



AICP and AICP Candidate

The Exam, and Beyond

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AICP Since 2004

What is AICP?

American Institute of Certified Planners

AICP is the American Planning Association's professional institute.

Certification means the recipient has achieved a level of professional training and experience, and passed a proficiency exam, that reflects a high level of professionalism in planning practice.

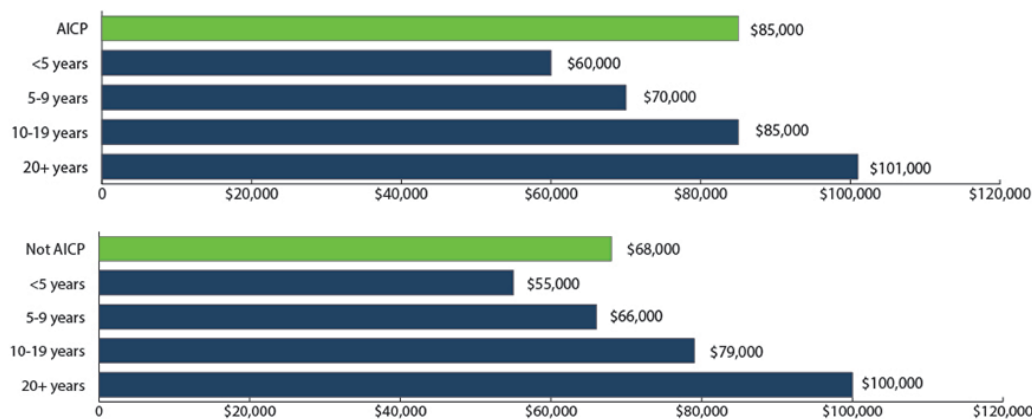
Depicts a planners continuing commitment to the profession.

Why is AICP important?

2018 APA salary survey

Without accounting for other variables, AICP members make, on average, \$19,000 more than non-AICP members.

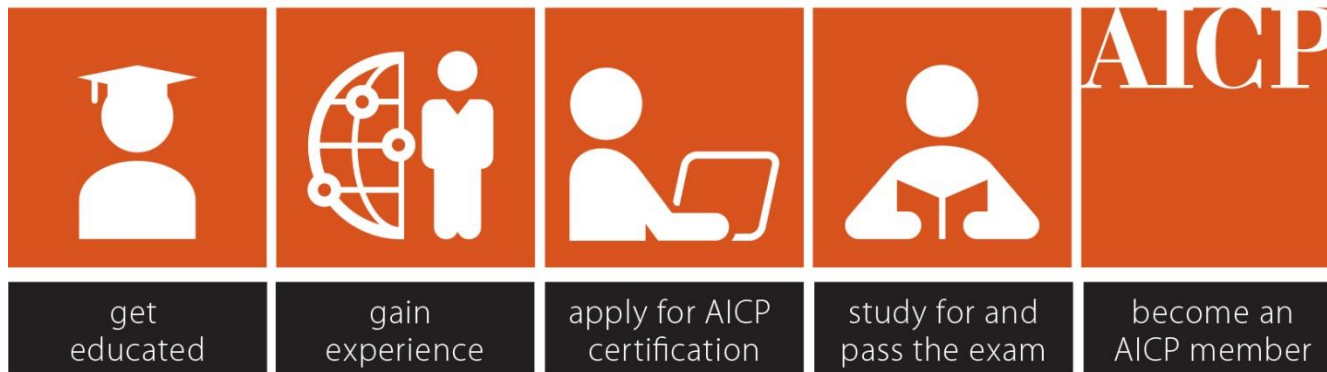
Salary by AICP Status and Experience



So look at the \$495 exam fee as an investment in your future income!

