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
“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

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

<table>
<thead>
<tr>
<th></th>
<th>APPLICATION (New Applicants)</th>
<th>EXAM (Due after Approval)</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. and Canada *</td>
<td>$70 (non-refundable)</td>
<td>$425 (refundable for denied and incomplete applications only)</td>
</tr>
<tr>
<td>International *</td>
<td>$70 (non-refundable)</td>
<td>$530 ** (non-refundable)</td>
</tr>
</tbody>
</table>

* Computer-based
** $425 paid after approval; $105 invoiced upon appointment confirmation
The application window for this exam is now closed.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Window Opens</td>
<td>June 2, 2015</td>
</tr>
<tr>
<td>Early Bird Deadline</td>
<td>June 8, 2015, 11:59 p.m. CT</td>
</tr>
<tr>
<td>Final Application Deadline</td>
<td>June 30, 2015, 11:59 p.m. CT</td>
</tr>
<tr>
<td>Early Bird Notification Deadline</td>
<td>July 24, 2015</td>
</tr>
<tr>
<td>Final Notification Deadline</td>
<td>September 25, 2015</td>
</tr>
<tr>
<td>Registration Deadline</td>
<td>October 22, 2015, 11:59 p.m. CT</td>
</tr>
<tr>
<td>Transfer Deadline</td>
<td>October 22, 2015</td>
</tr>
<tr>
<td>Testing Window</td>
<td>November 2–17, 2015</td>
</tr>
</tbody>
</table>
The application window for this exam will open December 1, 2015.

<table>
<thead>
<tr>
<th>Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Window Opens</td>
<td>December 1, 2015</td>
</tr>
<tr>
<td>Early Bird Deadline</td>
<td>December 7, 2015 11:59 p.m. CT</td>
</tr>
<tr>
<td>Final Application Deadline</td>
<td>December 31, 2015 11:59 p.m. CT</td>
</tr>
<tr>
<td>Testing Window</td>
<td>May 9–22, 2016</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th>Nov-12</th>
<th>May-13*</th>
<th>Nov-13</th>
<th>May-14</th>
<th>Nov-14</th>
<th>May-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA NC Total number that took the exam</td>
<td>16</td>
<td>16</td>
<td>23</td>
<td>39</td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>APA NC Total pass candidates</td>
<td>13</td>
<td>11</td>
<td>17</td>
<td>27</td>
<td>18</td>
<td>15</td>
</tr>
<tr>
<td>APA NC Percent pass</td>
<td>81%</td>
<td>69%</td>
<td>74%</td>
<td>69%</td>
<td>72%</td>
<td>75%</td>
</tr>
<tr>
<td>National Percent pass</td>
<td>63%</td>
<td>65%</td>
<td>67%</td>
<td>66%</td>
<td>71%</td>
<td>68%</td>
</tr>
</tbody>
</table>
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.
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
Functional Areas of Practice

Community development
Comprehensive or long range planning
Development regulation or administration
Economic development and revitalization
Economic analysis and forecasting
Educational, institutional, or military facilities planning
Energy policy
Food system planning
Growth management
Hazard mitigation and disaster planning
Historic preservation
Housing

Infrastructure
Labor force or employment
Land use
Natural resources and the environment
Parks, open space and recreation
Planning law
Policy planning
Public services
Social and health services
Transportation
Urban design
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

   c. TDR
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.....
Exam Questions