



American Planning Association
North Carolina Chapter



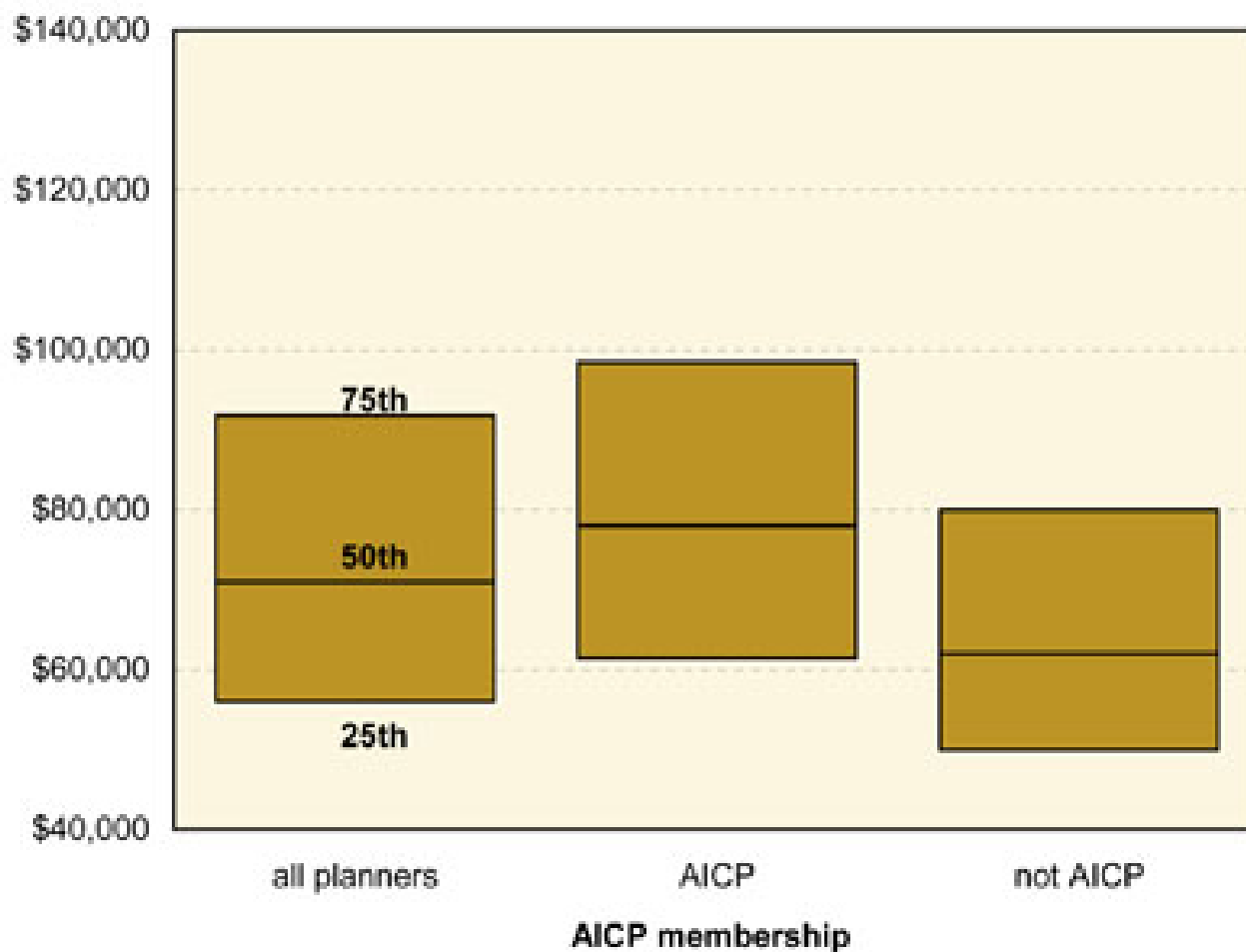
AICP Pre-Exam Review Session

2015 North Carolina Planning Conference
Raleigh, NC
October 2015



- To provide an overview of the AICP application and exam registration process
- To review the content and format of the AICP exam
- To discuss exam preparation resources and study tips
- To answer basic questions about the AICP exam

Average Planner Salaries



Quotes regarding AICP

“Whenever attorneys knew I would be challenged, they always asked me to include my AICP qualification. If a certified planner makes a statement, it means more.”

