## **2.7 Mailing Address**

Please send the Nomination Form and all supporting materials to:

American Planning Association  
Attn: 2012 FAICP  
205 N. Michigan Avenue, Suite 1200  
Chicago, IL 60601

## **2.8 Electronic Submissions**

Nomination packages may be electronically uploaded in PDF format to the APA FTP server. To upload a file to APA's FTP server you will need a FTP Client—we recommend FileZilla—as well as the username and password provided to each chapter, division and other nominating groups. *See Appendix A for full details.*

If you are submitting a nomination outside of an APA chapter or division, please follow the instructions for submissions via post mail (*see 2.6 and 2.7*) or contact [fellows@planning.org](mailto:fellows@planning.org) to request a username and password.

## **2.9 Questions or Comments**

Questions or comments may be directed to [fellows@planning.org](mailto:fellows@planning.org) or Evan Carroll, Program Associate, at (312) 786-6739 or [ecarroll@planning.org](mailto:ecarroll@planning.org).

## **3.0 Roles & Responsibilities**

A successful nomination to the College of Fellows requires considerable effort on the part of both the nominator and the nominee. The division of coordination responsibilities between a nominator and a nominee may vary to some extent. Therefore the information contained in this section is for guidance only.

### **3.1 Role of the Nominator**

Each nominating group, and the leader of said group, is responsible for ensuring that members nominated to the College of Fellows of AICP meet submission requirements and eligibility criteria. The FAICP Selection Committee counts on the nominating groups to provide quality and thorough supporting materials. Each chapter and division receives a list of AICP members that meet the 15-year membership requirement.

The nominator should:

- 3.1.1 Advance the cause of the nominee.
- 3.1.2 Assist the nominee in preparing the nomination package.
- 3.1.3 Write or otherwise secure the signed nominator endorsement letter.
- 3.1.4 Know the nominee well and be comfortable writing about very specific and unique aspects of the nominee's work and professional career.
- 3.1.5 Review the enclosed materials closely, to better understand the depth of the requested submissions.
- 3.1.6 Help edit the nomination materials, assist in obtaining letters of reference, coordinate and assist in choosing the letters that best support the nominee's petition and narrative, and write the 100-word summary highlighting the nominee's work. (This summary may be included in the induction ceremony materials used to introduce the Fellow and in press releases. Therefore, it is essential that the nominee reviews this statement prior to submission to the APA office.)
- 3.1.7 Allow ample time for preparation, as the submission process is more demanding than many realize.
- 3.1.8 Contact APA staff with questions.

### **3.2 Role of the Nominee**

The primary responsibility for coordinating a nomination package typically lies with the nominator. Nonetheless, nominees play an important role in facilitating the information contained in the submission.

The nominee should:

- 3.2.1 Provide the nominator with an outline of their career path, professional and voluntary activities, and a resume of specific information regarding his or her career and accomplishments.

- 3.2.2 Provide the nominator with information regarding individuals who may wish to write letters of support.
- 3.2.3 Check the submission for factual errors.
- 3.2.4 Provide a photographic “headshot” (described in 5.7), and media contact information to APA at a later date, if elected to the College of Fellows.
- 3.2.5 Work with the nominator as closely as possible to write or review the nomination to ensure that the impact the nominee had across his/her career is thoroughly, accurately and consistently described.

## **4.0 Nomination Categories & Criteria**

### **4.1 Criteria for All Nominees**

There are certain criteria that all AICP members should achieve as outlined by the AICP Code of Ethics and Professional Conduct. In order to qualify for Fellow status, however, the nominee must exhibit, and the nomination submission must document:

- 4.1.1 Exceptional and sustained leadership, resulting in a readily definable change to a place, people, or process.
- 4.1.2 Innovation and excellence creating consensus and support for a planning activity that lead to community improvements.
- 4.1.3 A legacy for his/her profession, community and society, such as an impact that has created or shown potential to provide a benefit to his/her profession, community and society.
- 4.1.4 Exceptional accomplishments in planning over the extent of his/her career or an extended period of time.

