

Interested In AICP?

How to Become a Certified Planner

June 2, 2016

HOSTED BY APA CA ORANGE SECTION



Welcome

- Introductions
- Overview of the evening
 - What is AICP?
 - Why should you be an APA Member?
 - What are the Benefits of AICP?
 - What are the Eligibility Requirements to Sit For the Exam?
 - How do you Navigate the Application Process?
 - How do you Prepare for the Exam?
 - What should you know about Taking the Exam?
 - You are a Certified Planner, Now What?



What is AICP?

American Institute of Certified Planners



What is AICP?

- APA's professional institute
- To be AICP, a planner must:
 - Be a current APA Member
 - Be engaged in professional planning, either currently or in the past
 - As defined by AICP
 - Meet requirements for education and experience
 - Pass the AICP exam
 - Pledge to uphold ethical standards
 - Engage in on-going professional development
 - Continued Maintenance



Why Should You be an APA Member?



Benefits of Membership

■ National

- Subscription to Planning
- Subscription to APA Interact
- Ability to become a Certified Planner (AICP)
- Discounted subscription to Journal of the American Planning Association (JAPA)
- Discounted subscription to Planning & Environmental Law
- Member discount on National Conference Registration
- Eligibility for medical, auto, homeowners, group life, and long-term disability insurance
- Discounted rates on products at the APA online bookstore



Benefits of Membership

■ Chapter

- Automatic membership in the California Planning Foundation (CPF)
- Subscription to Cal Planner
- Access to local AICP preparation courses and study materials
- Access to numerous CM credit opportunities with discounted pricing
- Member discount on APA California conference registration
- Opportunity to participate on APA California Legislative Review Teams
- Access to “Member’s Only” content on the APA California website



Benefits of Membership

■ Orange Section

- Discounted member rates for OCAPA monthly lunch training programs (CM credits)
- Discounted member rates for OCAPA social and networking events
- Support resources for AICP exam preparation
- Eligibility for student scholarships
- Access to co-sponsored information and activities



Benefits of Membership

- Keeping up with planning
- Connect with experts
- Improve and expand your skills
- Make a difference locally and in Sacramento
- Expand your network



How to Become a Member

- Go to www.planning.org
- Complete a membership application

JOIN APA

Receive *Planning* and a lot more! Visit planning.org for complete details or to join online.

Name Mr. Ms. Mx. APA ID (former members only)

Employer name

Employer address Department

City State ZIP

Office phone number Fax number

Home address

City State ZIP

Home phone number E-mail address (required) M/REG

Tell Us Where to Send

Invoices Home Employer

Publications Home Employer

APA Membership Dues

Fill in the column for the membership type requested

National Dues* (see table on reverse)	Regular	Student†
Chapter Dues* <i>Chapter membership is mandatory for U.S. members.</i>	\$	\$10
JAPA (optional): Quarterly <i>Print & online \$48 (\$24 APA student members)</i> <i>Online edition is free to first-year student members</i>	\$	\$
APA Divisions (optional) <i>See table on reverse. Enter division codes below and total division dues at right.</i>	\$	\$
Total	\$	\$

I'd like to subscribe to *Planning* magazine without joining APA. (APA membership includes a subscription to *Planning*) A one-year subscription (11 issues) is \$85.

Check enclosed payable to APA

Bill me (Instructor services will begin when APA receives full payment)

MasterCard Visa American Express

Card number Expiration date

Cardholder's name (please print)

Cardholder's signature (required)

Student Verification

I verify that I am a full-time student at the school named below

Name of college/university

Student ID #

Expected graduation date

All APA members receive *Planning* magazine. To accord with postal regulations, 1/3 of membership dues support the magazine. Dues are not tax-deductible as a charitable contribution. Dues may be considered as a business expense, except 17 percent of California chapter dues which are allocated to chapter lobbying costs.

*This will be your e-mail address of record. APA will use it to conduct electronic voting, deliver member benefits, and perform other administrative tasks.