“...the AICP confirms that a planner has the ability to serve the community effectively”

- Excerpts from interviews with several urban mayors and firm principals. Full interviews can be found at <http://www.planning.org/aicp/whyhireaicp/>

AICP Application Process

Eligibility Requirements

- Current member of APA
- Qualified Professional Planning Experience

Level of Education*	Total Number of Years of Professional Planning Experience Required
Graduate degree in Planning from a program accredited by the PAB**	2
Bachelor's degree in Planning from a program accredited by the PAB**	3
Graduate degree in Planning from a program <i>not</i> accredited by the PAB	3
Any other post-graduate, graduate, or undergraduate degree***	4
No college degree	8

EXAM FEES

APPLICATION
(New Applicants)

EXAM
(Due after Approval)

U.S. and Canada *

\$70
(non-refundable)

\$425
(refundable for denied and incomplete applications only)

International *

\$70
(non-refundable)

\$530 **
(non-refundable)

* *Computer-based*

** *\$425 paid after approval; \$105 invoiced upon appointment confirmation*



NOVEMBER 2015

The application window for this exam is now closed.

Application Window Opens	June 2, 2015
Early Bird Deadline	June 8, 2015, 11:59 p.m. CT
Final Application Deadline	June 30, 2015, 11:59 p.m. CT
Early Bird Notification Deadline	July 24, 2015
Final Notification Deadline	September 25, 2015
Registration Deadline	October 22, 2015, 11:59 p.m. CT
Transfer Deadline	October 22, 2015
Testing Window	November 2–17, 2015



MAY 2016

The application window for this exam will open December 1, 2015.

Application Window Opens	December 1, 2015
Early Bird Deadline	December 7, 2015 11:59 p.m. CT
Final Application Deadline	December 31, 2015 11:59 p.m. CT
Testing Window	May 9–22, 2016

Exam Application

- Check out the [Exam Candidate Bulletin](#)
- Applicants who need multiple positions to meet the minimum eligibility requirements must copy and paste their criteria responses into the fields *for each position* in order to complete the application.
- Provide *unique responses for each criterion*.
- Use the word "I" and speak directly to your role and responsibilities related to the project work described.
- Discuss your role on the project(s) described.
- Do not include information that does not qualify as *professional planning experience*.
- Do not include information in the criterion responses that is not tied to the position(s) needed to meet the *minimum eligibility requirements*.

AICP Application Process

Qualified Professional Planning Experience must meet the following criteria:

Criterion 1: Involve a Professional Level of Responsibility and Resourcefulness while Applying a Planning Process Appropriate to the Project or Situation

- Discuss how you applied a planning process appropriate to the situation through one of the three sections of professional planning content AND how you were a responsible and resourceful professional when applying that process

Criterion 2: Employ An Appropriately Comprehensive Point of View

- Describe your role(s) in a project(s) and how you were able to employ a comprehensive point of view, rather than simply describing project outcomes
- Describe how you employed a comprehensive point of view, not how the project/process itself or outcomes were comprehensive

Criterion 3: Influence Public Decision Making in the Public Interest

- Discuss how you have been responsible to the public
- Discuss how you have influenced public decision making in the public interest



AICP Application Process

- Exam Timeline (May and November test dates)
 - Go to assigned testing center at designated time/date
 - Exam will take approximately 2-4 hours to complete
 - Unofficial exam scores will appear upon completion



Exam Results

AICP EXAM RESULTS	Nov-12	May-13*	Nov-13	May-14	Nov-14	May-15
APA NC Total number that took the exam	16	16	23	39	25	20
APA NC Total pass candidates	13	11	17	27	18	15
APA NC Percent pass	81%	69%	74%	69%	72%	75%
National Percent pass	63%	65%	67%	66%	71%	68%

AICP Application Process

- Official certification
 - Prorated APA/AICP dues will be invoiced following verification of passing the exam
 - Official scores are reviewed by AICP and reviewed approximately 6 weeks after exam window closes
 - Scores are reported on a scale of 25-75, with 55 as the passing score.
 - Pass rate is 63 percent
 - AICP will mail a certificate

- CM maintenance begins following January post exam

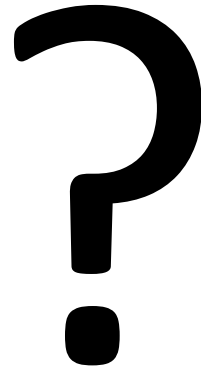
Certification Maintenance

- AICP members must earn a total of 32 CM credits within their two-year reporting period.
- All AICP members have a four month-grace period, without penalty (reinstatement requirements waived during this period).
- A minimum of 1.5 CM credits must include the topic of ethics, and another 1.5 credits must be on the topic of current planning law.
- AICP members may carry over a maximum of 16 CM credits from one reporting period into the subsequent reporting period; however, any surplus ethics and planning law credits will be carried over to the next two-year reporting period as general CM credits, not law or ethics.
- AICP members who do not meet CM requirements within four years will lose AICP certification and will be obliged to seek recertification in order to regain the AICP credential.
- AICP members must claim CM credit after participation by using their online CM log.