### **4.2 Nomination Categories**

Qualified individuals may be elected to the AICP College of Fellows under one of the four nomination categories:

- 4.2.1 Professional Practice
- 4.2.2 Teaching and Mentoring
- 4.2.3 Research
- 4.2.4 Community Service & Leadership

The nomination category is the focal point of your submission. While a nominee may have made major contributions in several categories, the one that is of greatest significance should be chosen. Contributions in other categories should be noted in the nomination, but the nomination package must clearly focus on only one category.

### **4.3 Professional Practice**

Nominations to the Professional Practice category should demonstrate excellence in the nominee's leadership and direction of planning or implementation of projects and initiatives in public or private practice; specific and outstanding contribution to improvements in the quality of a community; and overcoming adversity to implementing plans. Professional planners, both public and private sector, are encouraged to describe how their work meets these criteria.

## MAIN CRITERIA FOR JUDGING

- 4.3.1 Completed works proclaim individuality and mastery of the values and principles of professional practice.
- 4.3.2 Projects demonstrate outstanding quality, professional leadership and transferability.
- 4.3.3 Responsible for directing or facilitating the coordination of projects and plans that made significant change in the community served, and beyond.
- 4.3.4 Evidence of influence of planning practice and the impact which such practice has had on improving the quality of communities and public life.

## SPECIFIC CATEGORY ENTRY REQUIREMENTS AND EMPHASIS

- 4.3.5 Clearly explain the specific role played in bringing each project cited to fruition and the extent to which planning principles were utilized to achieve significant results.
- 4.3.6 Explain the nominee's role, impact, and significance of completed works and outstanding professional activities to key stakeholders.
- 4.3.7 List and explain leadership roles and activities in groups and organizations promoting the planning profession and the designated category.
- 4.3.8 List and explain specific awards or honors showing evidence of leadership in advancing innovation and excellence in planning practice.

## **4.4 Teaching & Mentoring**

Nominations to the Teaching & Mentoring category should reveal the nominee's influence and contribution to the advancement of the profession of planning and the evidence of this service by students, the profession and communities.

## MAIN CRITERIA FOR JUDGING

- 4.4.1 Specific examples of exceptional accomplishment within the profession of planning that made a difference to an organization or individual, as evidenced by awards and honors, either academic or professional.
- 4.4.2 Personal leadership role demonstrated in the accomplishment of advancing the profession beyond the academy.
- 4.4.3 Exceptional commitment to and success in providing planning education and mentoring at all levels.

## SPECIFIC CATEGORY ENTRY REQUIREMENTS AND EMPHASIS

- 4.4.4 List and explain specific activities and leadership roles in related organizations/agencies promoting planning and its values.
- 4.4.5 List and reference specific research activities.

- 4.4.6 List examples of innovative teaching methods in or outside the classroom and the influence these have had on the knowledge and understanding of the principles of good planning.
- 4.4.7 List full bibliographic information for the leading published materials or other original work related to the main criteria for judging noted above.
- 4.4.8 List examples of the impact of the nominee's teaching and mentoring on the work of the scholarly community and beyond the academy.
- 4.4.9 List and explain specific awards or honors showing evidence of excellence in planning education or planning practice under nominee's direction.

## **4.5 Research**

Nominations to the Research category should reveal outstanding and unique contributions to the theoretical basis of the planning profession, application of theory to policy and plan development, and contributions to improving the built environment and preserving the natural environment.

### MAIN CRITERIA FOR JUDGING

- 4.5.1 Exceptional accomplishment over the nominee's career or an extended period of time, especially those that are considered innovative.
- 4.5.2 Specific application of the research on the practice of the planning profession.
- 4.5.3 Personal leadership role in advancing and disseminating planning research.

### SPECIFIC CATEGORY ENTRY REQUIREMENTS AND EMPHASIS

- 4.5.4 List and reference specific research activities.
- 4.5.5 List citations of the leading published material or other original work related to the main criteria for judging noted above.
- 4.5.6 List projects or plans that showcase the application of the research to the practice and broader understanding of planning related to the main criteria for judging noted above.
- 4.5.7 List examples of the impact of the nominee's research on the work of the scholarly community and beyond the academy.
- 4.5.8 List and explain specific awards or honors showing evidence of excellence in planning research.

