



American Planning Association
Iowa Chapter

Making Great Communities Happen

APA Iowa Policy for AICP Certification Maintenance Credit Approval

Adopted July 19, 2019

PURPOSE AND SCOPE: APA Iowa annually pays the American Planning Association to be a CM Provider and provides this service so that AICP members have ability to receive CM credits throughout Iowa, including APA Iowa events and conferences. As a CM Provider, APA Iowa must follow the guidelines set forth in the [CM Provider Toolkit](#), and this policy is intended to ensure those guidelines are followed. This policy will apply to any individual, group, agency or organization (organizer) requesting APA Iowa to provide or host CM credits

REQUIREMENTS FOR APPROVAL: All educational opportunities where CM credits are sought must meet the requirements provided by APA for CM eligibility. These include:

- Be designed to meet a specific planning related training objective. The educational purpose or objective must be clearly identified.
- Be designed to teach subject matter in appropriate depth and scope for the following minimum level – a planner in current practice with at least four years of professional experience after earning a 2-year master's degree in planning.
- Address the demonstrated educational needs of AICP members as outlined in [AICP's Core Competencies](#).

In addition, APA Iowa must be considered a primary partner in the program being offered, to do so the following conditions must be met:

- APA Iowa has shared the total direct costs of the program (not include consumables such as food and beverages) OR the activity is marketed under the APA Iowa brand (i.e. logo);
- APA Iowa has contributed significantly to the development of the program (e.g. topic and speaker identification); and
- APA Iowa has participated in the marketing of the program.

PROCEDURES:

1. At least 30 days prior to the educational opportunity, and prior to the distribution of any promotional materials for the event, the organizer shall contact the APA Iowa Professional Development Officer (PDO) to discuss the event and its CM eligibility and provide a completed CM Presentation Submittal Form.

2. If the educational opportunity is deemed eligible the organizer shall:
 - a. Ensure that APA Iowa is marketed as a primary partner on materials and websites produced for the event. The APA Iowa logo will be supplied to the organizer and shall be used on all such materials.
 - b. Identify how APA Iowa and/or its Board or Members have contributed to the development of the program.
 - c. Provide all promotional materials for the event to APA Iowa for distributions to all of its members through social media, email, newsletters, etc.
3. Upon completion of the above noted items, the APA Iowa PDO shall submit the session for AICP CM and provide the organizer with a link to the event.