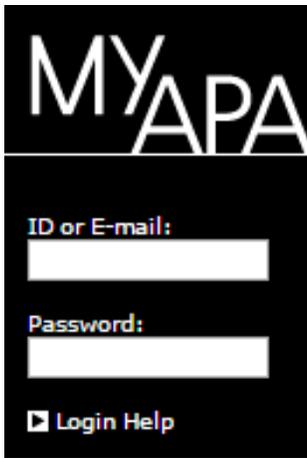




The American Planning Association's  
Professional Institute  
**American Institute  
of Certified Planners**  
*Making Great Communities Happen*

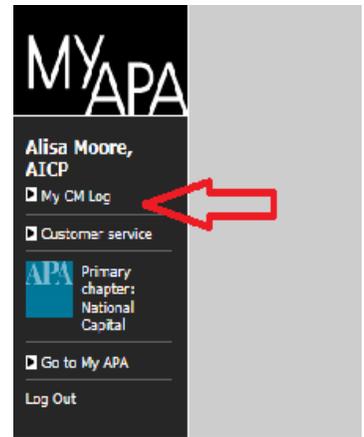
Visit the Certification Maintenance pages of APA's website at [www.planning.org/cm/](http://www.planning.org/cm/) to claim your credits for participation. Follow the steps below:

### STEP 1 and STEP 2



From any page at [www.planning.org/](http://www.planning.org/): Log in to MyAPA using your ID# and APA website password (see box at left)

After logging in to MyAPA, click "My CM log" (see red arrow in box at right)



### STEP 3

From the "Add Credits" section, select one of the options to log CM credits "Add Events," "Add On-Demand," "Add Self-Reported Credits," or "Add Authored Credits." (see box at right)

For more information, please refer to the description provided next to each option.

#### Add Credits:

##### Add Events

Search CM-registered events that occurred at a particular time, either in-person or online. >

##### Add On-Demand Courses

Search CM-registered on-demand courses, such as recorded webinars and podcasts. >

##### Add Self-Reported Credits

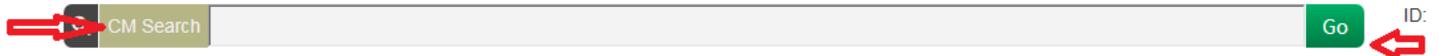
For every two-year CM reporting period, AICP members may self-report up to 8 credits from professional development activities that are not registered with APA by the provider. >

##### Add Authored Credits

For every two-year CM reporting period, AICP members may claim up to 16 credits (8 CM credits per article, regardless of length) for authoring published, planning-related journal articles that are double-blind peer-reviewed. >

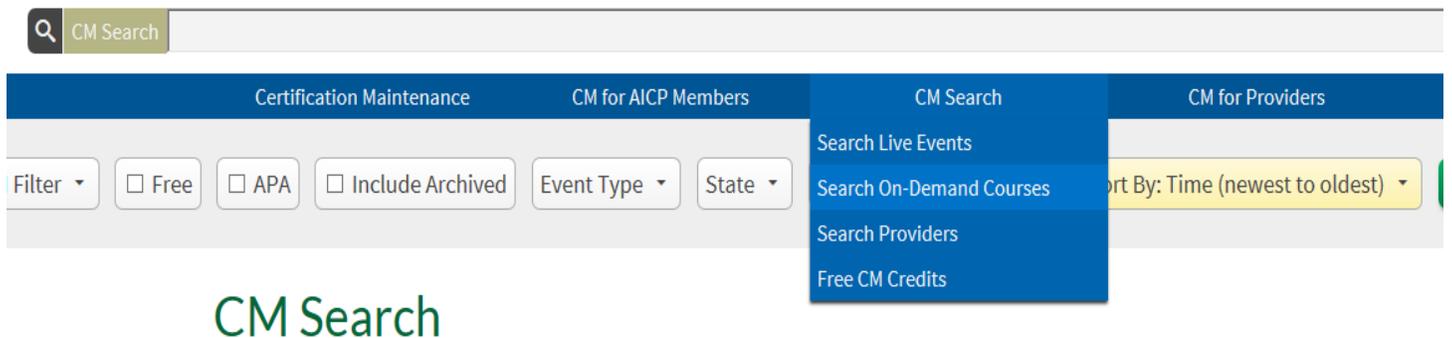
## STEP 4

After selecting an option to add credits, for example, "Add Events" – you will see the CM Search page. Using the [CM Search](#) bar at the top of the webpage, type in the name of the event or event number (for example, 3021064) and click "Go".