## **4.6 Community Service & Leadership**

Nominations to the Community Service & Leadership category should reveal unique and outstanding contributions to the advancement of the profession and principles of planning that have been inspiring at the national or local levels. Such contributions can be made by utilizing these principles to serve professional organizations, local communities, or state and national organizations and programs.

## MAIN CRITERIA FOR JUDGING

- 4.6.1 Influence of significant work on the profession of planning and contribution to public advancement of the profession.
- 4.6.2 Personal leadership role or administrative ability demonstrated in the accomplishment of project initiation or design, policy formulation, or planning.
- 4.6.3 Significant contributions to the planning profession through APA and AICP activities in a leadership position.
- 4.6.4 Include and describe the nominee's roles and responsibilities in significant non-APA/AICP volunteer activities that are exceptional and exemplary.

## SPECIFIC CATEGORY REQUIREMENTS AND EMPHASIS

- 4.6.5 List and explain specific activities and leadership roles in organizations, agencies, or political offices promoting planning and its value under major accomplishments and outstanding professional activities.
- 4.6.6 Nominations must include a brief description, such as a mission statement, of organizations the nominee serves on a voluntary or professional basis. The description may be submitted as an appendix to the nomination and shall not count in the total number of pages.
- 4.6.7 List and explain specific awards or honors showing evidence of excellence in community service and leadership.

## **4.7 Helpful Hints**

- 4.7.1 Please pay careful attention to the description of each category when preparing your application. Give careful thought to the chosen category to ensure that the nominee's work will be assessed under the criterion most appropriate for his/her strengths.
- 4.7.2 Nominations are selected based on the specific role the Fellow nominee played in successfully advancing a cause, contributing to quality improvements in a community, and overcoming adversity in implementing a plan.
- 4.7.3 While nominations must be filed under only one category listed in 4.2, nominators are encouraged to briefly highlight exemplary work when a nominee's accomplishments cross over into other nomination categories.
- 4.7.4 Letters of support should focus on the criteria and reference specific examples of the nominee's work, demonstrating not simply the quality of the relevant work, but the influence it had on communities and the profession.

## **5.0 Submission Content**

Seven submission items are required for a complete FAICP nomination package. More information regarding each of these items is contained below.

### **5.1 2012 FAICP Nomination Form and Checklist**

The 2012 FAICP Nomination Form and Checklist must serve as the first and second pages of the submission. It is available online at: [www.planning.org/faicp](http://www.planning.org/faicp).

### **5.2 Nominator Endorsement Letter**

The Nominator Endorsement Letter confirms that the nominee is endorsed by the appropriate nominating group. It must be signed by one of the following individuals: Chapter President, Chapter Professional Development Officer, Division Chair, AICP Executive Committee Member or FAICP Nominations Committee Member. For nominations originating from 10 AICP members in good standing, the Nominator Endorsement Letter must be signed by the leader of the group.

The Nominator Endorsement Letter should do the following:

- 5.2.1 Summarize and substantiate the nominee's unique contribution to the profession in the designated category, as well as other relevant contributions.
- 5.2.2 Address the reason the chapter, division, AICP Executive Committee, FAICP Nomination Committee, or group of 10 AICP members supports the nominee for election to Fellow, without reiterating accomplishments listed above.
- 5.2.3 Present a compelling argument for selection addressing the criteria for judging and be written by a member of the nominating group, not by the nominee.
- 5.2.4 Not exceed three pages.

### **5.3 One Page Narrative Statement**

A one page bulleted narrative statement should highlight the nominee's distinguished accomplishments.

### **5.4 Annotated Resume**

The annotated resume and any work samples must not exceed 10 pages. A curriculum vitae alone is not sufficient. Page numbers must appear on each page of the resume. *Please note: pages that exceed the 10-page limit will not be reviewed or considered by the selection committee.*

This annotated resume should contain the following information:

- 5.4.1 Education, including dates.