Exam eligibility - Traditional

- Must be a current member of APA.
- Be engaged in “professional planning,” either currently or in the past.
- Have completed, **at the time of application submission**, one of the following combinations of education and years of professional planning experience (next slide):



Education & Experience

Level of Education	Total years of Experience
Graduate degree in planning from a PAB-accredited program	2
Bachelor's degree in planning from a PAB-accredited program	3
Graduate degree in Planning from a program not accredited by PAB	3
Any other post-graduate, graduate, or undergraduate degree***	4
No college degree	8

AICP Candidate

Get a head start

Take the
AICP Certification
Exam fresh
out of school

Distinguish yourself

Use the
AICP Candidate
designation
on your resume

Learn from the best

Get career advice
and guidance from
an AICP mentor

Make connections

Network with the
planning community
at local and
national events

Lead the profession

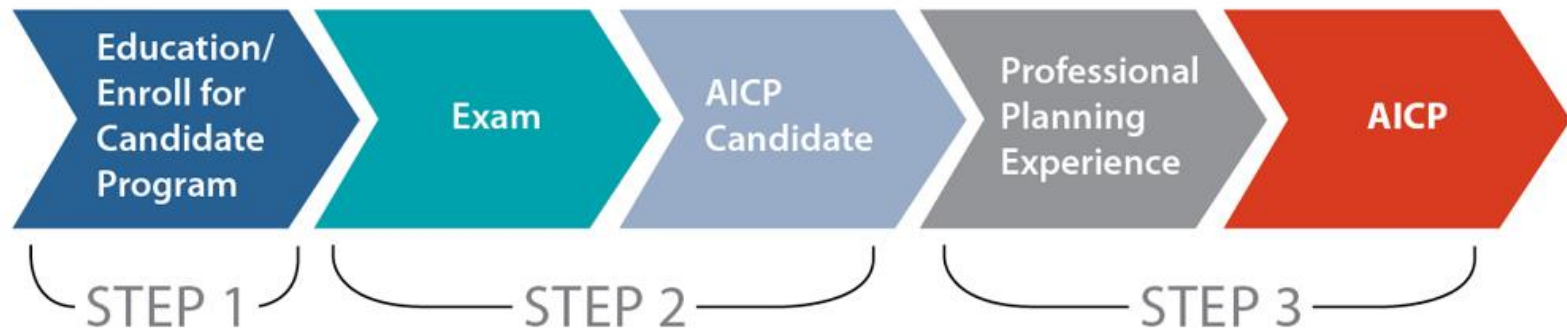
Stand out
as an AICP
Certified Planner

AICP Candidate Program

Traditional Sequence



AICP Candidate Pilot Program Sequence



AICP Candidate Pilot Program Enrollment Path

I enroll any time throughout the year if I am a student in or a recent graduate of a PAB-accredited program

I graduated (or I will) in December

The earliest I can take the exam is **May**, following graduation

By first Monday of March

I graduated (or I will) in May

The earliest I can take the exam is **November**, following graduation

By first Monday of September

I submit graduation documentation*

For graduates, this is part of enrolling.
For students, this happens after graduation.

*Allow 6 weeks for APA to verify graduation documentation

APA approves my graduation documentation. I am eligible to register for the exam.

I register to take the AICP Certification Exam

Opens the first business day in December
Closes the last business day in April

Exam Registration Window

Opens the first business day in June
Closes the last business day in October

May

I take the AICP exam (first opportunity)

When my registration is confirmed,
I schedule my testing date.

November

I pass the AICP exam and become an AICP Candidate!

I start or continue earning professional planning experience

Undergraduate: 3 yrs | Graduate: 2 yrs

I submit my AICP application, and once approved, I pay my AICP dues.



I become an AICP member!



AICP Candidate

Participants have 5 years to complete process (application to AICP Certified Planner)

Enrollment open all year

Register for Exam

- December – March for May Exam
- June – September for the November Exam

Between Exam and Completion Candidates Must Earn

- 16 CM Credits
- Including 1.5 Law and 1.5 Ethics

AICP Candidate

Application - \$20

Taking the Exam - \$100

After exam and all required experience - \$375

Total \$495 cost of AICP Exam is same as traditional route, just spread out through the process.

www.planning.org/aicp/candidate

General Application Tips

First step in process for normal AICP process, last step in process in AICP Candidate process

Read the AICP Guide Part 1: Certification Application

<https://www.planning.org/certification/currentexam/#howtoapply>

Use the Criterion Checklist!

