

Multi-part Event Entry Form



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

Please Note: 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 CM activity list and calendar; the individual activities will appear on the event's detail page. For more information, contact Katherine Hebert Godwin, Vice President for Professional Development, at khebert@centralina.org.

Event Details (Enter the following information for the entire event or conference.)	
Title	
Start Date	
End Date	
Start Time (a.m. /p.m.)	
End Time (a.m. /p.m.)	
Country	
City	
State	
This event is Free: Yes or No?	
Resource URL.	
Primary Contact Name:	
Primary Contact Email:	

Topic: Select the main topic for the event search engine			
<input type="checkbox"/>	American Planning Association	<input type="checkbox"/>	Health
<input type="checkbox"/>	Career Development	<input type="checkbox"/>	Historic Preservation
<input type="checkbox"/>	Commercial Land Use	<input type="checkbox"/>	Housing Policy
<input type="checkbox"/>	Community Revitalization	<input type="checkbox"/>	Industrial Land Use
<input type="checkbox"/>	Demographics	<input type="checkbox"/>	Infrastructure
<input type="checkbox"/>	Economic Development	<input type="checkbox"/>	Institutional Land Use
<input type="checkbox"/>	Energy	<input type="checkbox"/>	Law
<input type="checkbox"/>	Ethics	<input type="checkbox"/>	Mixed Land Uses
<input type="checkbox"/>	Finance	<input type="checkbox"/>	Natural Resources and Environment
<input type="checkbox"/>	Food Systems	<input type="checkbox"/>	Parks and Recreation
<input type="checkbox"/>	Government	<input type="checkbox"/>	Partnerships and Agreements
<input type="checkbox"/>	Hazards	<input type="checkbox"/>	Planning History and Theory
<input type="checkbox"/>		<input type="checkbox"/>	Planning Methods and Tools
<input type="checkbox"/>		<input type="checkbox"/>	Plans
<input type="checkbox"/>		<input type="checkbox"/>	Public Participation
<input type="checkbox"/>		<input type="checkbox"/>	Public Service Delivery
<input type="checkbox"/>		<input type="checkbox"/>	Residential Land Use
<input type="checkbox"/>		<input type="checkbox"/>	Social Justice and Equity
<input type="checkbox"/>		<input type="checkbox"/>	Sustainability
<input type="checkbox"/>		<input type="checkbox"/>	Transportation
<input type="checkbox"/>		<input type="checkbox"/>	Urban Design
<input type="checkbox"/>		<input type="checkbox"/>	Zoning and Ordinances
<input type="checkbox"/>		<input type="checkbox"/>	Other:

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.

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:	
Title:	
Date:	
Start Time (am /pm)	
End Time (am /pm)	

Activity/Session Description
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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	

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: (1.0 contact hour = 1.0 CM credit). <i>Non-instructional activities or breaks should not be included</i>	
Law Credits Requested*:	
Ethics Credit Requested**:	
<p><i>*Providers must demonstrate that the content of the activity is related to planning law, such as environmental law, land use law, redevelopment law, administrative law, housing law, etc. Activities entered for law credit must be closely related to recently enacted planning laws or recent case decisions or trends in existing planning laws or case decisions. Recent is defined as within the last 10-years. Activities related to political movements, policy recommendations, and policy initiatives are not eligible for law credit. Training on law must constitute a majority of the content of the activity.</i></p> <p><i>**For ethics requirement: Providers must demonstrate that the content of the activity focuses on training planners on the standards of ethical behavior according to the AICP Code of Ethics and Professional Conduct. While general ethics courses, local ethics laws, and ethic codes from other professions can introduce relevant issues as well, the AICP Code focuses on a system of moral principles specific to professional planners.</i></p>	

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

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Last Name	
Organization	
Email	
Phone	
Bio	

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

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