Overview Agenda

- Why AICP?
- AICP Eligibility Requirements
- Exam Registration Process
- Test Scheduling
- Exam Overview
- Exam Elements
- Exam Preparation Material
- Test Taking Tips
- CM Program Overview
Why AICP?

- Nationally-recognized professional standard
- Establishes credibility with peers and potential employers
- Employment advantage
- Level above partisan / political field
- Code / standards of ethical behavior
- Additional $
Eligibility Requirements

- Current member of APA.
- Be engaged in professional planning, currently or in the past.
- Have completed, at the time of application submission, a specific combination of education and experience.
- Must provide confirmation of degree and job verification from each employer.
## Eligibility Requirements

### Level of Education

<table>
<thead>
<tr>
<th>Accreditation</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accredited graduate degree in planning</td>
<td>2 years</td>
</tr>
<tr>
<td>Accredited bachelors degree in planning</td>
<td>3 years</td>
</tr>
<tr>
<td>Non-accredited graduate degree in planning</td>
<td>3 years</td>
</tr>
<tr>
<td>Any other degree</td>
<td>4 years</td>
</tr>
<tr>
<td>No college degree</td>
<td>8 years</td>
</tr>
</tbody>
</table>
Eligibility Requirements

Professional Planning Experience

- Influencing public decision making in the public interest
- Demonstrate a comprehensive point of view when implementing professional tasks
- Involving a professional level of responsibility and resourcefulness while applying a planning process appropriate to the project or situation
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Application Response Tips

- Review the Do’s and Don’ts section of the Exam Bulletin
- Speak in the first person – don’t speak to what the “team” did
- Refrain from using bullets and writing in incomplete sentences
- REMEMBER – Reviewers are required to base their decision on your criterion responses. Do not assume your application will be approved just because you have a lot of planning experience
Eligibility Requirements

Types of work NOT generally considered professional experience:

- Subdivision design
- Site design work
- Traffic engineering
- Land surveying or mapping
- Community organization or social work
- Work at a pre-professional level
- Elected and appointed officials
How to Register and Take the Exam

- AICP Exam Information Bulletin
Registration Process

- One Step Process - one form, one fee
- Register and submit fee at [www.planning.org/certification](http://www.planning.org/certification)
- Deadline about 2 months in advance
- Fee - $495 ($70 application & $425 exam fee)
- Education and employer verification required
- *Early Bird Application* desirable – chances to resolve issues in same window
Registration Process

Reduced Fee Scholarship

- CT – 1
- Fee for first time applicants - $145
- If previously approved – Fee $75
- Difference will be promptly refunded if approved for the scholarship after submitting the registration fee
Registration Process

Reduced Fee Scholarship – Eligibility Criteria

- Applicant shall submit a written explanation of financial hardship
- Criteria
  - Members of ethnic or racial minorities shall be given preference
  - The applicant(s) selected will be otherwise unlikely to take the exam without the reduced fee
  - The applicant’s employer will not subsidize the exam fee
Military veterans (and their surviving dependents) who are also approved AICP applicants (meaning they have paid the registration fee to AICP and taken the exam), can now ask the Veterans Administration to reimburse them the fee.
Upon application approval, you are notified and sent info that includes exam prep resources

AICP forwards your name to test administrator (Thomson Prometric)

E-mail confirmation by AICP

Thomson Prometric issues Authorization to Test (ATT) 6 weeks before testing window
Upcoming Exam Testing Windows / Deadlines

- **May, 2017**
  - Testing Window: May 10 - 23, 2017 *(application closed)*
  - Registration Deadline: April 28, 2017

- **November, 2017**
  - Application Window Opens: June 1, 2017
  - Application Deadline: June 6, 2017
  - Early Bird: June 30, 2017
  - Testing Window: November 6-20, 2017
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About the Computer-based Exam

On-line tutorial

Scheduling Your Appointment

- Schedule exam appointment at [www.prometric.com](http://www.prometric.com) at least 48 hours before test window
- If attempt fails, call Candidate Service Call Center (CCSC) at 800-796-9853
- Confirm that you are taking Comprehensive Planning Examination (CPE)
Scheduling Your Appointment & Cancellation Requirements

