



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

# Multi-part Event Entry Form

This is defined as a real-time event with multiple activities, such as a conference with several sessions or multiple registration options. Participants at a multi-part event choose between a variety of activities, and individual participants may earn different numbers of credits.

Please complete a form for each of the individual activities at the event that you would like to offer for CM credit. Credits will be awarded for individual activities rather than for the event as a whole. The event will appear once on the calendar and CM activity list; the individual activities will appear on the event's detail page.

**Enter the following information for the entire event or conference:**

Event Details	
<b>Title</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Start Time (a.m. /p.m.)</b>	
<b>End Time (a.m. /p.m.)</b>	
<b>Country</b>	
<b>City</b>	
<b>State</b>	
<b>This event is Free: Yes or No?</b>	
<b>Resource URL.</b>	
<b>Primary Contact Name:</b>	
<b>Primary Contact Email:</b>	

Topic: Select the main topic for the event search engine:					
<input type="checkbox"/>	Career Development	<input type="checkbox"/>	Environment	<input type="checkbox"/>	Planning Methods
<input type="checkbox"/>	Community Revitalization	<input type="checkbox"/>	Ethics	<input type="checkbox"/>	Public Participation
<input type="checkbox"/>	Comprehensive Planning	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Regional Planning
<input type="checkbox"/>	Demographic and Diversity	<input type="checkbox"/>	Food Systems	<input type="checkbox"/>	Sustainability
<input type="checkbox"/>	Density	<input type="checkbox"/>	Hazards	<input type="checkbox"/>	Technology Tools
<input type="checkbox"/>	Development	<input type="checkbox"/>	Health	<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Development Regulations	<input type="checkbox"/>	Historic Preservation	<input type="checkbox"/>	Urban Design
<input type="checkbox"/>	Economic Development	<input type="checkbox"/>	Housing	<input type="checkbox"/>	Zoning, Codes and Ordinances
<input type="checkbox"/>	Education	<input type="checkbox"/>	Law	<input type="checkbox"/>	
<input type="checkbox"/>	Energy	<input type="checkbox"/>	Parks, Open Space and Greenways		

## Event Description (4,000 character maximum)

Please clearly describe the planning-related educational objective that this training achieves (e.g. what AICP members will learn). Note that the content must be designed to teach subject matter in appropriate depth and scope for the level of a typical AICP member – a planner with at least 4 years' experience after earning a 2-year master's. Content intended for planning commissioners or elected officials, or that is basic in nature is not eligible. Description will be displayed to all members on [www.planning.org/cm/search](http://www.planning.org/cm/search).

## Activities/Sessions

Activities are the sessions, workshops, or other program elements that make up your multi-part event. Each activity is accredited individually and is logged individually by AICP members. Each session must meet the CM Eligibility Criteria to be accredited.

Please complete a separate set of Activity Forms for each session in your multi-part event.

Activity/Session # ____ Details:	
<b>Title:</b>	
<b>Date:</b>	
<b>Start Time (am /pm)</b>	
<b>End Time (am /pm)</b>	

Activity/Session Description
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Speakers (Add additional pages as necessary)	
<b>Speaker 1</b>	
First Name	
Last Name	
Organization	
Email	
Phone	
Bio	
<b>Speaker 2</b>	
First Name	
Last Name	
Organization	
Email	
Phone	
Bio	

<b>Speaker 3</b>	
First Name	
Last Name	
Organization	
Email	
Phone	
Bio	
<b>Speaker 4</b>	
First Name	
Last Name	
Organization	
Email	
Phone	
Bio	

### Criteria for CM Approval

1. Content: Activities must (a) meet a planning related objective, (b) be unbiased and non-promotional, and (c) communicate a clearly identified educational purpose or objective.
2. Delivery: Activities must (a) be led by one or more experts on the subject matter discussed, (b) use learning methodologies and formats that are appropriate to the activity's educational purpose, (c) involve the use of materials that do not include proprietary information, and (d) be timed in a manner consistent with the time for which the activity was registered for CM credit (75 minutes = 1.25 CM credits) and that only the portion of the activity meeting CM criteria is registered for CM credit.
3. Administration: Activities must (a) use mechanisms to record attendance and evaluate the content, and (b) have a point of contact that is responsible for the proper administration of the CM activity.

<b>Number of Total Credit Hours Requested:</b>	
<i>(1.0 contact hour = 1.0 CM credit). Non-instructional activities or breaks should not be included</i>	
<b>Law Credits Requested:</b>	
<b>Ethics Credit Requested:</b>	

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<b>Speaker 3</b>	
First Name	
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<b>Speaker 4</b>	
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<b>Speaker 3</b>	
First Name	
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<b>Speaker 4</b>	
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