Checklist for CM Event Entry

Providers of education and training may find the following template useful in collecting data for events entered for CM credit — single live in person and live online, multi-part events, and on demand education. Please visit the CM website at [www.planning.org/cm](http://www.planning.org/cm) for more details.

*Please note that this template is not the actual event entry form. It is a tool to show what information you will need to successfully enter an event online.*

Single Event – Live In Person or Live Online

 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. Please review the [CM Provider Toolkit](https://conference.planning.org/static/_pdf/cm/activities/cmproviderhandbook.pdf) for CM eligibility criteria.

**You will need the following information to enter a single event:**

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| **Single Live In Person or Live Online Entry Details:** |
| **Title of Event**  |  |
| **Start Date**  |  |
| **End Date** |  |
| **Start Time (a.m. /p.m.)**  |  |
| **End Time (a.m. /p.m.)** |  |
|  **City**  |  |
| **Country** |  |
| **State**  |  |
| **This event is Free: Yes or No?** |  |
| **Resource Link**Provide a link directly to the event details, making it easier for AICP members to find (and register for) your training. |  |

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| **Topic:** Select a Main Search Topic (no more than 3): |
|  | American Planning Association |  | Hazards |  | Planning History and Theory |
|  | Career Development |  | Health |  | Planning Methods and Tools |
|  | Commercial Land Use  |  | Historic Preservation |  | Plans |
|  | Community Revitalization |  | Housing Policy |  | Public Participation |
|  | Demographics |  | Industrial Land Use |  | Public Service Delivery |
|  | Economic Development |  | Infrastructure |  | Residential Land Use |
|  | Energy |  | Law |  | Social Justice and Equity |
|  | Ethics |  | Mixed Land Uses |  | Sustainability |
|  | Finance |  | Natural Resources and Environment |  | Transportation |
|  | Food Systems |  | Parks and Recreation |  | Urban Design |
|  | Government |  | Partnerships and Agreements |  | Zoning, Codes and Ordinances |

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| **Event Description** **(4000 char max)** |  |
| 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 (e.g. 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 (e.g. subject matter taught in planning school) is not eligible. Description will be displayed to all members on [www.planning.org/cm/search](http://www.planning.org/cm/search). |
| **Instructors/Speakers**To add your speaker to this event, use the search in the event entry system to find and select from existing list of speakers. If you cannot find the person you are looking for, select "Add New Speaker" to create a temporary record. You will then be able to find and select the temporary record in this search. Once you enter your event, the “added” speaker will be sent an invitation email inviting them to add their bio. |
| **Speaker # 1** | **First Name**  |  |
| **Last Name** |  |
| **Company** |  |
|  | **Email:** |  |
|  | **Phone:** |  |
| **Speaker # 2** | **First Name**  |  |
| **Last Name** |  |
| **Company** |  |
|  | **Email:** |  |
|  | **Phone:** |  |
| **Speaker # 3** | **First Name**  |  |
| **Last Name** |  |
| **Company** |  |
|  | **Email:** |  |
|  | **Phone:** |  |
| **Speaker # 4** | **First Name**  |  |
| **Last Name** |  |
| **Company** |  |
|  | **Email:** |  |
|  | **Phone:** |  |
| **Speaker # 5** | **First Name**  |  |
| **Last Name** |  |
| **Company** |  |
|  | **Email:** |  |
|  | **Phone:** |  |

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| **Criteria for CM Approval**  |
| **Number of Credit Hours Entered**(1.0 contact hours = 1.0 CM credits). Non-instructional activities or breaks cannot be included toward the contact hour(s) and should be discounted from CM credit total |  |
| **Law Credits Entered** (note percentage of session time meeting Law Criteria e.g. 1.5 contact hours = 1.5 CM credits) |  |
| **Ethics Credit Entered**(note percentage of session time meeting Ethics Criteria e.g. 1.5 contact hours = 1.5 CM credits ) |  |