



Connecticut

Connecticut Chapter of the American Planning Association

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CCAPA AICP Certification Maintenance

Committee Work Program Summary

As Approved by CCAPA Executive Committee On December 7, 2007

The following is a summary of the CCAPA AICP Certification Maintenance Committee meetings that were held on November 16, 2007 and November 28, 2007, and as modified and approved by the CCAPA Executive Committee on December 7, 2007. The Committee includes Marcia Banach, Patrice Carson, Glenn Chalder, Matt Davis, John Pagini, Donald Poland, and Dan Tuba.

CM Committee Goals

- Meet the CM program requirements for CCAPA members.
- Promote and provide quality continuing education for all CCAPA members (Regular or AICP).
- To lobby and work with APA and AICP to improve the implementation and administration of the CM program.

Discussion Items for Consideration

- Should CCAPA try to meet all the CM needs at the Chapter level?
- Should CCAPA provide 100% or 150% of CM requirements?
- Should CCAPA partner with the MA, NY Metro, and RI Chapters to provide CM programs?
- Should CCAPA, in working with Nation APA and AICP, try to provide pre-qualified CM programs so that the membership can plan for programs and expenses and make good choices on programs?
- What should and can CCAPA do to partner with other organizations to provide CM and non-CM programs?
- What are our philosophy and/or policy regarding expenses and revenues?

CCAPA CM Implementation Strategy

Objective: The Connecticut Chapter of the American Planning Association will provide quality continuing education for its members regardless of whether or not they have AICP designation. Our object is to offer a minimum of 30 CM credits per year within or close to the state of Connecticut. The following is how CCAPA will accomplish this:

- CCAPA will provide 12 CM credits per year itself. This will include 1.5 hours of ethics and 1.5 hour of land use law required for CM.
- CCAPA will provide additional CM credits as part of the Southern New England Planning Conference.
- CCAPA will coordinate efforts with Chapters adjoining Connecticut (MA, NY Metro, and RI) to make CM credit programs available to members. This will include notifying other Chapters of our CM qualified programs and seeking similar announcements from other Chapters.
- CCAPA will coordinate efforts with other Connecticut based organizations (many who we have co-sponsored events with in the past) to provide an additional 18 credits per year.
- CCAPA will provide monthly E-news updates to notify members of continuing education programs that are available, pre-qualified, or requested for CM credit approval.
- CCAPA will encourage other organizations (and partner with other organizations) to provide CM credit approved programs.
- CCAPA will develop a CCAPA policy (in addition to the CM requirements) to fund programs provided by other organizations that provide CM credits for our members. This policy will ensure that CCAPA and its partners provide the highest quality continuing education programs and that these programs are within the financial means of CCAPA. The following are criteria for review programs:
 1. The program is planning related and relevant.
 2. The aim of the program is to educate participants.
 3. The presenters are qualified to present on the subject matter.
 4. The program content and subject matter is of a level acceptable for educating a professional planner.
- CCAPA will do our best to hold those organizations harmless of fees. Therefore, CCAPA will utilize a following criteria to evaluate programs and CCAPA fiscal role in those programs:
 1. If CCAPA is involved in the development of program, content, and presenters then CCAPA will pay all CM fees (the provider fee and per credit fee).
 2. If CCAPA is a sponsor of the program, but was not involved in development of the program, than CCAPA will only pay the CM providers fee.
 3. If CCAPA is not involved in developing the program and is not a sponsor of the program, then CCAPA will not provide any CM fees. CCAPA will provide announcements and website postings of events that are relevant and beneficial to CCAPA members.

CCAPA CM Implementation Logistics

If CCAPA is going to implement this ambitious CM Continuing Education Implementation Strategy then we are going to need to plan for the logistics related to the program. This will require a significant commitment from the Chapter and a significant change in how we plan and implement CCAPA programs. The following are preliminary thoughts related to the logistics:

- For CCAPA to provide 12 CM credits per year itself we will need to pre schedule and plan a minimum of 3 CCAPA programs a year which are CM qualified. [The CCAPA President will propose a new approach to planning event and our work schedule at the next CCAPA Executive Committee meeting.]
- CCAPA will need to recruit members to serve on the PDO Committee and Program Committee.
- CCAPA, through its PDO, will need to coordinate CM efforts and programs with the neighboring Chapters.
- CCAPA will need to reach out to those organizations that we have co-sponsored events with in the past to inform them of our strategy and policies related to programs and CM fees.
- CCAPA will need to reach out to other organizations to encourage them to consider and provide CM qualified programs.
- CCAPA will need to form a committee to study and evaluate the potential to develop and implement a Connecticut based and focused Continuing Education Program for all planners.