### Please note:

- If searching for an event by [Provider](#), use the search option, type in the name of the provider and click **Go**. From the results below, select by clicking on the name of the provider.
- If searching for a recorded webinar or streaming media product, use the "Search [On-Demand Courses](#) option and click **Go**. This option is located under CM Search in the top menu, between AICP Certification Maintenance and CM Providers.



## STEP 5

From the results below, find your event and click the "Add to My Log" button - if this is a multi-part event, you will have the option to select from a list of activity sessions.

### 2015 Community Plan Boards and Commissions Conference: Planning and Zoning for Complete Streets and Complete Communities

Urban Land Institute

December 04, 2015, 9:45 a.m. - 11:15 a.m.  
Phoenix, AZ

#9005091

CM | 1.50

Add to My Log



### 29th Annual Miami Valley Planning & Zoning Workshop

APA Ohio Miami Valley Section

December 04, 2015, 8:30 a.m. - 5:30 p.m.  
Dayton, OH

#3033053

Add Activities to  
My Log



## STEP 6

Please rate the event, add a comment (optional), and answer the Ethics statement by clicking to the box to confirm. Optional – share your feedback about the event and publish.

*Note: you should see a message indicating the CM reporting period year that you are logging.*

### Platting, Subdivision and Land Title Issues

CM | 1.50

L | 1.50

You are logging into your 2014-2015 CM reporting period.

I was a speaker/instructor

Rate this event:



Comments (optional)

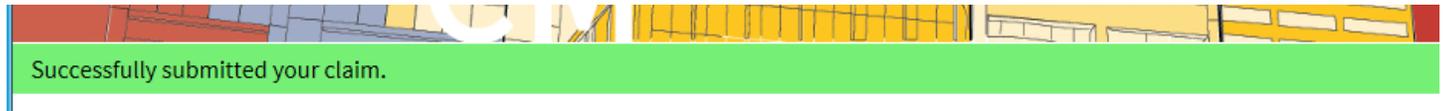
You may publish these comments, along with my name, on APA's website to help other AICP members judge the quality of this provider's events.

\*Through my ethical obligations, as governed by the AICP Code of Ethics and Professional Conduct, I verify that I attended this program in full.

Submit

## STEP 7

Click submit and the CM credits will appear in your CM log. You will receive a green bar confirmation at the top of the screen confirming your claim was successful.



## Speaker/Instructor Credit

If you wish to claim an additional 1 CM credit for speaking at an event, click the box to confirm “I was a speaker/Instructor.”

See the screenshot below. Using the “Credits requested” dropdown menu, select the number that represents the total credits offered by the event PLUS 1 CM credit. For example: If the event at which you spoke offers a total of 1.5 CM credits, you add 1 CM credit for speaking and choose 2.5 CM credits from the dropdown menu.

### Platting, Subdivision and Land Title Issues

CM | 1.50

L | 1.50

You are logging into your 2014-2015 CM reporting period.

I was a speaker/instructor

Speakers or instructors who attend an event in its entirety may claim CM credits for the event length plus 1 hour (CM) credit for preparation time. Speakers or instructors who stay only for their part of the program (one hour minimum) should claim CM credits for the time they attended plus 1 hour (CM) for preparation time.

\*Credits requested: 0.50  
0.75  
1.00  
1.25  
1.50  
1.75  
2.00  
2.25  
2.50

Rate this event:  
Four Stars

Comments (optional)