- Have your ATT on hand when making appointment
- You will be assigned a confirmation #
- See cancellation requirements, “no show” fees, & transfer procedures to next testing window in the Bulletin
About the Computer-based Exam

- Arrive 30 minutes before scheduled appointment
- Make sure you know where the test center is!
- 2 Forms of ID (Passport, driver’s license, SSA Card, etc. [see Bulletin])
- Name on ID **must** match name on your ATT
About the Computer-based Exam

- Calculator Provided
- Scratch paper provided
- Bring a watch (dumb, not Smart!)
- Do NOT bring books or reference materials
- NO Smart Phones or Smart Watches
About the Computer-based Exam

- Testing appointment – 4 hours
- 3 ½ hours for 170 questions
- 20 questions are pre-test and do not count
- 30 minutes for brief tutorial and brief questionnaire at end
About the Computer-based Exam

- Positive experience
- System easy to use
- Computers were fast enough that it did not take long for questions to appear
- Easier and quicker to go back to questions
- Test environment comfortable; Prometrics people helpful
- Easy to concentrate in cubicles
- Personalized
Test Taking Tips

- Plan to go through the exam 2-3 times
- First, go through the exam and answer all the “easy” questions.
- Mark questions you cannot immediately answer and go on at once to next question.
- After first run-through take a breath!
- Go through second time and answer all questions—or a third time for the really tough ones.
- Enter your best guess — there is no penalty
Sample Question:

The industry classification system that replaced the U.S. Standard Industrial Classification (SIC) system is:

(A) North American Free Trade Agreement (NAFTA).
(B) The North American Industry Classification System (NAICS) The New Standard
(C) Industrial Classification system (NSIC)
(D) None of the above.
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Sample Question:

Which of the following court cases are concerned with takings?

I. Nollan v. California Coastal Commission
II. Associated Homebuilders v. City of Livermore
III. First English Evangelical Lutheran Church v. County of Los Angeles
IV. Lucas v. South Carolina Coastal Council

(A) I only
(B) I and II
(C) I and III
(D) I, III, and IV
Sample Question:

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*Livermore upheld the legality of an initiative requiring that building permits be issued only if adequate educational, sewer, and water facilities are provided.
Sample Question:

Which of the principles of the AICP Code of Ethics and Professional Conduct are applicable to instances of sexual harassment?

I. A planner must not commit a deliberately wrongful act, which reflects adversely on the planner’s professional fitness.

II. A planner must respect the rights of others and must not discriminate.

III. A planner must have special concern for the long-range consequences of present actions.

A. I and II
B. I, II, and III
C. I and III
D. II and III
Sample Question:

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A. I and II  
B. I, II, and III  
C. I and III  
D. II and III
Sample Question:

Between July, 2005 and July, 2006, the population of which state grew by almost 580,000, more than any other state?

A. Texas
B. Nevada
C. Arizona
D. California
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Between July, 2005 and July, 2006, the population of which state grew by almost 580,000, more than any other state?

A. Texas*

B. Nevada

C. Arizona

D. California

* Texas's population surged because of an influx of displaced people from Louisiana following Hurricanes Katrina and Rita
This Supreme Court decision removed the "substantially advances" test for takings cases:

A. Village of Euclid v. Ambler Realty Co. (1926)
B. Agins v. City of Tiburon (1980)
C. Lucas v. South Carolina Coastal Council (1992)
D. Lingle v. Chevron USA (2005)
Sample Question:

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B. Agins v. City of Tiburon (1980)
C. Lucas v. South Carolina Coastal Council (1992)
D. Lingle v. Chevron USA (2005) *

* Agins v. Tiburon had created the "substantially advances" test, but Lingle v. Chevron removed it
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Study Tips

- Start early and continue to refresh
- Flash cards for rote knowledge
- Memorize significant dates and events
- Take practice tests
- Focus on your weak areas
- Think in terms of a National perspective
Study Tips

- Know current trends
- Read current material — i.e. Planning Magazine and JAPA
- Study the AICP Code of Ethics
- Focus on citizen participation issues
- U.S. Census — Go to www.census.gov
- Exam includes 2010 Census questions
Exam Overview

