

AICP Exam Overview

SNEAPA Conference 2024

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AICP Exam Prep Overview

- * Why AICP?
- * OnePath to AICP and Requirements
- * Exam Overview
- * Exam Elements
- * Exam Preparation Material
- * Test Taking Tips
- * CM Program Overview

Why AICP?

The AICP is APA's professional institute and provides the only nationwide, independent verification of planners' qualifications. Certified planners pledge to uphold high standards of practice, ethics, and professional conduct, and to keep their skills sharp and up to date by continuously pursuing advanced professional education.



Why AICP?

- * Nationally-recognized standard
- * Establishes credibility
- * Ensures planners stay current in the field
- * Employment advantage
- * Level above partisan / political field
- * Commitment to ethical standards
- * Increased earning potential
- * RFPs frequently require project managers to be AICP.

AICP CLASSROOM

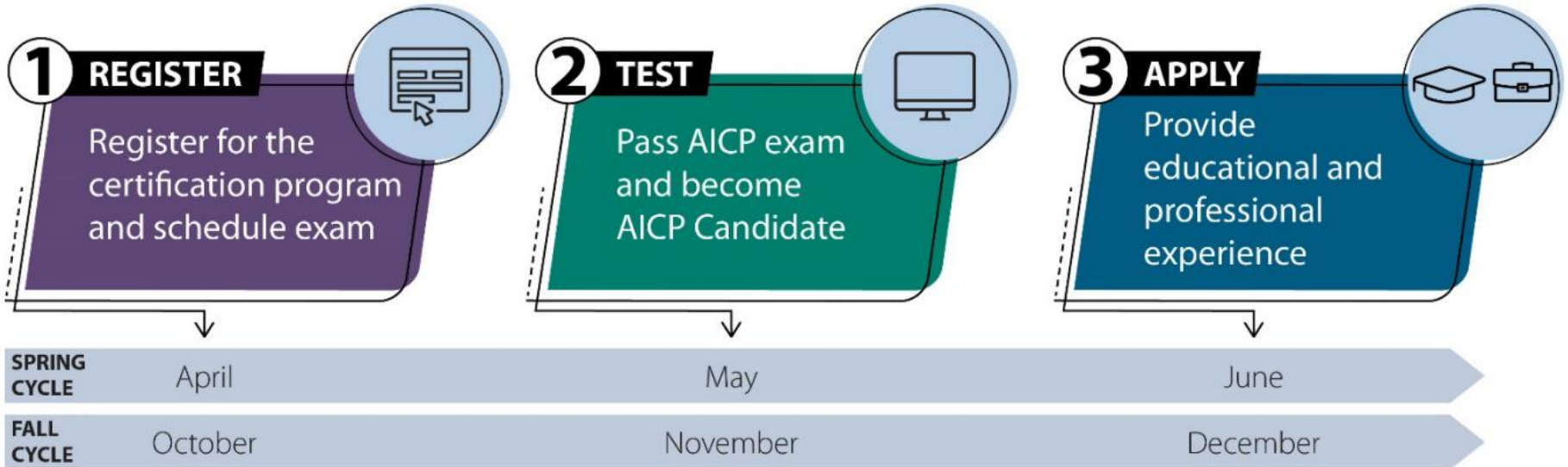
How to Register and Take the Exam

- ❖ AICP Certification Guide

<https://planning.org/media/document/9227012/>



OnePath to AICP



Candidates apply upon completion of experience requirements. There is no restriction on the time between becoming an AICP Candidate and applying for AICP Certification.

OnePath to AICP

- * Step 1: Register (\$305)
 - * Confirm you'll abide by the Code of Ethics
 - * Agree to the Certification Agreement
 - * Schedule Testing Appointment with Prometric
 - * In-person or remote
- * Step 2: Test (\$0)
 - * Upon passing, use the "AICP Candidate" designation
 - * Gain the required experience
- * Step 3: Apply for Certification (\$305)

Reduced fee
scholarships
available

Step 1: Register

- * Register and submit fee at <https://planning.org/certification/register/>
- * You will be asked:
 - * To abide by AICP Code of Ethics
 - * Agree to the Certification Agreement confirming you understand the eligibility requirements
 - * To Confirm that you have read the AICP Certification Guide