†Student verification required — please use form above.

Student membership is your entry to APA's Early Career Program, with five years of reduced dues and enhanced benefits. Learn more at planning.org/earlycareer.

**APA welcomes members from outside the U.S. Please join online at planning.org/join.

*Your chapter corresponds to your preferred mailing address.

APA also offers affordable group planning board membership to agencies that enroll multiple commissioners. Learn more at planning.org/join/commisnew/.

Prices are subject to change.

Check enclosed payable to APA

Bill me (Instructor services will begin when APA receives full payment)

MasterCard Visa American Express

Card number Expiration date

Cardholder's name (please print)

Cardholder's signature (required)



American Planning Association
Making Great Communities Happen

Fax credit card payments
to 312-786-6700

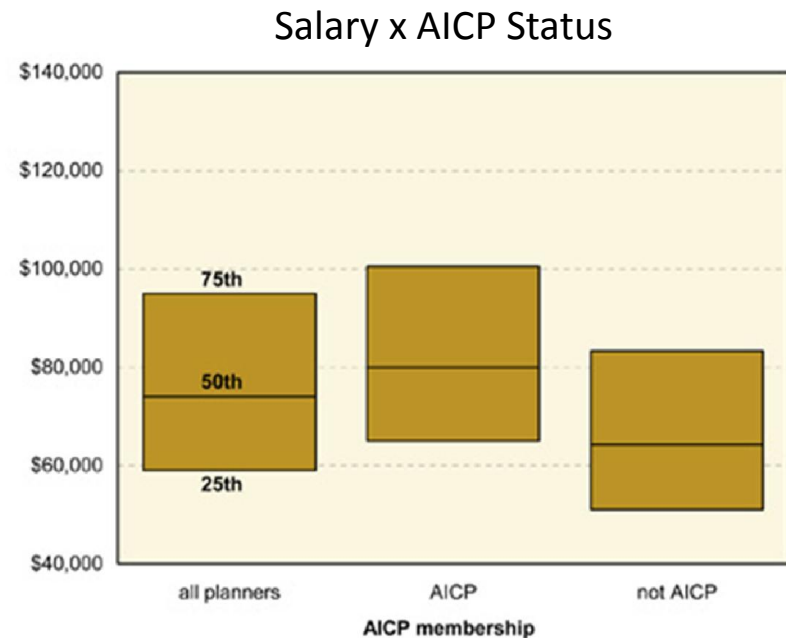
What are the Benefits of AICP?

Benefits of AICP

- Demonstrates level of advanced competence
 - National recognition
- Demonstrates a commitment to excellence and high ethical standards
 - AICP Code of Ethics
- Places value on staying current in planning field
 - Continued education
- Employment/Career Advancement
 - Recognized experience and education

Benefits of AICP

- Higher compensation
 - APA/AICP 2014 Planners Salary Survey
 - AICP members earn median salaries \$15,700 more than non-AICP members
 - When control for experience, AICP members earn higher salaries, although at a narrower margin
- Marketing
- Personal achievement



Source: APA/AICP 2014 Planners Salary Survey, Salary Survey Summary

What are the Eligibility Requirements to Sit for the Exam?