- 5.4.2 Professional experience – including but not limited to firms, agencies and academic institutions, including dates.
- 5.4.3 Major accomplishments and outstanding professional activities: explain the importance of the nominee’s accomplishments; the degree to which such accomplishments have resulted in important improvements, whether in processes or in communities served; and their recognition by others as they relate to the category selected, including examples of innovation. You must indicate the nominee’s role in each activity.
- 5.4.4 APA and AICP activities – services, offices held, including dates.
- 5.4.5 Other activities and leadership roles in organizations promoting planning and its values; honors, awards and membership significant to the nominee’s selection as a Fellow. Please list each of the following groupings separately:
  - 5.4.5.1 Honors, awards, and recognitions.
  - 5.4.5.2 Public service.
  - 5.4.5.3 Membership in allied organizations.

## 5.5 Letters of Support

A minimum of five letters of support and a maximum of ten letters of support must be submitted. There is no maximum length requirement for these letters. The nominator must review all letters of reference to incorporate pertinent points from the letters into the narrative. The letters should clearly reflect:

- 5.5.1 Identity of the letter writer and highlights of their credentials.
- 5.5.2 How he or she knows the nominee.
- 5.5.3 What and how they know about the person's work including:
  - 5.5.3.1 A professional opinion of the work.
  - 5.5.3.2 Reference to specific examples of the nominee’s accomplishments.
  - 5.5.3.3 A description of why the accomplishments are special or exemplary, and had an influence on the community or profession of planning.

In the nomination package, please include a one-page listing of the individuals submitting letters of support.

Please note that current APA staff cannot nominate or write letters of support for Fellow nominees. Current members of the FAICP Selection Committee cannot nominate or write letters of support for Fellow nominees.

## 5.6 100-Word Statement

The statement is a summary of the nominee’s most notable accomplishments and shall not exceed 100 words. It should be well written and as reflective of the work and accomplishments of the nominee as possible. Nominators should take special care to highlight the nominee’s most extraordinary accomplishments and substantiate them with concrete examples, such as specific

plans or policies. Some reference to the region or communities where the nominee's career had the most influence should be included in the statement.

The statement will be used in publicity materials and on the web should the nominee be elected to the College. Nominees must review their statements prior to submission to APA.

## **5.7 Nominee Headshot**

A headshot of the nominee must be submitted at the time of application, enclosed in a sealed envelope labeled "headshot". For electronic submissions, the headshot should be uploaded as a separate file. The photograph will be immediately separated from the nomination package by staff upon receipt, and will not be seen by the selection committee. Staff will use the headshots of selected Fellows in publicity efforts and ceremony materials.

A high-quality, digital photograph on CD is preferred, but prints will be accepted.

## **5.8 Helpful Hints**

- 5.8.1 Choose and focus on the nominee's best work and describe the impact which this work has had.
- 5.8.2 Clearly define the nominee's role in the work.
- 5.8.3 Be specific, using clear, concrete examples from the work to support your points.
- 5.8.4 Ensure accurate and complete timelines and dates are provided for every benchmark in the nomination.
- 5.8.5 Describe efforts that have made a difference.
- 5.8.6 Be comprehensive in your analysis.
- 5.8.7 If submitting graphics as support material, text and graphics must be consistent and complement each other, and cannot result in the nomination package exceeding the page limit.

## **6.0 Post-Submittal Processes**

A number of steps are involved in the FAICP process once a nomination has been submitted to APA. This begins with an initial screening of submissions, continues with the selection and notification processes, and concludes with the FAICP Induction Ceremony.

### **6.1 Screening of Submissions**

APA will perform an initial screening of nomination materials upon receipt to ensure that applications are complete. Please note that:

- 6.1.1 Staff shall return incomplete nominations without consultation with the Selection Committee.
- 6.1.2 Staff will evaluate and have the authority to return any nomination that is not received by the deadline. In borderline cases, the Selection Committee shall determine whether the late nomination should be reviewed.

### **6.2 Selection Process**

Please note the following information regarding the FAICP selection process:

- 6.2.1 The FAICP Selection Committee is composed of five members of the College of Fellows.
- 6.2.2 Once staff has completed the screening process for completeness and timeliness, each selection committee member will receive a complete set of nominations at least 45 days prior to the scheduled jury session for actual selection. Each member will have ample opportunity to review all the written data for each nominee prior to the jury session.
- 6.2.3 The selection committee will meet in person to review and consider all the nominees and their submissions and to select the Fellows-elect to the College of Fellows.
- 6.2.4 Election to the College of Fellows of AICP is based solely on professional excellence and outstanding accomplishments as represented in the nomination materials submitted for each nominee. Numerical goals, percentages of nominees, or number from each chapter are not a consideration during the selection process.

