



**Certification
Maintenance**
*The American Institute
of Certified Planners'
commitment to
continuing education.*

Information pertaining to each individual session/activity:

This form requires information pertaining to each session/activity you are submitting for consideration at the conference. It will need to be filled out and submitted in its entirety for each session you wish to propose.

How to fill out this form:

- 1) Provide only the information requested in the field.
- 2) Please provide information about speakers that is relevant to establishing their credibility as experts with something to say about the topic.
- 3) Use basic punctuation only (e.g., period, comma, parentheses, semicolon, colon) and phrase comments as sentences.

You will need to enter the following information for each proposed session or mobile workshop:

Activity/Session Details

Name of Session	
Date	
Number of Hours	

Topic: Please indicate the following topics representative of the event:

	American Planning Association		Institutional Land Use
	Career Development		Law (Complete the Criteria for CM Approval on Final Page)
	Commercial Land Use		Mixed Land Uses
	Community Revitalization		Natural Resources and Environment
	Demographics		Parks and Recreation
	Economic Development		Partnerships and Agreements
	Energy		Planning History and Theory
	Ethics (Complete the Criteria for CM Approval on Final Page)		Planning Methods and Tools
	Finance		Plans
	Food Systems		Public Participation
	Government		Public Service Delivery
	Hazards		Residential Land Use
	Health		Social Justice and Equity
	Historic Preservation		Sustainability
	Housing Policy		Transportation
	Industrial Land Use		Urban Design
	Infrastructure		Zoning and Ordinances

<p>Session Description (4000 char max)</p> <p>Please clearly describe the planning-related educational objective that this training achieves (e.g., what members will learn).</p>	
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Instructors/Speakers – No maximum number of speakers is placed per session but a minimum of one is required.

Speaker	Name	
	Email	
	AICP?	
	FAICP?	
	Biographical Information (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
Speaker	Name	
	Email	
	AICP?	
	FAICP?	
	Biographical Information (4000 char max; including current professional title and notable achievements that indicate required level of expertise)	
Speaker	Name	
	Email	
	AICP?	
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Criteria for CM approval

Law Credits Requested (Optional)	
Description of How the Event Will Meet the Law Requirement (if requesting law credit) (2000 char max) Providers must demonstrate that the content of the activity is related to planning law, such as environmental law, land use law, redevelopment law, administrative law, housing law, etc. The event must be closely related to recently enacted planning laws or recent case decisions or trends in existing planning laws or case decisions. Please note that events related to local-level regulations, policies and ordinances (including zoning), political movements, policy recommendations, and policy initiatives are not eligible for law credit. Training on law must constitute a majority of the content of the event. <i>For more information please reference the CM Provider Handbook located on the APA website at www.planning.org/cm/providers</i>	
Ethics Credit Requested (Optional)	
Description of How the Event Will Meet the Ethics Requirement (if requesting ethics credit) (2000 char max) 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. <i>For more information please reference the CM Provider Handbook located on the APA website at www.planning.org/cm/providers</i>	