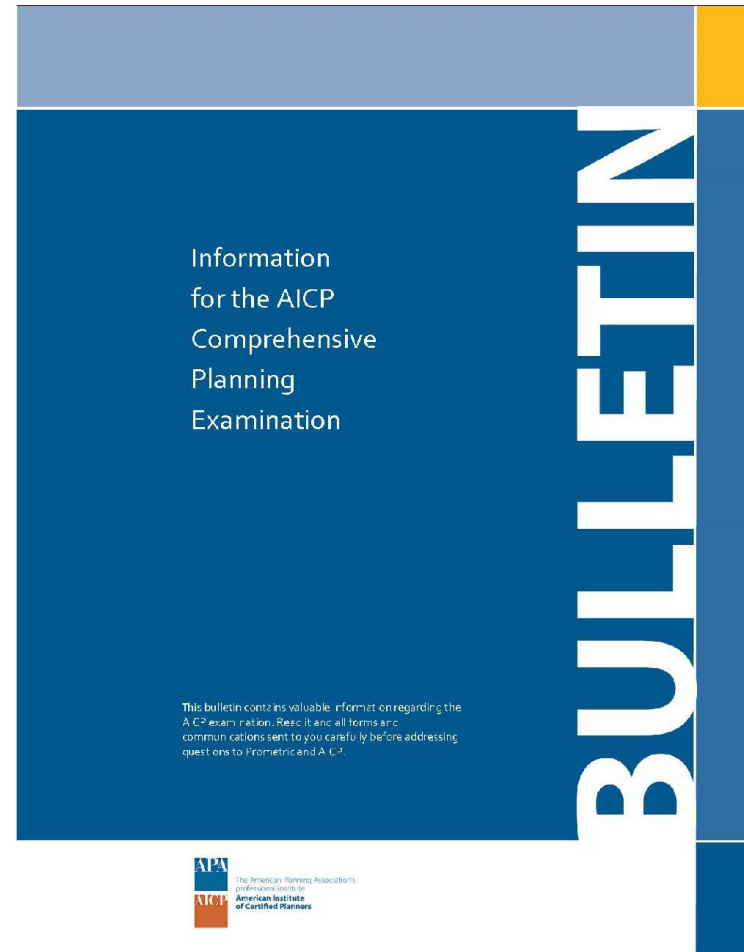


Eligibility Requirements

- Current member of APA
- Engaged in professional planning
 - Involve a professional level of responsibility and resourcefulness while applying a planning process appropriate to the project or situation
 - Demonstrate a comprehensive point of view
 - Influence public decision making in the public interest

Eligibility Requirements

- Must demonstrate professional planning experience
 - Respond to three areas of experience
 - Single responses that pull from experience throughout career
- Refer to the Exam Bulletin
 - Provides specific Dos and Don'ts



Eligibility Requirements

- Education – at time of application submission

Level of Education	Total Number of Years of Professional Planning Experience Required
Graduate degree in Planning from a program accredited by the PAB	2
Bachelor's degree in Planning from a program accredited by the PAB	3
Graduate degree in Planning from a program not accredited by the PAB	3
Any other post-graduate, graduate, or undergraduate degree	4
No college degree	8

PAB = Planning Accreditation Board



Eligibility Requirements

■ Verifications

- Must verify each job listed
 - Employer must provide letter verifying professional experience
 - See sample letter in Exam Bulletin
- Must verify each degree listed
 - Notarized diploma
 - Official transcript
 - Letter from university

How Do You Navigate the Application Process?



Application Periods

- November 2016
 - Application period **June 1 – June 30**
 - Early bird registration **June 7**
 - Registration Deadline **October 31**
 - Testing Window **November 11 – 20**
- May test window – 2 weeks
 - Application period opens in December and due in early January

Completing the Application Process

- Bring APA membership up-to-date
- Review requirements for AICP membership – **Refer to Bulletin!!**
- Focus on providing strong responses to AICP professional planning criteria
 - Specific to **YOU** and **YOUR** experience
 - Proofread your responses
 - Second set of “eyes”

Completing the Application Process

- Submit online application
 - Upload verification documents
 - Pay fees
 - Application Fee \$70 (non-refundable)
 - Exam Fee \$425 (refundable for denied or incomplete application)
- Apply early
 - Opportunity to revise application if not approved
 - Receive early notification of your application status
- Monitor your application
 - Up to 10 weeks to review
 - APA provides status updates
 - Approved, denied, pending, incomplete, verification complete, under review, not yet submitted

Scholarship Opportunities

- Administered through APA California
 - Scholarships of \$360
 - Remaining cost \$135 (\$70 application fee and \$65 exam)
 - Can be reimbursed if already paid fees
- Evaluated based on need (confidential process)
- Potential to receive scholarship from your local section if not selected at State level

Scheduling the Exam

- Receive Authorization to Test (ATT) Code and instructions to schedule test
- Approvals good for 6 exam cycles
- Schedule appointment online - Prometric
 - Keep in mind Prometric administers a variety of tests
 - Make appointment at least 48 hours before testing window opens
 - If you schedule your exam and don't take exam you will have to pay the test fee to take it again

How Do You Prepare For the Exam?