Step 1: Register

Scheduling Exam Appointments

- * AICP will send a confirmation email with an eligibility ID and instructions on how to set up your exam appointment with Prometric.
- * You must have your eligibility ID to schedule the exam appointment.
 - * You will be asked for the ID to confirm you're eligible. Test can be taken at any Prometric Center or remotely
- * Once the exam is scheduled, you will receive a 16-digit confirmation number via email. **DO NOT LOSE THIS NUMBER**

Step 1: Register

Transfers and Appointment Changes

- * All schedule changes must be completed at least 48 hours before existing appointment
- * Log into Prometric, enter the 16 digit confirmation number and choose to cancel or reschedule
- * Prometric charges a \$35 fee for cancelling or rescheduling an exam 2-29 days before the scheduled test date
- * Refer to AICP exam guide for transferring to a different exam window. A \$100 fee applies

Step 2: Pass the Exam

- * Once you pass the exam, you may use the “AICP Candidate” designation
- * Added to your APA profile
- * Access to a digital certificate that can be linked to email signature, resume, etc.

Step 3: Apply for Certification

- * Must be a current member of APA
- * Must Pass the AICP Exam
- * Must Complete one of the combination of education and corresponding years of professional planning experience

Step 3: Apply for Certification

Education and Planning Experience Requirement

Education ¹	Required Years of Professional Planning Experience
Graduate (master's or doctoral) degree in planning from PAB-accredited program ²	2
Bachelor's degree in planning from a PAB-accredited program	3
Graduate degree in planning from a program not accredited by the PAB ³	3
Any other graduate or undergraduate degree	4
No college degree/no degree information provided	8

Step 3: Apply for Certification

Professional Planning Experience

- * Demonstrate a Professional Level of Responsibility and Resourcefulness
- * Evaluate Multiple Impacts to a Community When Implementing Professional Planning Tasks
- * Influence Public Decision-Making in the Public Interest

Experience 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

Step 3: Apply for Certification

Five Sections

- * Section 1: Education History
 - * Confirm Educational Achievement
- * Section 2: Employment History
 - * Enter professional planning employment information for each position needed to meet the requirement
- * Section 3: Planning Experience Assessment
 - * Demonstrate that your experience meets the requirement
- * Section 4: Summary & Review
- * Section 5: Submit & Payment
 - * Includes initial AICP dues

2024/2025 Certification Cycle

Fall 2024 AICP Certification Cycle

STEP 1: REGISTRATION

Opens: Tuesday, October 1, 2024 at 9:00 am CST

Closes: Thursday, October 31, 2024 at 3:00 pm CST

Transfer Deadline: Monday, November 25, 2024 at 3:00 pm CST

STEP 2: EXAM

Exam Window: November 4-30, 2024

STEP 3: EXPERIENCE

Opens: Monday, December 2, 2024 at 9:00 am CST

Closes: Tuesday, December 31, 2024 at 3:00 pm CST

Spring 2025 AICP Certification Cycle

STEP 1: REGISTRATION

Opens: Tuesday, April 1, 2025 at 9:00 am CST

Closes: Wednesday, April 30, 2025 at 3:00 pm CST

Transfer Deadline: Saturday, May 24, 2025 at 3:00 pm CST

STEP 2: EXAM

Exam Window: May 1-29, 2025

STEP 3: EXPERIENCE

Opens: Monday, June 2, 2025, at 9:00 am CST

Closes: Monday, June 30, 2025 at 3:00 pm CST

Certification Fees

AICP Certification Fees¹

Registration Fee	\$305
Transfer Fee	\$100
Planning Experience Assessment Fee	\$305
Appeal Fee	\$100

Reduced fee
scholarships
available

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 Authorization to Test
- * Remote Option User Guide -
https://www.prometric.com/sites/default/files/2020-04/PrometricProUserGuide_3.1_1.pdf

Computer-based Exam

Timing

- * Testing appointment is 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

What Not to Bring

- * Provided ...
 - * Scratch paper
 - * Secure locker
 - * Calculator
- * Do **NOT** bring in ...
 - * Books or reference materials
 - * Phone or device
 - * Watch
 - * Jacket, etc.

Basically, bring in
NOTHING!!

