

FAQ about the CM Logging System

Finding CM activities in the online log

- Why can't I find a session or mobile workshop from APA's 2007 National Planning Conference in Philadelphia in the list of approved CM activities?
 - All the eligible activities from the APA's 2007 national conference were listed as of November 7. If you don't see a session or workshop from the national conference in the list of approved CM activities, it means the event was not approved for CM credit.
- Why can't I find a session from a chapter conference or a chapter- or division-sponsored activity in the list of approved CM activities?
 - There are several reasons why you may not find a chapter or division activity on the list:
 1. APA may still be reviewing the particular activity you are looking for. Please check the list of approved CM activities often for new entries.
 2. The conference session or activity may not have met the criteria for CM approval. APA staff will inform providers of sessions and activities that have not been approved for CM credit.
 3. The provider may not have registered the conference session or activity. We encourage all APA chapters and divisions to register their activities with us so that attendees may receive CM credit, but the chapter or division may not have done so yet. Please contact your chapter or division for more information.
- Why can't I find a non-APA sponsored event in the list of approved CM activities?
 - There are several reasons why you may not find non-APA sponsored activities on the list:
 1. APA may still be reviewing the particular activity you are looking for. Please check the list of approved CM activities often for new entries.
 2. The activity may not have met the criteria for CM approval. APA staff will inform providers of sessions and activities that have not been approved for CM credit.
 3. The provider may not have registered the activity. In order for AICP members to claim CM credits for an activity, the provider **must** register the activity with APA. Because we are not aware of all the educational activities our members routinely attend, we encourage you to let us know about the activities you have attended. To recommend a provider or activity for participation in the CM program, please [e-mail us](#) and we will invite them to participate. Or, download a [CM fact sheet](#) and give it to the provider.

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To find out what kinds of activities are eligible for CM credit, please read the [eligibility guidelines](#).

- I can't travel to attend training or conferences, so I'm looking for online, audio conference, or CD-formatted continuing education activities. Where are they listed?
 - APA is currently reviewing many web-based training events. Please check the list of approved CM activities often for new entries.

APA is also expanding its own online educational program to provide members with accessible and affordable educational products. These products include webcasts, CD-ROMs, podcasts, and online courses. Currently, APA and AICP provide audio conferences on a wide variety of planning topics: from affordable housing, green communities, downtown revitalization, community planning, complete streets, planning and public health, and more. We will develop a variety of online courses over the next two years. [Click here](#) for more information about APA audio/web conferences and AICP CD-ROM training packages.

We are reaching out to providers suggested by our members and that participated in our CPD program. To recommend a provider for participation in the CM program, please [e-mail us](#) and we will invite them to participate. Or, download a [CM fact sheet](#) and give it to the provider.

- I taught (or was a speaker at) a continuing education event and want to get CM credits for preparation and teaching time. How do I claim credits for teaching or speaking?
 - Presenters or instructors will be able to log credits for the activities they lead when CM officially launches on January 1, 2008. If you taught at a conference after April 14, 2007, and the activity is listed as an approved CM activity, please record it in your personal records and look for more information about CM logging in January.

Please note that only courses that earn CM credit for attendees will earn CM credit for the instructor or presenter. Activities that do not have clear educational goals or that serve an audience of planning commissioners, the general public, or planners with less than two years of planning experience generally will not qualify for CM credit.

- Why was the online CM log activated in advance of the official CM program launch in January 2008, especially when the list of approved CM activities is incomplete?

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- The online CM log was launched early to allow AICP members to get a head start on reporting their CM credits earned since April 14, and to become familiar with the new CM webpages. The first CM reporting period will begin on January 1, 2008, and end on December 31, 2009. We are adding registered activities to the website daily and encourage you to check the CM listing often for new entries.

CM providers

- How can I get a continuing education provider I know of to participate in the CM program?
 - [E-mail us](#) and we will invite them to participate. Or, download a [CM fact sheet](#) and give it to the provider.
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- Why can't I find an event on the list of approved CM activities when the provider advertised the event as offering CM credits?
 - The activity may have been submitted but not yet been approved by APA for CM credits.