American Planning Association
North Carolina Chapter

Application Questions



Exam Overview

- Plan Making and Implementation – 45 Questions (30%)
- Functional Areas of Practice – 38 Questions (25%)
- History, Theory, and Law – 33 Questions (15%)
- Spatial Analysis of Practice – 22 Questions (15%)
- Public Participation and Social Justice – 15 Questions (10%)
- AICP Code of Ethics – 7 Questions (5%)

Knowledge (40%)

Skills (60%)



Plan Making and Implementation

Visioning and goal setting
Quantitative and qualitative research methods
Collecting, organizing, analyzing, and reporting data and information
Demographics and economics
Natural and built environment
Land use and development regulations
Application of legal principles
Environmental analysis
Growth management techniques
Comp plan v strategic plan
Performance metrics
Plan elements and process

Budgets and financing options
GIS/spatial analysis and information systems
Policy analysis and decision making
Development plan and project review
Program evaluation
Communications techniques
Intergovernmental relationships
Stakeholder relationships
Project and program management

Plan Making and Implementation

- Example terms: muddling through, MPO, charrette, median, stratified sampling, Gantt chart, replacement rate, crowdsourcing, greenfield development, superfund, State Zoning Enabling Act, form based code, Penn coal v Mahon, Ian Mcharg, Sierra club v Morton, conservation subdivision, density bonus, exactions, zero-based budgeting, fiscal impact analysis

Critical Path Method is a project management technique designed to:

- A. Help employees improve writing skills
- B. Assist in decision making
- C. Reduce errors in traffic modeling
- D. Identify evacuation routes



American Planning Association
North Carolina Chapter

Functional Areas of Practice

Community development	Infrastructure
Comprehensive or long range planning	Labor force or employment
Development regulation or administration	Land use
Economic development and revitalization	Natural resources and the environment
Economic analysis and forecasting	Parks, open space and recreation
Educational, institutional, or military facilities planning	Planning law
Energy policy	Policy planning
Food system planning	Public services
Growth management	Social and health services
Hazard mitigation and disaster planning	Transportation
Historic preservation	Urban design
Housing	

60. A MSA includes:

- a. At least 2,500 but less than 50,000 and a population density of 1,000 persons per square mile
- b. Urban nucleus of 50,000 or more with a core density of 1,000 persons per square mile
- c. ~~Population of 2,000 to 8,000 people~~
- d. At least one city with 50,000 or more and a total metropolitan population of 100,000



History, Theory and Law

History of planning

- Fathers of the profession

- Historic legislation and plans

Planning law

- Supreme Court Cases

Theory of planning

- Prominent Authors

Patterns of human settlement

- Case studies and important examples

History

Example Terms: Laws of the Indies, 10 books of architecture, colonial grid, plaza, Oglethorpe, the land ordinance of 1785, L'enfant, City Beautiful movement, Riverside, IL; Veax, dumbbell tenement, white city, Radburn, NJ; Clarence Perry, central place theory, TVA, greenbelt towns, multiple nuclei model, GI Bill, growth management, Seaside, FL; Patrick Geddes, Lewis Mumford, edge city, High Price of Free Parking, Jane Jacobs, megalopolis, Krumholtz

Which of the following pieces of federal legislation focused on slum clearance?

- A. 1906 Antiquities Act
- B. 1934 Federal Housing Act
- C. 1949 Housing Act
- D. 1968 New Communities Act

8. What concept did Penn Central Transportation Co. v The City of New York (US Supreme Court) first introduce?
- a. PUD
 - b. Eminent domain
 - c. TDR
 - d. Impact Fees



Spatial Areas of Practice

Planning at national level

Planning for multi-state or bi-state regions

Planning for state

Planning for sub-state region

Planning at county level

Planning for urban areas

Planning for suburban areas

Planning for small town

Corridors

Neighborhoods

Waterfronts

Historic districts or areas

Downtowns

Watersheds

TIF districts

Utility/telcom districts

78. How many acres in one square mile?
- a. 600
 - b. 620
 - c. 640
 - d. 660



Public involvement planning

Public participation techniques

Identifying, engaging, and serving underserved groups

Social justice issues, literature, and practice

Working with diverse communities

Coalition building

AICP Code of Ethics requirements for inclusion

Pros/cons of participation methods

48. What are LULU's?

- a. Locally unwanted land uses
- b. Locally unwanted logical uses
- c. Locally unwanted large uses
- d. Locally unwanted laboratory uses