### **6.3 Notification Process**

Once the FAICP Selection Committee has made its decisions, all nominees and nominators will be notified as follows:

- 6.3.1 Nominees will be notified in writing within a week of the selection meeting. Two weeks after the selection meeting, chapter presidents and professional development officers will be notified. A list of inductees will then be posted on the APA website at [www.planning.org](http://www.planning.org).

- 6.3.2 Nominees elected to the College of Fellows are considered inductees between the time of their election and the FAICP Induction Ceremony. The FAICP designation after one's name may not be used until after the Induction Ceremony.
- 6.3.3 General feedback will be provided within three months of selection announcements for non-selected nominees who request such feedback.
- 6.3.4 The decision of the FAICP Selection Committee shall be based on the suitability of the nomination in meeting the selection criteria, as well as upon the judgment of the Selection Committee that a compelling case has been made. The decision of the Selection Committee shall be final.

## **6.4 Induction Ceremony**

The FAICP Induction Ceremony will take place at the APA National Conference in Los Angeles, CA. Successful applicants will receive additional information regarding the ceremony in sufficient time to make necessary travel arrangements.

## 7.0 Frequently Asked Questions

- 7.1 May a section of an APA Chapter nominate an individual to become a Fellow?  
*No, sections are ineligible to nominate any individual to become a Fellow.*
- 7.2 May the nomination package include more than 10 reference letters?  
*No, nomination packages may not include more than 10 reference letters. The FAICP Selection Committee will not consider any additional letters beyond 10. Please be advised that the nominator need not include more than five reference letters if the additional letters do not make a compelling case for the nominee. For example, six exceptional letters may make a more compelling case than 10 mediocre letters.*
- 7.3 Is there a minimum or maximum number of nominees that a nominating group (APA Chapter, APA Division, etc.) may submit?  
*No, there is no minimum or maximum number of nominees that a nominating group may submit.*
- 7.4 Is there a limit on, or maximum number of, FAICP submissions for any one eligible individual?  
*Each FAICP submission will be given its due consideration each time it is brought forth from a nominating group.*
- 7.5 In the case of a resubmission, may a nominator include letters of reference used in a prior submission?  
*A nominator may include letters of reference used in a prior submission, but please remember that it is the responsibility of the nominator to present the best possible case for a nominee. This may include updating the application and letters of reference to ensure that they are current and make the strongest possible case.*
- 7.6 May nomination packages include actual examples (maps or excerpts from comprehensive plans, for example) of the nominee's work in order to present the best possible case for a nominee?  
*A nomination package may include actual work samples formatted at the same size as other documents. Due to the large quantity of nomination materials received, these supplemental materials will count toward the annotated resume page limit. Please note: pages that exceed the 10-page limit will not be reviewed or considered by the selection committee.*
- 7.7 Why can't I submit examples beyond the 10 page limit?  
*The College of Fellows selection committee reviews and discusses each nomination package carefully and thoroughly, leaving limited time to review large amounts of supplemental material. Past selection committees have noted that the most compelling nominations explain the impact of importance of the work, rather than providing a full copy and leaving the College of Fellows selection committee to determine the impact of the sample themselves.*
- 7.8 If I have been a member for 15 years, and been a successful planner, aren't I automatically eligible for induction?

*NO, fifteen years as an AICP member and a vitae does not constitute a compelling candidacy, and will not lead to selection. Fellows are marked by excellence, impact on communities, impact on the profession of planning, and leadership, and only those applications which demonstrate in a compelling way that they have met the criteria described in the guidelines will be selected as Fellows.*

# Appendix A - Instructions for Electronic Submissions

Please use the instructions below to upload a nomination package to the APA FTP server.

## A.1 Accessing the APA FTP server

A.1.1 Download an FTP Client. We recommend FileZilla which is available for free at <http://filezilla-project.org/download.php>. Click Save to download the installation package to your hard drive.

### A.1.2 Install the FTP Client

A.1.2.1 Open the installation package (FileZilla\_3.5.0\_win32-setup.exe). You may receive a security warning. Click Run to install FileZilla.