- Shift since 2000 - AICP slowly and deliberately shifting the focus to be more oriented to testing the application of planning knowledge and experience
- Reduced emphasis on rote memorization of facts and figures
- More decision making on the part of examinees
Great breadth of subject matter, not depth
Test knowledge and skills
Knowledge – 40% - history, law, ethics, land use, etc.
Skills – 60% - demonstrate ability to work within a planning process, formulate goals, recognize appropriate quantitative research methods, etc.
Many questions require professional judgment, intermixed with technical knowledge
Exam Overview

- Need familiarity with the public planning process: planners’ roles; responsibilities of planning commissions and zoning boards; zoning and decision making; public hearing process; citizen participation
- “What would you do” planning process questions
- Emphasis on agency management; policy and decision making; citizen participation; & ethics
Outline of Exam Subject Matter

- I. History, Theory and Law [15%]
- II. Plan Making and Implementation [30%]
- III. Functional Areas of Practice [25%]
- IV. Spatial Areas of Practice [15%]
- V. Public Participation & Social Justice [10%]
- VI. AICP Code of Ethics and Professional Conduct [5%]
Preparing for the Exam
Resources through APA

- AICP Exam Tutorial
  http://planning.org/_offsite/certification/tutorial/
- Selected readings – APA web site
- Planning magazine
  http://www.planning.org/planning/
Preparing for the Exam
Resources through APA

- Planning History Timeline

www.wyopass.org/Upload/File/Planning_history_timeline_final.pdf
Preparing for the Exam

CPC Study Manual
Preparing for the Exam
AICP Exam Prep 3.0

- Web based
- Video, Powerpoint and sample questions
- Delivered by planning experts with accompanying handouts and quizzes

- Cost - $249.00
Preparing for the Exam
Readings Recommended by AICP

APA General Reference Books

Preparing for the Exam

Readings Recommended by AICP

- **APA General Reference Books**
Preparing for the Exam
Readings Recommended by AICP

- **APA General References**
  - Planning magazine [http://www.planning.org/planning/](http://www.planning.org/planning/)
  - PAS reports [http://www.planning.org/pas/reports/](http://www.planning.org/pas/reports/)
Preparing for the Exam
Readings Recommended by AICP

Planning Theory for Practitioners, Michael P. Brooks, FAICP. Chicago, APA Planners Press
Preparing for the Exam
Readings Recommended by AICP

Qualitative Analysis for Planning & Policy:
Beyond the Numbers, John & Sharon Gaber
Preparing for the Exam
Readings Recommended by AICP

*Design With Nature*
Preparing for the Exam
Readings Recommended by AICP

AICP Code of Ethics and Professional Conduct,
revised October 3, 2009

http://www.planning.org/ethics/ethicscode.htm
Preparing for the Exam

Some Important Readings Recommended by AICP

*Everyday Ethics for Practicing Planners*,
Carol D. Barrett, FAICP

*Predates latest revision of AICP Code of Ethics, but 54 real-world scenarios are essential reading*
Preparing for the Exam

Some Non-APA Resources

- Planetizen  [http://www.planetizen.com/courses/aicp](http://www.planetizen.com/courses/aicp)

- Beware of sites like “passforsure” and “testking”, which apparently do not provide credentials of “faculty”
PLAN-310: Planetizen AICP Exam Preparation Course

Instructor
Jennifer Evans-Cowley, PhD, AICP

Registration
Online Course - $245.00
Online Course, Plus Essential Readings in Urban Planning
Enhanced Class $589; Premium - $689

https://www.planetizen.com/store/aicp
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CT Chapter
Professional Development Officer

- Susan Westa, AICP
  Community Engagement Director
  CT Main Street Center
  c/o Eversource, PO Box 270
  Hartford CT 06141
  860.280.2032
  susan@ctmainstreet.org

- www.ccapa.org for AICP exam and study material
CT Chapter Resources

- Annual Classroom – Spring (Saturday)
- SNEAPA Exam Prep - Fall
- Chapter President’s Council CD – N/C
- Some “Select Readings” Recommended by AICP available in Meriden Public Library
- AICP Exam Reduced Fee Scholarships
- Annual Ethics Workshop at SNEAPA & CCAPA “Hot Topics”
When You Pass...

