



Certification  
Maintenance

## Certification Maintenance for AICP Members

### What is Certification Maintenance?

To maintain your AICP certification, you must engage in 32 hours of professional development every two years. This requirement took effect on January 1, 2008, following an April 13, 2007, meeting of the AICP Commission at which commissioners approved a measure known as Certification Maintenance (CM). Their vote affirmed a central principle of AICP membership: the importance of remaining current in the practice of planning and demonstrating professional credibility through continuing education.

AICP's Certification Maintenance program is a direct result of that principle. It links you to training opportunities that will keep you up-to-date with the latest trends, technologies, and best practices. It also strengthens the value of certification, demonstrating your ongoing commitment to excellence to elected officials, community leaders, and employers.

### When will I need to begin earning CM credits?

For most AICP members, the first CM reporting period began January 1, 2008. If you are a new AICP member, your first CM reporting period begins January 1 after you are officially granted membership in AICP (i.e., after you have passed the AICP examination, paid your dues, and received your official AICP number). You can find the dates of your reporting period in your online CM log. (Information about accessing the log is below.) You may begin earning CM credits as soon as you are officially granted AICP membership, but activities in which you participated before being granted membership may not count toward your CM requirement.

### How can I fulfill my CM requirement?

We encourage you to pursue educational activities of all types, both in person and online, as long as they meet the CM criteria. These include (but are not limited to):

- Conferences
- Audio/web conferences
- Workshops (including mobile workshops)
- Lectures
- Symposia
- Online courses
- Keynote speeches
- University courses
- Book clubs

AICP members can receive credit for other activities, such as speaking or authoring, but only on a limited basis.

A minimum of 1.5 credits must be on the topic of ethics, and another 1.5 credits must be on the topic of current planning law. Please note that one credit equals one hour.

To be eligible for CM credit, a professional development activity must be approved by AICP. Educational providers apply to become registered CM providers and submit their professional development activities for credit. AICP reviews submitted activities to ensure they meet CM criteria, such as being appropriate in depth and scope for a typical AICP member (i.e., a planner with at least two years of professional experience) and meeting specific planning-related objectives. For a complete listing of CM criteria, please visit our website.

Once an activity has been approved for CM credit, you can find it in our online listing of eligible activities and report your participation in your online CM log.

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### **Who are registered CM providers?**

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

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

AICP is actively seeking organizations interested in becoming CM providers. We encourage you to contact your favorite training provider about the value of registering as a CM provider. Or e-mail us at the address below, and we'll invite them to register. A downloadable CM provider fact sheet can be found on our website.

### **How can I find eligible CM activities?**

There are several ways you can search for eligible CM activities. We recommend you try the following:

- Go to APA's online calendar of events to view all upcoming CM activities.
- Browse the list of registered CM providers on our website.
- Search your online CM member log.
- Visit your favorite training providers' websites and look for the CM logo.

### **How do I log CM credits?**

To log credits for activities in which you participated:

1. Go to [www.planning.org/cm](http://www.planning.org/cm) and click on "My Online CM Log".
2. Enter your APA ID and password.
3. Click on "Report new CM credits" near the bottom of the page to search by keyword, date, and location.
4. A list of activities will appear. Click on the name of the activity you wish to report and follow the instructions to rate and record the activity in your CM log.

### **How is AICP helping spread the word about CM?**

We have reached out to hundreds of educational providers to invite them to become CM providers. We are also communicating with city managers, HR departments, planning directors, and others who hire and manage planners about the skills and knowledge certified planners can bring to their planning departments. We will continue these outreach efforts and encourage you to let us know how we may effectively reach out to community leaders in your area.

**General Information:** [www.planning.org/cm](http://www.planning.org/cm)

**Your CM Log:** [www.planning.org/cm/member/log.htm](http://www.planning.org/cm/member/log.htm)

**Calendar of Events:** [www.planning.org/calendar](http://www.planning.org/calendar)

**Suggest Your Favorite Provider:** [CMProviderInvite@planning.org](mailto:CMProviderInvite@planning.org)

**Contact Us:** [AICPCM@planning.org](mailto:AICPCM@planning.org)