A.1.2.2 Your computer may ask if you want to allow the program with an unknown publisher to make changes to your computer. Click Yes to continue with the installation.

A.1.2.3 Your anti-virus software may also display a separate security warning. Again, allow the installation to proceed.

A.1.2.4 In the License Agreement Window, click I Agree.

A.1.2.5 In the Choose Components window, check the Desktop Icon box if you would like to add a shortcut to your desktop. Click Next.

A.1.2.6 In the Choose Installation Location window, click Next.

A.1.2.7 In the Choose Start Menu Folder window, click Next.

A.1.2.8 After the installation has finished, click Finish.

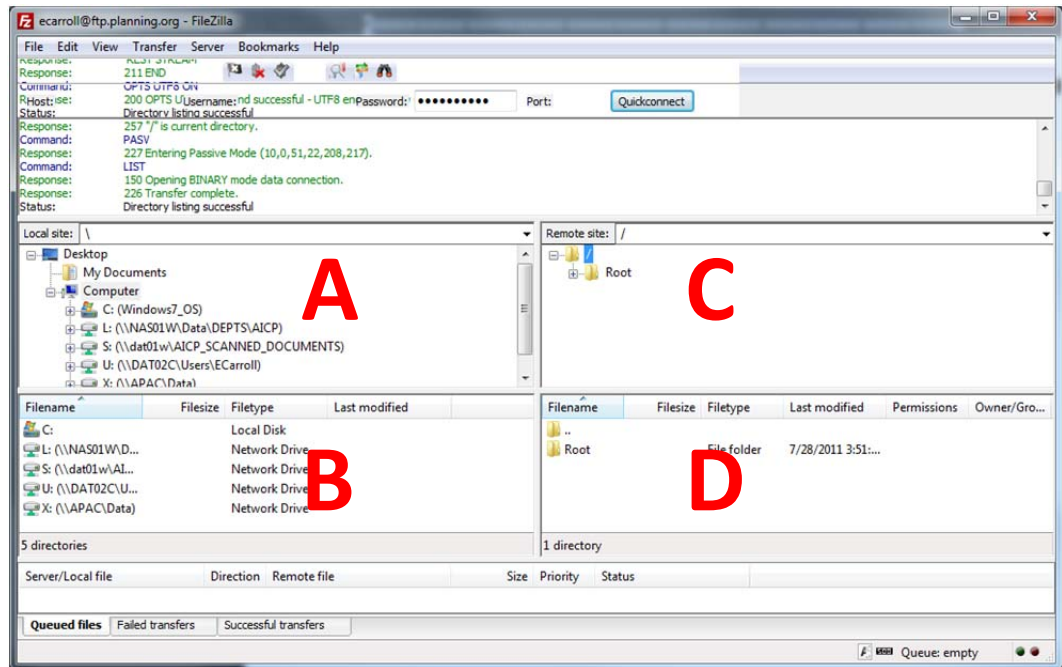
## A.2 Uploading Files to the APA FTP Server

A.2.1 Launch FileZilla and enter the host name: **ftp.planning.org**



A.2.2 Enter the username and password provided to each chapter and division and then click the "Quickconnect" button to connect to the APA FTP server.

A.2.3 In FileZilla you will be shown 4 frames. (See below)



- A** Top-Left: The directory listing on your computer.
- B** Bottom-Left: The files in the selected folder (A) on your computer.
- C** Top-Right: The directory listing on the APA FTP server.
- D** Bottom-Right: The files in the selected folder (C) on the APA FTP server.

A.2.4 In Frame C, select the folder labeled with the / symbol.



The files in this folder (if any) will be shown in Frame D.

A.2.5 Use Frame A to navigate to the folder on your computer where your file is located.

A.2.6 The files in the folder selected in Frame A will be shown in Frame B. Click and drag your file from Frame B to Frame D. When you drop your file in Frame D it will be uploaded to the APA FTP server.

### **A.3 Downloading Files from the APA FTP Server**

The process to download a file from the APA FTP server is the inverse of uploading a file (described in A.2). Instead of moving files from Frame A/B to Frame C/D, drag files from Frame C/D to Frame A/B.