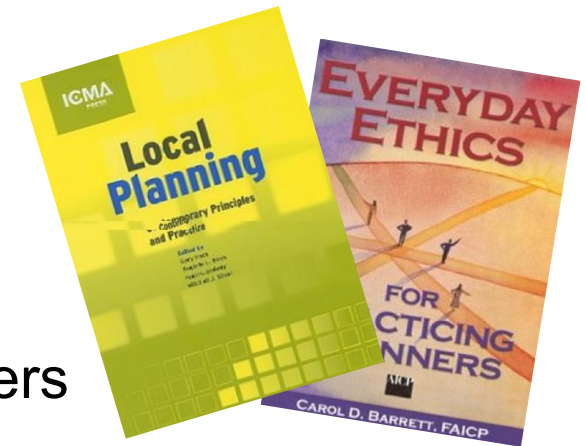


What's on the Exam?

Plan Making and Implementation [30%]	Functional Areas of Practice [25%]	Spatial Areas of Practice [15%]
<ul style="list-style-type: none"> A. Visioning and goal setting B. Quantitative and qualitative research methods C. Collecting, organizing, analyzing, and reporting data and information D. Demographics and economics E. Natural and built environment F. Land use and development regulations G. Application of legal principles H. Environmental analysis I. Growth management techniques J. Budgets and financing options K. GIS/spatial analysis and decision making L. Policy analysis and decision making M. Development plan and project review N. Program evaluation O. Communications techniques P. Intergovernmental relationships Q. Stakeholder relationships R. Project and program management 	<ul style="list-style-type: none"> A. Community development B. Comprehensive or long range planning C. Development regulation or administration D. Economic development and revitalization E. Economic analysis and forecasting F. Educational, institutional, or military facilities planning G. Energy policy H. Food system planning I. Growth management J. Hazard mitigation and disaster planning K. Historic preservation L. Housing M. Infrastructure N. Labor force or employment O. Land use P. Natural resources and the environment Q. Parks, open space and recreation R. Planning law S. Policy planning T. Public services U. Social and health services V. Transportation W. Urban design 	<ul style="list-style-type: none"> A. Planning at national level B. Planning for multi-state or bi-state regions C. Planning for state D. Planning for sub-state region E. Planning at county level F. Planning for urban areas G. Planning for suburban areas H. Planning for small towns I. Corridors J. Neighborhoods K. Waterfronts L. Historic districts or areas M. Downtowns
History, Theory and Law [15%]	Public Participation and Social Justice [10%]	AICP Code of Ethics and Professional Conduct [5%]
<ul style="list-style-type: none"> A. History of planning B. Planning law C. Theory of planning D. Patterns of human settlement 	<ul style="list-style-type: none"> A. Public involvement planning B. Public participation techniques C. Identifying, engaging, and serving underserved groups D. Social justice issues, literature, and practice E. Working with diverse communities F. Coalition building 	