Apply Early

Proofread your responses

Ask an AICP to review your responses

Write essays in Word document before submitting

Keep copies of your essays and verification documents

Prof. Planning Experience

Your work experience must have involved (3) Criterion to be described in essay form (see checklist):

1. INVOLVE A PROFESSIONAL LEVEL OF RESPONSIBILITY AND RESOURCEFULNESS WHILE APPLYING A PLANNING PROCESS APPROPRIATE TO THE SITUATION
 - Discuss how you applied a planning process appropriate to the situation
 - AND how you were a responsible and resourceful professional
 - Subsections
 - Public Sector
 - Specialized
 - Academic Research

Prof. Planning Experience

2. **DEMONSTRATE A COMPREHENSIVE POINT OF VIEW WHEN IMPLEMENTING PROFESSIONAL PLANNING TASKS.**
 - Describe your role in a project and how you were able to employ a comprehensive point of view, rather than just describing the outcomes
 - Describe how you employed a comprehensive point of view, not how the project outcomes were comprehensive
3. **INFLUENCE PUBLIC DECISION MAKING IN THE PUBLIC INTEREST**
 - Two part to this criterion:
 - Discuss how you have been responsible to the public
 - Discuss how you have influenced public decision making in the public interest
 - Must answer both parts successfully

USE THE APPLICANT CRITERION RESPONSE CHECKLIST!

Does My Experience Qualify?

Part Time

- Is accepted, but prorated into full-time equivalent (assuming 40 hour work week)

Internship

- Is accepted, so long as:
 - Internship not part of coursework for a grade
 - Is not a requirement to graduate
 - Experience meets definition of professional planning experience

Non-Traditional (unpaid/volunteer work)

- Is accepted, so long as:
 - Experience is at professional level
 - Experience meets definition of professional planning experience

Application and Exam Dates

May Exam

Application Window Opens	December 2, 2019
Early Bird Deadline	December 9, 2019
Final Application Deadline	December 30, 2019
Final Notification Deadline	March, 2020
Registration and Transfer Deadline	April 27, 2020
Testing Window	May 11-23, 2020

November Exam

Application Window Opens	June 3, 2019
Early Bird Deadline	June 10, 2019
Final Application Deadline	June 27, 2019
Final Notification Deadline	September 30, 2019
Registration and Transfer Deadline	October 31, 2019
Testing Window	November 4–18, 2019

* Application Dates above are the same for AICP
Candidates wishing to become AICP

More info.

<http://www.planning.org/certification/>

AICP Exam Guides:

<https://www.planning.org/certification/bulletin/>

AICP Guide Part 1: Certification Application

AICP Guide Part 2: Taking the Exam

Exam fees

\$495

- \$425 exam fee
- \$70 application fee (not refunded)

Paid on submission of exam application. If your application is judged incomplete or is disapproved \$425 will be returned to you.

If you are approved but are a late cancellation you are charged \$150 (\$275 is returned).

If you are a no-show at test time you lose all \$495.

Your application is good for 2 years (4 exam windows).

Each Chapter gets a scholarship for each testing window – watch for my emails and apply!

The Exam

170 multiple choice questions

- 20 are “test” test questions and do not count
- 3 different exams each testing window
- Knowledge is 40%; Skill is 60%

3.5 hours plus ½ tutorial

Computerized exam administered by Thomson ProMetric.
Scale 25-75. Passing=55 Results provided immediately

Exam sites www.prometric.com/AICP

- West Des Moines, Coralville, Bettendorf, Omaha, Minneapolis, Rochester, Madison, LaCrosse

Pass rate nationally (last two exams): 69%

Pass rate Iowa (last four exams): Over 95% - NO PRESSURE!