Test Taking Tips

- * Plan to go through the exam 2-3 times
- * First, 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

Study Tips

- * Start early and continue to refresh
- * Flash cards for rote knowledge
- * Memorize significant dates and events
- * Take practice tests – but not for content
- * Focus on your weak areas
- * Think in terms of a National perspective
- * Based on an assumption that the taker works in a municipal planning office

Study Tips

- * Know current trends
- * Read current material
 - * PAS Reports, 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 – but trends, not information specific to any geography.
- * Find a study partner or group. Your Chapter PDO can help to connect you with others that are also studying.

Exam Overview

- * 2017 release of a new test
- * 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
- * Current practice and emerging trends



https://www.planning.org/certification/exam_prep/examdevprocess/

Exam Overview

- * Great breadth of subject matter, not depth
- * Many questions require professional judgment, intermixed with technical knowledge

Exam Overview

- * 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

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<https://www.planning.org/certification/register/>

PREPARING FOR THE EXAM

Step 1: Contact your Chapter PDO

- ❖ PDOs are your best local resource
- ❖ Get Certified
- ❖ Chapters that have robust websites
 - MA, CT, RI, FL, GA, IA, OH, PA, TX

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PREPARING
FOR THE EXAM

Step 2: Map your study plan

Outline of Exam Subject Matter

- I. RESEARCH AND ASSESSMENT METHODS (11%)
- II. FUNDAMENTAL PLANNING KNOWLEDGE (15%)
- III. COMMUNICATION AND INTERACTION (13%)
- IV. PLAN AND POLICY DEVELOPMENT (15%)
- V. PLAN IMPLEMENTATION (12%)
- VI. ADMINISTRATION AND MANAGEMENT (6%)
- VII. LEADERSHIP (6%)
- VIII. AREAS OF PRACTICE (12%)
- IX. AICP CODE OF ETHICS AND PROFESSIONAL CONDUCT (2022 REV) (10%)

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PREPARING FOR THE EXAM

Step 3: Attend an exam prep training

- ❖ Exam prep sessions offered by chapters are a valuable starting point:
 - MA – 4 weeks in March/April
 - CT – 1 Saturday in spring
- ❖ Videos from APA National & other Chapters
- ❖ Other Chapter resources to be shared later

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PREPARING
FOR THE EXAM

CPC Study Manual

<https://www.planning.org/learn/course/9216282/>

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PREPARING FOR THE EXAM

Step 4: Access online resources

- ❖ [PAS Reports](#)
- ❖ [Planning magazine](#)
- ❖ [APA Policy Guides](#)
- ❖ [AICP Code of Ethics and Professional Conduct \(rev. 1/2022\)](#)
- ❖ [APA Knowledge Center: Applied Research Reports and Guides](#)

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PREPARING FOR THE EXAM

“Reading List”

Step 4: Access online resources

- ❖ [National Planning Pioneers](#)
- ❖ [Planning and Law Division](#)
[Foundational Land Use Law Cases](#)
- ❖ [Chapter Presidents Council Exam Prep](#)
[History Timeline](#)
- ❖ [American Planning History Since 1900](#)

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PREPARING FOR THE EXAM

“Reading List”

Step 4: Access published resources

Selected Resources: AICP Certification Exam

- ❖ Borrow as e-books from the APA online library, from a well-stocked planning office, or a university library.
- ❖ Consider purchases that also serve as long-lasting references for professional practice.
- ❖ Additional APA-published reading lists: *The Essential Planning Library Revisited* and *100 Essential Books of Planning*.

