



Certification Maintenance

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

CM Single Event Entry Form

A single event is a live in person or live online event held one time, on a specific date. Single events include workshops, lectures, symposiums, or webinars and webcasts. The participant and instructor are participating at the same time, and participants cannot choose among multiple activities. All participants at a single event attend the same activities and earn the same number of credits.

Single Event Details:	
Title	
Start Date	
Start Time (am/pm)	
End Time (am/pm)	
City	
State	
This event is Free: Yes or No?	
Resource Link Provide a URL link for the event.	

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.

[Empty text area for event description]

Speakers (Add additional pages as necessary)

Speaker 1	
First Name	
Last Name	
Organization	
Email	
Phone	
Bio	
Speaker 2	
First Name	
Last Name	
Organization	
Email	
Phone	
Bio	
Speaker 3	
First Name	
Last Name	
Organization	
Email	
Phone	
Bio	
Speaker 4	
First Name	
Last Name	
Organization	
Email	
Phone	
Bio	

Speaker 5	
First Name	
Last Name	
Organization	
Email	
Phone	
Bio	
Speaker 6	
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.

Number of Total Credit Hours Requested:	
<i>(1.0 contact hours = 1.0 CM credits). Non-instructional activities or breaks cannot be included</i>	
Law Credits Requested:	
Ethics Credit Requested:	