Exam Study Resources

AICP Exam Guide Part 2: Taking the Exam

- <https://www.planning.org/certification/bulletin/>

CPC Exam Prep Manual – FREE (In Iowa) From Chapter PDO

www.planningprep.com – FREE

Planetizen AICP Exam Prep Course - \$245 - \$689

- www.planetizen.com/aicp-exam-prep

Exam Prep Course at APA National – Watch Online FREE

- <https://www.planning.org/certification/examprep/>

Exam Prep Course at APA Iowa

- You are here!

Chapter Resources

Georgia Chapter

- www.georgiaplanning.org/aicp/aicp-exam-reviews/

Pennsylvania Chapter

- www.planningpa.org/for-planners/professional-planners/aicp-exam-prep/

North Carolina Chapter

- www.apa-nc.org/aicp

Florida Chapter

- www.floridaplanning.org/treasurecoast/aicp_links.pdf

Texas Chapter

- www.txplanning.org/aicp-exam-study-materials/

Planning Webcast AICP Exam Review Series

- www.youtube.com/user/PlanningWebcast/videos

Structure of Exam

Prepare yourself for an endless number of these types of questions:

- Choose the BEST answer...
- Choose from one of the following:
 - 1
 - 1, 2
 - 1, 3, 4
 - 1, 2, 4

Prep Strategies

Start Early

Use Practice Exams

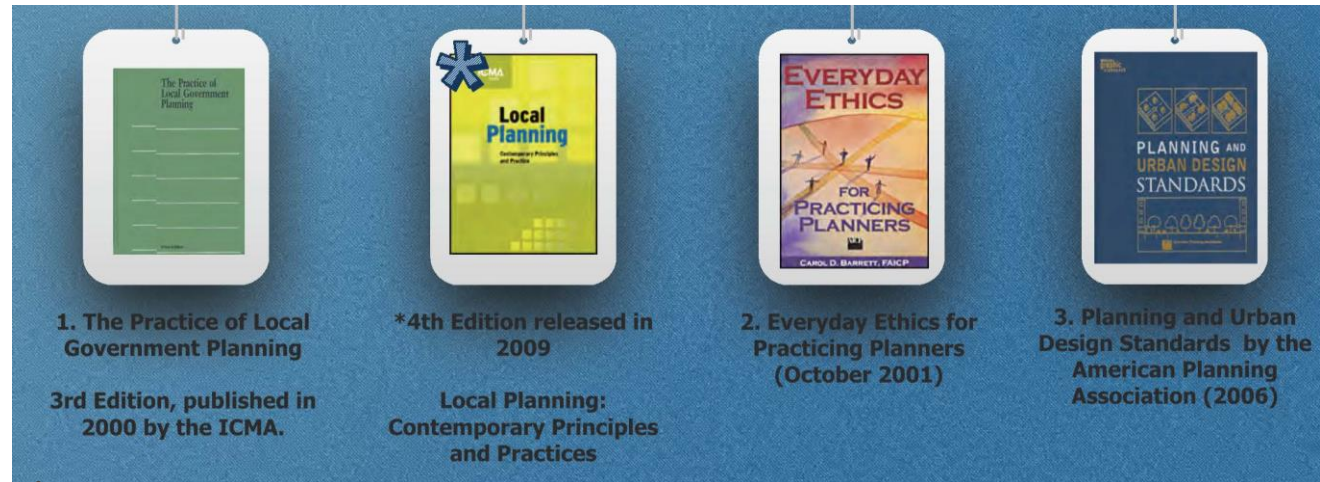
Focus on weak areas

Try a study group

Think in terms of a national perspective

Refer to APA's Reading List – no one book can be used to study!

Think ethically!



Read the 29 APA policy guides



<http://www.planning.org/policy/guides>



Read the AICP Code of Ethics

Only 10% of direct questions, but...

