



# CM Single Event Entry Form

**Please Note:** 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. For more information, contact Katherine Hebert Godwin, Vice President for Professional Development, at [khebert@centralina.org](mailto:khebert@centralina.org).

Single Event Details:	
<b>Title</b>	
<b>Start Date</b>	
<b>Start Time (am/pm)</b>	
<b>End Time (am/pm)</b>	
<b>City, State</b>	
<b>Primary Contact Name &amp; Email</b>	
<b>This event is Free: Yes or No?</b>	
<b>Resource Link</b> Provide a URL link for the event.	

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

### 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).

**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	

<b>Speaker 5</b>	
First Name	
Last Name	
Organization	
Email	
Phone	
Bio	
<b>Speaker 6</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>	
(1.0 contact hours = 1.0 CM credits). <i>Non-instructional activities or breaks cannot be included</i>	
<b>Law Credits Requested*:</b>	
<b>Ethics Credit Requested**:</b>	

*\*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.*

*\*\*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.*