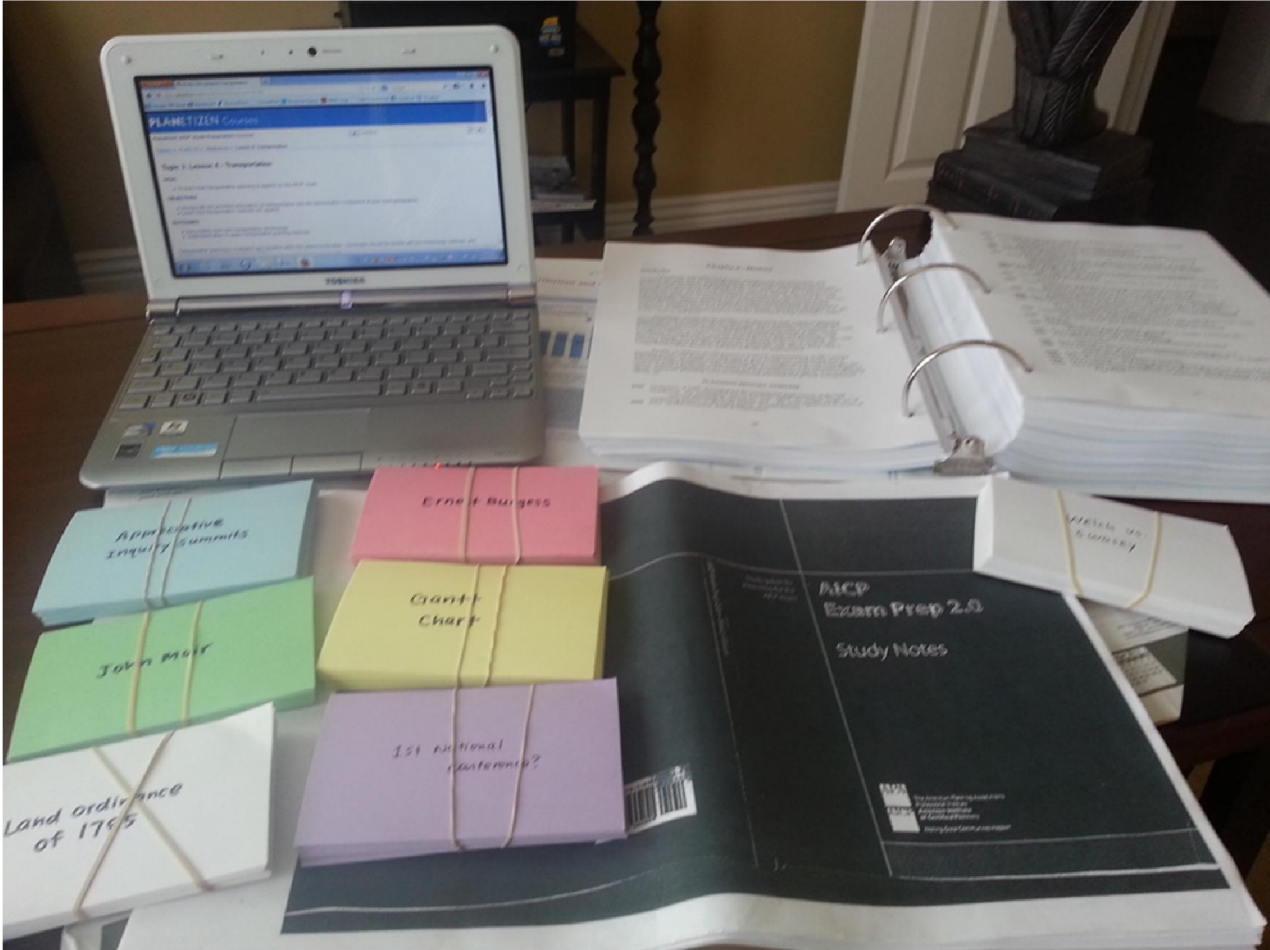
Study Materials and Resources

- **Refer to handout!**
- Some of the most valued study materials:
 - Online Courses:
 - Planetizen AICP Exam Prep Class
 - AICP Exam Prep 3.0
 - APA Policy Guides & AICP Code of Ethics
 - Practice Tests (PlanningPrep.com)
 - Books:
 - “The Green Book”
 - Contemporary Urban Planning
 - Everyday Ethics for Practicing Planners



Study Materials and Resources

What 80+ hours of studying looks like!