AICP Code of Ethics

- Section A contains a statement of **aspirational principles** that constitute the ideals to which we are committed. We shall strive to act in accordance with our stated principles. However, an allegation that we failed to achieve our aspirational principles cannot be the subject of a misconduct charge or be a cause for disciplinary action.
- Section B contains **rules of conduct** to which we are held accountable. If we violate any of these rules, we can be the object of a charge of misconduct and shall have the responsibility of responding to and cooperating with the investigation and enforcement procedures. If we are found to be blameworthy by the AICP Ethics Committee, we shall be subject to the imposition of sanctions that may include loss of our certification.
- Section C contains the **procedural provisions** of the Code. It (1) describes the way that one may obtain either a formal or informal advisory ruling, and (2) details how a charge of misconduct can be filed, and how charges are investigated, prosecuted, and adjudicated.

3. If a person has a question regarding the propriety of professional conduct of a certified planner per the AICP Code of Ethics and Professional Conduct, she/he should:
 - A. Request informal or formal advice from the Ethics Officer
 - B. File a complaint with the President of the American Planning Association
 - C. Submit a Request for Review by the Board of Professional Conduct Review
 - D. Submit an advisory to the AICP Commission

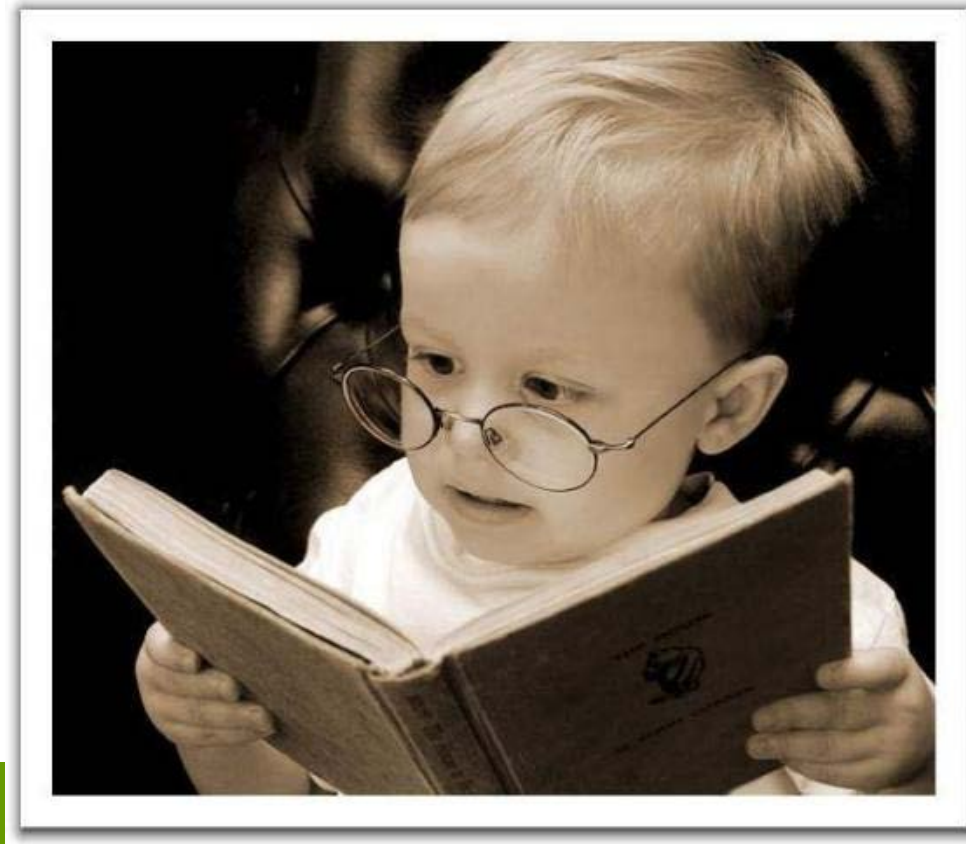


Exam Preparation

- Suggested Exam Preparation Resources
 - 3.0 AICP Exam Prep Pkg (online) - \$249 sold by APA
 - Recommended Readings
 - Computer-Based Exam Tutorial
 - APA Policy Guides and APA website
 - State chapter resources (NCAPA, others)
 - JAPA/Practicing Planner
 - Chapter Presidents Council CD

Study Methods

- Study Groups
- Flashcards
- Practice Exams
- Review Courses.....





American Planning Association
North Carolina Chapter

Exam Questions