If you think ethically, you'll be able to correctly answer MANY more questions.

Areas of Examination

- I. Fundamental Planning Knowledge [25%]**
- II. Plan Making and Implementation [30%]**
- III. Areas of Practice [30%]**
- IV. Leadership, Administration & Management [5%]**
- V. AICP Code of Ethics and Professional Conduct [10%]**

If you paid attention....

During planning methods, theory, law, history you will be refreshing your knowledge as you study for the exam.

Know your methods

Population projections

Economic base theory

Shift-share analysis

Location quotient

Descriptive statistics

Basic regression

More...

Know your court cases

Euclid

Penn Central

Lucas

Palazzolo

Dolan

Golden v. Ramapo

Just v. Marinette Co

Mt. Laurel

More...

Ladue v. Gilleo

Renton v. Playtime Theaters

Nollan

2005 cases

- Kelo
- Lingle
- Rancho Palos Verdes
- San Remo Hotel

Reed v. City of Gilbert

Know your names and milestones



Burnham

1935 Works Progress Administration (WPA)

Olmstead

1956 National Interstate and Defense
Highways Act

Jacobs

1991 Intermodal Surface Transportation
Efficiency Act (ISTEA)

Moses

1998 Transportation Equity Act for the 21st
Century

Bassett

McHarg

1968 National Flood Insurance Act

Adams

1990 Americans with Disabilities Act (ADA)

More...

Know your movements and theories of urbanization

City Beautiful

Garden Cities

Radiant City

Concentric Ring Theory

Sector Theory

Multiple Nuclei Theory

Bid Rent Theory

New Urbanism

Growth Machine Theory

Edge City

Smart Growth

Sustainability

Know planning for different spatial contexts



Neighborhoods

Corridors

Downtowns

Small towns

Waterfronts

Historic preservation

Rural regions

Metropolitan regions

State-level planning

Bi-state planning

National planning

Know planning theories and history of profession



Rational comprehensive

1901 First National Conference on City Planning

Incremental

1917 American City Planning Institute

Advocacy

1934 American Society of Planning Officials

Social justice

1978 APA / AICP

REFER TO TIMELINE OF AMERICAN PLANNING HISTORY

<https://planning-org-uploaded-media.s3.amazonaws.com/document/CPC-Planning-History-Timeline-2019.pdf>

Know your Amendments

1st – Freedom of Speech

5th – Takings

14th – Due Process

APA National

<http://www.planning.org/certification/examprep/>

AICP Exam Guide Part 2: Taking the Exam

- <https://www.planning.org/certification/bulletin/>

National APA conference exam prep session – Watch Online FREE

- <https://planning.org/certification/examprep/>

List of recommended readings

Computer exam simulation

FAQ

Then after you've
passed....

Certification Maintenance (CM)



AICP members are required to engage in mandatory continuing education, known as Certification Maintenance (CM).

AICP members must earn a total of 32 CM credits (1 hour = 1 CM credit) within their two-year reporting period.

Certification Maintenance (CM)



Of the 32 CM credits

- 1.5 CM credits in planning *law**
- 1.5 CM credits in planning *ethics**
- **Watch for changes to these coming soon...*

Certification Maintenance (CM)



Where can I get credits?

- APA-Iowa Chapter Annual Conference (\pm 16 cr.)
- APA National Conference (\pm 32 cr.)
- APA Learn – APA's Online Learning Library
- Other conferences, workshops (varies)
 - The event must be approved for CM credits by the National APA, or..
 - You may 'self-report' ** attendance at non-approved event that otherwise meets APA criteria

Certification Maintenance (CM)



Other options?

- Increasing number of free resources from APA National.
- Making a presentation at event approved for CM credits.
- Make a presentation that meets self-report criteria
- Self-study
- Pro Bono Planning Services Now Eligible

Certification Maintenance (CM)



Must keep track of your own CM credits!

Must enter them yourself into your log on the APA CM website!

We're here to help!

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