We have asked providers not to promote themselves or their activities as being approved for CM credit unless they have been notified explicitly by us that they have been so approved. However, providers are welcome to say that they are seeking CM approval.

Retired AICP members

- I'm retired, and my APA membership type is Retired or Life. Do I have to comply with CM requirements?
 - AICP members who meet APA's definition of "Retired" are exempt for the CM requirement. APA defines a Retired member as someone who is 65 years old or older, who is not working, and who has been a member of APA for at least 10 years. If you do not meet all three of these criteria, you are not considered an APA Retired member and you are not exempt from CM requirements.

Later this year, we will send communication to determine who retired members are. Please look for that communication if you want to ensure your retired status is documented with APA.

- I'm semi-retired or work part time. Do I have to comply with CM requirements?
 - Yes. If you do not meet all three criteria for APA Retired membership (65 or older, not working, and an APA member for at least 10 years), you are

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not considered an APA Retired member and you must comply with CM requirements.

Exemptions and waivers

- How do I apply for a temporary exemption from CM requirements, as described in the CM Program Details?
 - After January 1, 2008, [e-mail AICP](#) to request a temporary exemption from CM requirements. Section 1.5 of the [CM Program Details](#) explains the circumstances under which temporary exemptions and waivers from CM requirements will be available.

Credits and certificates earned under the CPD program

- Why are continuing education activities I attended prior to April 14, 2007, that were in my CPD log not on the list of approved CM activities?
 - Only activities that took place on or after April 14, 2007, were added to the CM listing in your CPD log. AICP members had the opportunity to log their CPD credits online until May 22, 2007. Members who logged 60 or more CPD credits were issued a CPD certificate. If no certificate was issued, credits earned prior to April 14, 2007, were lost and cannot be logged into the CM system.
- How do I transfer post-April 14, 2007, events listed in my CPD log to my CM log?
 - The CM logging system will not automatically transfer CPD credits to your CM log. We recommend printing the CPD list and using it to choose activities from the list of approved CM activities.

Continuing education activities that were approved for the CPD program—which officially ended on April 13, 2007—had to be reviewed and approved again to be eligible for CM credits. Some activities that were approved for CPD credit may not be approved for CM credit. Also, the CM program requires providers of professional development to submit activities to be reviewed for CM credit. If a provider has not registered with us, or if the activity was not submitted or approved, you will not be able to claim CM credits.

- I earned a CPD certificate in the last two years, but my CM reporting period posted online does not reflect this.
 - This will be corrected online in time for the official start of the CM program in January.

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All AICP members who have CPD certificates that earn them the right to begin the CM program later than January 1, 2008, received an e-mail from AICP at the end of October that specified their CPD certificate end date and their CM reporting period start date. Please rely on the dates in that e-mail.

All AICP members who earned CPD certificates should have received them by September 1, 2007. If you earned at least 60 CPD credits, met the required split between APA– and non–APA sponsored events, and believe you should have received a CPD certificate but did not, please [e-mail us](#).

- Why do sessions at APA's 2007 National Planning Conference in Philadelphia give only 1.25 CM credits when they were listed for 1.5 CPD credits in the conference program and the online CPD log?
 - The CM standard assigns credit based on actual contact hours, rounded to the closest one-quarter hour increment. CPD credits were rounded up to the nearest half credit. APA national planning conference sessions are one hour and a quarter in duration, which equates to 1.25 CM credits.

Technical problems

- How can I get help with a technical problem I encounter when I use the member log (e.g. I get an error message)?
 - Please [e-mail AICP](#). Include the following information in your message:
 1. Approximate date and time the problem occurred
 2. The web address (URL) where the problem occurred (copy from your web browser and paste into the message.
 3. APA ID (This six-digit number is at the top of the e-mail message that attached this PDF, on your *Planning* label, and at the top of each issue of *interact*.)
 4. A detailed description of the problem, including, if possible, the text of the error message (if you got one).
 5. If possible, copy and paste a screenshot of the page where you are experiencing the problem.

Please note that we will be able to better assist you with **full** information.