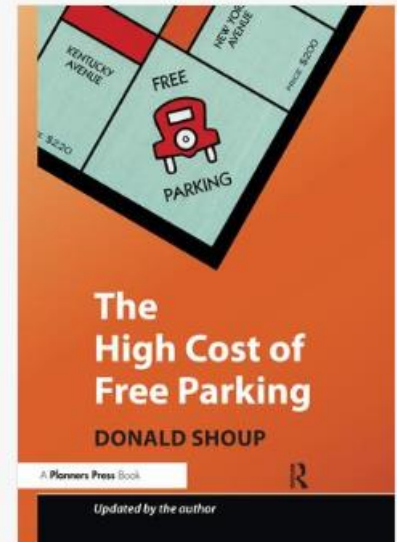
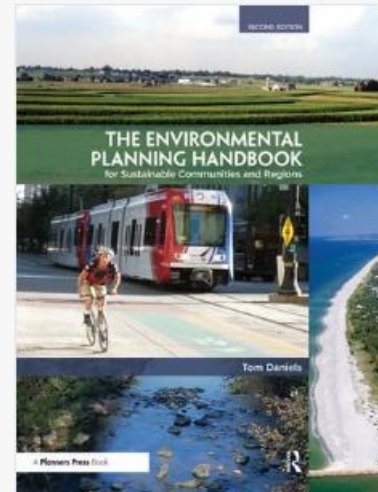
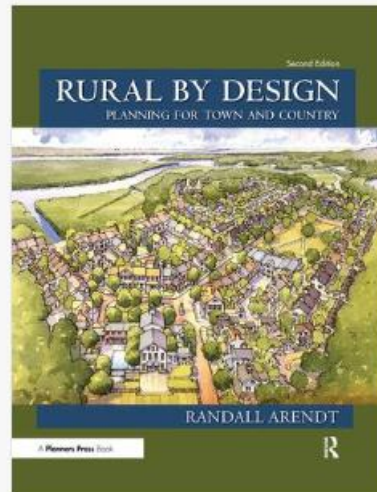
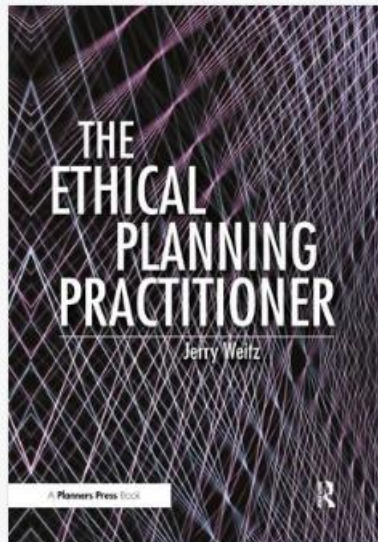
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PREPARING
FOR THE EXAM

“Reading List”

Step 4: Access published resources

Selected Resources: AICP Certification Exam



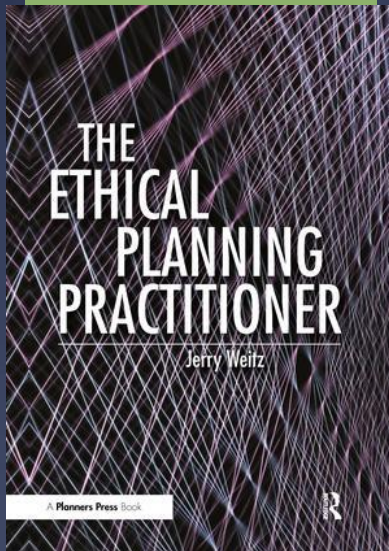
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PREPARING
FOR THE EXAM

“Reading List”

Step 4: Access published resources

- * AICP Code of Ethics and Professional Conduct, revised January 2022
 - * <https://www.planning.org/ethics/>
- * Weitz, Jerry. 2016. The Ethical Planning Practitioner. Chicago: APA Planners Press.
- * Everyday Ethics for Practicing Planners*, Carol D. Barrett, FAICP
 - * Predates latest revisions of AICP Code of Ethics, but has 54 real-world scenarios



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PREPARING
FOR THE EXAM

Step 4: Access online resources

Non-APA Resources:

- ❖ Planning Prep
<http://planningprep.com/>
- ❖ Planetizen
<http://www.planetizen.com/courses/aicp>
 - Beware of sites like “passforsure” and “testking”, which apparently do not provide credentials of “faculty”

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PREPARING FOR THE EXAM

Step 5: Familiarize yourself with taking an exam

- ❖ Many haven't taken an exam in a few years.
- ❖ Practice exams help you take a test and help identify areas of knowledge that need additional study.
- ❖ Do NOT use example questions as a source of facts and knowledge.
- ❖ Non-APA source questions may not closely approximate the structure of actual exam questions.
- ❖ APA also provides [AICP Exam Illustrative Questions](#).