Study Tips

- **Start early**
 - Start by focusing on how to study, rather than what to study. It takes time to develop a study “rhythm.”
- **Make flashcards**
 - But remember, flashcards take time to prepare!
- **Memorize important law cases, legislation, events, places and people**
 - For law cases, know the constitutional basis for the legal action (e.g., free speech, takings, due process)
- **Pace yourself**
 - Take breaks. Don't cram too much information in a short period of time.

Study Tips

- Don't just study "trivia"
 - Think bigger picture and practice scenario type questions
- Know your weaknesses.
 - Based on your job type, memorization skills, and interests
- Understand the interrelatedness of material.
 - Don't just study linearly. Understand relationships and recognize that material can overlap. (EX: A planner could be important in the areas of housing and urban design for different reasons.)
- Take practice tests, and time yourself!

Study Tips

- **Remember, everyone's studying experience is different!**
- **Advice from Exam Passers:**
 - Arlene Granadosin (November 2015)
 - Ryan Bensley (November 2015)
 - Nick Chen (May 2016)

Test Taking Tips

- 3.5 hours to answer 170 questions
 - Approximately 1.2 minutes per question
 - Don't spend too long on one complicated question your first run through– choose an answer, mark it, and come back to work through it
 - If you're stuck, use process of elimination.
- Many questions are subjective!
 - Which is the “best” answer?
 - Some questions originate from the ethical concept of a planner's responsibility to the public interest.

Test Taking Tips

- Understand that you will not know every answer.
 - No amount of studying will help you with every question.
- Professional expertise, experience, and judgment will be tested.
 - You must understand APA / AICP organizational policies and ideology.
- Remember, **this is a national exam!**
 - Approach it with a universal, idealistic perspective

Illustrative Test Questions

1) You are asked to devise a plan to increase destination accessibility within the Hillside neighborhood. Your planning effort primarily involves principles of:

I. Sustainability

II. Connectivity

III. Complete Streets

~~IV. Comprehensive Planning~~

A. II, III, IV

B. II, III ★

C. I, IV

D. All of above

Illustrative Test Questions

2) The Planning Director asks you to put together a new general plan for the city. Some of the following steps you'd propose to undertake would occur in the following order:

- I. Preparing plan
- II. Collecting data and analysis
- III. Identifying issues and stakeholders **1st Step**
- IV. Stating Goals, Objectives and Priorities **2nd Step**

A. II, IV, III, I

B. I, II, III, IV

C. III, IV, II, I



D. III, II, IV, I

Illustrative Test Questions

3) Orange County is quickly losing its prime agricultural lands to new suburban development. Among the planning tools your Planning Director wishes to utilize to help protect agricultural lands is a TDR program. The potential use of this tool will likely involve you in a discussion of the legal principles established in:

- I. Penn Central Transportation Co. vs. City of New York (1978)
- II. Spur Industries vs. Del Webb Development Co. (1972)
- III. Village of Euclid vs. Ambler Realty (1926)
- IV. Fred. F. French Investing Co. vs. City of New York (1976)

A. I

B. II


C. II, III

D. I, IV




Illustrative Test Questions

4) The Planning Director of a small city wants to get as much public input as possible on a city-wide study. Which of the following would be the LEAST effective method of stimulating citizen participation?

- A. Contacting neighborhood leaders, advising them of the study, and asking them to report neighborhood reaction
- B. Completing a draft of the study, printing the draft report, and asking for citizen comments on it
- C. Preparing press releases that give the general scope of the study and asking for comments from the general public
- D. Offering to address interested neighborhood or other civic groups on the subject of the study 

Illustrative Test Questions

- 5) The three C's of a good staff report are:
- A. Consistency, Compatibility, Compr~~X~~ensive
 - B. Compliance, Consistency, Compatibility 
 - C. Compliance, Consistency, Compr~~X~~ensive
 - D. Comp~~X~~ensive, Consistency, Compatibility

What Should You Know About Taking the Exam?

