

## **AICP Membership Application**

Certified Planners have to meet the requirements of membership in AICP.

### **Requirements**

*Exam Eligibility - An applicant must:*

- 1) be a current member of APA;
- 2) be engaged in professional planning, either currently or in the past, as defined by AICP (see Definition of Professional Planning Experience);
- 3) have completed, at the time of application filing, one of the combinations of education and experience listed in the Qualifications Chart.

NOTE: CIP Full Members, in good standing, are automatically eligible to sit for the AICP exam. We do request, however, that specific sections of the application be completed.

*Additional Requirements for Certification - A Member must:*

- 1) have received a passing score on the AICP written examination;
- 2) maintain continuous membership in AICP.

### **To Apply**

Complete the attached application. (You may download the application or obtain copies from APA chapters and the AICP office in Washington, D.C.). An application may be filed when the member eligibility requirements are met.

Please make sure that your application is complete before filing it. In particular, (1) give full information on your record of education and experience; and (2) include the required application filing fee (check, money order or credit card).

It takes up to eight weeks after receipt of an application before the results of the application review are mailed. Applicants who meet all of the requirements are sent detailed information on the written examination with a form to register for taking it. The registration form must be returned with the required examination fee by a deadline date in advance of the examination dates. Applicants who do not meet the requirements are sent a detailed letter information them of the reason.

**Applicants in countries other than the United States or Canada:** Test centers for taking the examination can be arranged in other countries, but, (1) long advance notice is needed; applicants in other countries must apply at least seven months before the examination dates; and (2) the examination fee is considerably higher. Write the AICP office for details sufficiently in advance.

## **Fees and Dues**

The application filing fee is \$40. Dues to AICP is in addition to APA dues. AICP has a salary-based dues structure like that of APA. Dues range from \$70 to \$106, and are not billed until the applicant passed the exam.

## **Definition of Professional Planning Experience**

### **Intent**

The following criteria define professional planning experience in the work of an individual applicant. While the criteria is more likely to be met in an agency, institution, or firm engaged in comprehensive planning, instruction, or research, this not a prerequisite.

Applicants offering experience in more narrowly-focused places of work should take particular care in showing how that experience meets the four criteria.

Applicants must demonstrate how their work as a professional planner was related to the four criteria.

### **Professional Planning Experience**

“Professional planning experience,” whether acquired through practice, teaching or research, must address all four of the following criteria:

*A. Influencing public decision-making in the public interest.*

Recommending specific actions or choices to elected/appointed officials, private sector representatives, or others regarding public decisions concerned with social, Economic, or physical change in the public interest.

*B. Employing an appropriately comprehensive point of view.*

Appropriate comprehensiveness requires: (1) looking at the consequences (e.g., Physical/environmental, social, economic/financial, governmental) of making a proposed decision to the larger context in which it will occur; and (3) treating multiple policies, actions, or systems simultaneously when interlinkages are too great to treat separately. It does not require looking at everything at once if the above three criteria are met with a proposal, plan, or program of narrower scope.

*C. Applying a planning process appropriate to the situation.*

This means a process which is appropriate to its place and situation in; (1) the number and order of its steps - e.g., problem/opportunity definition, goal setting, generating alternate strategies, strategy choice, implementation, evaluation; (2) its orientation to the future, to value change, and to resource constraints;

(3) its quality of research and analysis; and (4) its format of policy, program, or plan proposal.

*D. Involving a professional level of responsibility and resourcefulness.*

This means initiative, judgment, substantial involvement, and personal accountability for defining and preparing significant substantive elements of planning activities.

**Full Time and Part-Time Experience:** Persons engaged in part-time professional planning experience may prorate that experience into a full time equivalent. *For example, if a 40 hour week is considered full time in your area, working 20 hours a week for six months equals three months full time work.* Persons working full time, but devoting a portion of their time to professional planning and a portion of their time to another field, may prorate their professional planning experience into a full time equivalent.

## Qualifications Chart

Level of Education*	Corresponding Years of Professional Planning Experience Required
Accredited graduate degree in planning**	2
Accredited bachelors degree in planning**	3
Any other graduate or undergraduate degree	4
No college degree	8

\* The education may be obtained before, during or after the experience.

\*\* Accredited degrees have been determined by the Planning Accreditation Board to meet standards approved by the American Institute of Certified Planners and the Association of Collegiate Schools of Planning. AICP gives educational credit to applicants holding these degrees if the degree was received (1) during the period the university has been accredited (or previously recognized) and (2) by the time an application for member is filed. If you are unsure about the status of your degree, consult the Planning Accreditation Board's list of currently accredited and formerly recognized degrees (available through our Fax-on-Demand Service, 1-800-800-1589, document #4007), or contact the AICP office.

## Unacceptable as Professional Planning Experience

A. Work in related fields, unless it constitutes a minor element of the applicant's planning experience. The following illustrates types of work in related fields sometimes performed by planners, but more often by other professionals:

Subdivision design, Large scale housing or site design work, Traffic engineers or Highway design, Land surveying or mapping, Community organization, and Social work

- B. Experience in related professions (e.g., law, architecture, landscape architecture, Engineering).
- C. Market research or analysis, and other types of physical and social science research Normally performed by other professions or academic disciplines.
- D. Work at a pre-professional level. Although there is often a fine line between professional experience and pre-professional experience, the latter generally involves less personal responsibility and less substantive technical accomplishments along the lines of the above four criteria that define professional planning experience.

# AICP Membership Application Form

## FOR OFFICE USE ONLY

Please check:

\_\_\_ I affirm that I am a current member of APA.

Chapter \_\_\_\_\_

Section \_\_\_\_\_

Please type or print

Exp/To-Date \_\_\_\_\_

Req \_\_\_\_\_

Plng Schl \_\_\_\_\_

Plng Deg? \_\_\_\_\_

Acc? \_\_\_\_\_

Other Deg \_\_\_\_\_

Main Spec \_\_\_\_\_

Sub Spec \_\_\_\_\_

Ck Dt \_\_\_\_\_

BIF \_\_\_\_\_

PC \_\_\_\_\_

Staff \_\_\_\_\_

### A. Identification

Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
First Middle Last Mr/Ms

Mailing Address \_\_\_\_\_  
Street

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
City State/Province Zip Code

\_\_\_\_\_ / \_\_\_\_\_  
Country Of what country are you a  
citizen?

Office Phone \_\_\_\_\_ / \_\_\_\_\_ Home Phone \_\_\_\_\_ / \_\_\_\_\_

Birth Date \_\_\_\_\_ Place of Birth \_\_\_\_\_

**Important:** Please type or print your name below exactly as you would like it to appear on your certificate of membership.

### B. Education

Please begin with the highest level of education.

School	Dates Attended Mo/Yr to Mo/Yr	Date degree received Mo/Yr	Full degree title*	Years full time study/full time equivalent
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\* e.g. Master of Urban and Regional Planning (MURP), Master of Arts in Sociology (MA-Soc). Bachelor of Science in Engineering (BS-Engr), Bachelor of Science in City and Regional Planning (BSCRIP).







The fee is not refundable. Do not include dues; you will be billed for dues if accepted for membership.

**F. Notice of Application Filing** (all applicants must complete this section for our master file)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Business Telephone \_\_\_\_\_