- Look for “official” confirmation
- AICP dues upon passing the exam
  - $100 - $190 (salary-based)
- APA dues $160-$385
- Chapter Dues - 35% of APA dues
- See your PDO and APA website about Certification Maintenance [http://www.planning.org/cm/index.htm](http://www.planning.org/cm/index.htm)
Certification Maintenance ("CM")

- Mandatory Certification Maintenance Program approved by AICP Commission on April 13, 2007
- 32 CM credits of “eligible professional development activities”
- 2-year cycle
- New AICP members: January 1 following passage and payment of AICP dues
Certification Maintenance (‘‘CM’’)

- 4-month grace period to achieve credit requirements
- Up to 16 credits may be carried over to next cycle
- Planners must earn a minimum of 1.5 credits in each cycle for the following:
  - Ethics
  - Current Planning Law
Certification Maintenance ("CM")

- **Activities that do **not** qualify for CM Credit:**
  - APA leadership business meetings
  - Mentoring activity
  - Volunteer activity
  - Teaching for salary, fee, or honorarium
Certification Maintenance ("CM")

Create a personal development plan:

- Attend national or regional APA conferences
- Attend state programs and brownbag lunches
- Present a CM-approved session (1 CM additional credit)
- Ask your favorite providers to register their courses
- Participate in APA distance learning activities through CD-ROMs, podcasts, telecasts, or other downloadable recordings,
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Hankie is Tired!
Connecticut Association of Zoning Enforcement Officials

CAZEO

www.cazeo.org

CAZEO Mission

The Connecticut Association of Zoning Enforcement Officials (CAZEO) is a voluntary, professional membership association that promotes comprehensive zoning enforcement policies in the State of Connecticut.

Founded in 1979, with only 20 members, the membership has grown to over 250 in 2010. The original members recognized that Zoning Enforcement Officials require special study, knowledge, and skills to bring about a high level of professional competence.

The State of Connecticut is comprised of 169 municipalities in which CAZEO presently has members in 109 of these municipalities.
Connecticut Association of Zoning Enforcement Officials

CAZEO

CAZEO Meeting
Wednesday, April 5, 2017
11 Monticello, 577 S. Broad St, Meriden

Cost of Seminar:
$35 for Members / $50 Non-Members

AGENDA

10:00: Registration
10:30: Air BnB-Dwight Merriam
Noon: Lunch
1:00: Business Meeting
1:15: Land Use Disputes-Role of the Town vs. Surveyor-Wayne Ziroli

**NEW Please bring Payment to meeting

IMPORTANT DATES
May 1, 2017: Case studies due
June 7, 2017: CAZEO Meeting

Mail all case studies to
Robert M. Flanagan - CAZEO, ACIF
City of Bristol
Department of Public Works
City Hall
III North Main Street
Bristol, CT 06010

Dwight M. Merriam, P.A.C.E.P., of the law firm of Robinson & Cole LLP, is a Fellow and Past President and of the American Institute of Certified Planners and Past Chair of the ABA Section of State and Local Government Law. He chairs the Connecticut Bar Foundations Cooper Fellowship Education and Program Committee. He has taught land-use law at Vermont Law School and UConn Law School, and presently teaches at the Quinipiac University School of Law. He has published over 200 articles and 15 books, including serving as co-editor of the leading treatise in the field, Robinson’s Zoning and Planning Law and local author of the textbook Planning and Control of Local Development, Urban Planning Law, UNC MBA, and Yale LS. Wayne Ziroli is the newly elected president of the Connecticut Association of Land Surveyors (CAZEO) and is a licensed land surveyor and civil engineer currently working for the Borough of Naugatuck as a borough engineer. His career in surveying and engineering spans almost 44 years, working over 25 years in the private sector before being hired by the Borough of Naugatuck. Wayne became a licensed surveyor in 1984 and a licensed engineer in 2002. He is married with two grown children, loves the outdoors and working with people to improve our lives and our surroundings. Wayne maintains a small engineering and surveying practice in Litchfield.
Connecticut Association of Zoning Enforcement Officials

CAZEO

www.cazeo.org

CAZEO Certifications

Certified Zoning Enforcement Technician (CZET)

Certified Zoning Enforcement Official (CZEO)

For more information on certification, please contact:

Robert M. Flanagan, AICP – CZEO
City of Bristol, CT

robertflanagan@bristolct.gov or 860-584-6227
Good Luck!