



**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.

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

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	

<p style="text-align: center;">Event Description (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.

Speaker # 1	<p style="text-align: center;">Name + any non-AICP title (PE, ASLA, AIA, MD, PhD...)</p>	
	AICP ?	
	FAICP?	
	<p>Biographical Information (4000 char max; including current professional title and notable achievements that indicate required level of expertise)</p>	
Speaker # 2	<p style="text-align: center;">Name + any non-AICP title (PE, ASLA, AIA, MD, PhD...)</p>	
	AICP?	
	FAICP?	
	<p>Biographical Information (4000 char max; including current professional title and notable achievements that indicate required level of expertise)</p>	
Speaker # 3	<p style="text-align: center;">Name + any non-AICP title (PE, ASLA, AIA, MD, PhD...)</p>	
	AICP?	
	FAICP?	
	<p>Biographical Information (4000 char max; including current professional title and notable achievements that indicate required level of expertise)</p>	

Criteria for CM Approval

<p align="center">Number of Credit Hours Requested - TOTAL</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">Law Credits Requested?</p> <p>(note percentage of session time meeting Law Criteria e.g. 1.5 contact hours = 1.5 CM credits)</p>	
<p align="center">Ethics Credit Requested?</p> <p>(note percentage of session time meeting Ethics Criteria e.g. 1.5 contact hours = 1.5 CM credits)</p>	
<p>Description of how the event will meet the Ethics requirement (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 www.planning.org/cm/providers</i></p>	
<p>Description of how the event will meet the Law requirement (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 www.planning.org/cm/providers</i></p>	