Taking the Exam

- Bring two forms of identification
 - Primary forms: valid passport, valid drivers license, or photo employee ID card
 - Secondary forms: military ID card, citizenship card, credit card with signature, social security card, or bank card
 - Name on identification must match name on ATT

Taking the Exam

- Plan to be at test center for 4 hours
- Arrive 30 minutes before appointment
- Store personal items in locker
- Test center provides a basic calculator
- You have 3.5 hours to answer 170 questions – 150 are scored
- 15 minute tutorial prior to exam and 15 minute survey after the exam



Taking the Exam

- You can mark questions for later review
- The computer tracks and displays time remaining
- You can change your answers
- Once time has expired, you cannot review answers
- Unofficial score is provided at end of survey

Scoring the Exam

- Scores are on a scale of 25-75, with 55 as passing score
- Official scores are provided by mail within 6-8 weeks after exam window closes
- Candidates are provided with number of correct answers in each content area
- Pass rate is approximately 65%

Congratulations, You are a Certified Planner!

Now What?



AICP Membership

- Cannot use AICP designation until AICP dues are paid
 - Annual fee in addition to APA Membership Dues
- Mandatory continuing education
 - Certification Maintenance (CM) program
- Why CM?
 - Keeps planners up to date on latest trends, technologies, and best practices
 - Strengthens the value of certification
 - Ongoing commitment to excellence

Earning CM Credits

- 32 CM credits within 2 year reporting period
 - 1.5 ethics; 1.5 law
 - Can carry over 16 credits into subsequent reporting period
 - CM log through National website
- Attending an approved activity
- Speaking/instructing at an approved activity
- Self-reporting
- Authoring an article

Earning CM Credits

- National
 - National conference
 - Distance education
 - Tuesdays at APA
- State
 - State conference
 - 2014/15 Recorded Conference Sessions
 - CD lending program
 - Webcasts – Utah Chapter website
- Orange Section
 - Monthly lunch programs
 - Co-sponsored events
 - Special events
- Other Opportunities



Save the Date

PLACEMAKING ON A BUDGET

It's all about creating places for people. As people join OC-APA for an interactive and fun workshop, you'll learn about the latest in placemaking. We'll be discussing new interactive online tools you can use to engage the community to work together and improve places. This workshop will use the Beach Boulevard Corridor Plan and its recent community outreach effort as a case study.

Presenters: Al Zeleka, FAI, City of Riverside; Susan Hansen, RFP Consulting; and Dan's Distance, October 22, 4.0 CM Credits Pending.

Thursday, October 16, 2014
9:00 AM to 1:00 PM
 West Anaheim Youth Center
 320 S Beach Blvd, Anaheim, CA 92804

Registration begins at 8:30 AM. Breakfast and Lunch Provided.
 Cost: \$40 APA Members, \$50 Non-Members, \$15 Students.
 SPACE IS LIMITED! Don't delay, RSVP to space@planningforpeople.org.

OC-APA Monthly Programs

When Everything Goes Wrong: Navigating through Ethical Dilemmas

Thursday, April 21, 2014
11:00 AM – 1:00 PM
 Registration begins at 11:00 AM
 Lunch Reservation from 11:30 AM to 1:00 PM

Speakers:
 Carol Bovee, FAICP
 Author of "Everything's about for Planning's Sakes," published by ACP Press.

Cost:
 \$20 for members, \$35 for non-members, \$20 for students.

Location: Harvard Community @Kettle Park
 14701 Harvard Avenue, Irvine, CA 92604

How to Register:
 1) Register on www.oc-apa.org
 2) On day of the event, RSVP to Stephanie Bovee, Vice Director of Program, stephanie@oc-apa.org

Deadline: Please RSVP by Monday, April 14 at noon.
 Registrations received after the deadline will be denied.

Notes: Lunch and coffee will be provided.

www.oc-apa.org

Resources

- National APA Website
 - planning.org
- California Chapter Website
 - apacalifornia.org
- Orange Section Website
 - oc-apa.org



Questions