AICP Classroom

CT Chapter Professional Development Officer

- ▣ **Jeremy DeCarli, AICP, CZEO**
Senior Planner
Tyche Planning & Policy Group
pdoccapa@gmail.org
- ▣ www.ct.planning.org for
AICP exam and study
material

CT Chapter Resources

- ▣ Annual Classroom – Spring (Saturday)
- ▣ SNEAPA Exam Prep - Fall
- ▣ Chapter President's Council Flashdrive (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" in June

AICP Classroom

MA Chapter Professional Development Officer

- ▣ **Bill Nemser, AICP, LEED AP**
Planning Director
Town of Maynard, MA
pdo@apa-ma.org
bnemser@townofmaynard.net
- ▣ For AICP exam information and study materials:
<http://www.apa-ma.org/professional-development>

MA Chapter Resources

- ▣ 4-week Annual Exam Prep Course – March / April
- ▣ 2015-16 Chapter President's Council Flash Drive for class enrollees
- ▣ AICP Exam Reduced Fee Scholarships – 2
- ▣ SNEAPA Exam Prep – Fall
- ▣ Sponsors numerous CM-eligible events throughout the year

AICP Classroom

RI Chapter Professional Development Officer

- ▣ **Al Ranaldi, AICP**
Town of East Greenwich
P.O. Box 111
111 Peirce St.
aranaldi@eastgreenwichri.com
- ▣ **Jim Riordan, AICP, LEED AP**
RiordanJ@wseinc.com
- ▣ For professional development and AICP exam information
www.rhodeislandapa.org

RI Chapter Resources

- ▣ SNEAPA Exam Prep - Fall
- ▣ AICP Exam Reduced Fee Scholarships - 1
- ▣ Circulation copy of AICP Exam Prep 3.0 Manual & CD
- ▣ Chapter President's Council Flash Drive (N/C)
- ▣ AICP Exam Prep Notes prepared by chapter member
- ▣ Periodic RIAPA Ethics Workshop
- ▣ Monthly RIAPA sponsored seminars/webinars

When You Pass...

- * Look for “official” confirmation
- * AICP dues upon applying for Certification after meeting all other requirements
 - \$103 - \$196 (salary-based)
- * APA / AICP dues combined - \$298-\$645
- * Chapter Dues: Vary by chapter
- * See your PDO and APA website about Certification Maintenance
<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 (usually)
- * Up to 16 credits may be carried over to next cycle
- * Planners must earn a minimum of 1 credits in each cycle for the following:
 - * Ethics
 - * Current Planning Law
 - * Equity
 - * Sustainability & Resilience (Subject to Change)

Certification Maintenance ("CM")

- * Activities that qualify for CM Credit
 - Attending an approved CM Activity
 - Speaking/Instructing at an approved CM Activity
 - Self-Reporting Attendance, Pro Bono Planning Service or Speaking/Instructing at an activity that is not registered for CM credit.
 - Authoring an Article
- * CM program is always evolving

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.

Sample Question

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- B. The North American Industry Classification System (NAICS) The New Standard**
- C. Industrial Classification system (NSIC)
- D. None of the above.

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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- II. **Associated Homebuilders v. City of Livermore ***
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 - A. I only
 - B. I and II
 - C. I and III
 - D. I, III, and IV**

* *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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 - C. I and III
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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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- 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*

Sample Question

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

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) ***

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

Sample Question

Listed below are local and national employment percentages for industries X, Y, and Z in a metropolitan area. The local employment for each industry represents a percent of total local employment, and the national employment in each industry represents a percent of total national employment. Under the Location Quotient method, an economic planner can assign which of these industries to the export sector of the metropolitan area?

- A. X only
- B. Y only
- C. Z only
- D. Y and Z only

Industry	Local Employment	National Employment
X	3%	6%
Y	10%	7%
Z	11%	3%

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- D. **Y and Z only**

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Sample Question

A community with an aging population is reconsidering its land use and housing policies to promote aging in place. Such considerations may include:

- I. Promoting granny flats
- II. Relaxing development standards for nursing homes
- III. Improving transit services to residential neighborhoods
- IV. Providing loans and grants for accessibility improvements at homes

- A. I and IV only
- B. I, II, and III only
- C. I, III, and IV only
- D. All of above

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Sample Question

The mayor asks the Planning Director to make planning decisions that promote job growth in the local economy. A metric that you plan to use to forecast the resulting economic growth in your community for specific planning decisions is a:

- A. Location Quotient
- B. Benefit-Cost analysis
- C. Multiplier
- D. Cost Effectiveness analysis

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Questions

MASSACHUSETTS

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Past President
- ▣ RiordanJ@wseinc.com
- * www.rhodeislandapa.org

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Good Luck!