

AICP Exam: Overview

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1. Become Eligible

To apply to take the AICP Exam, you must:

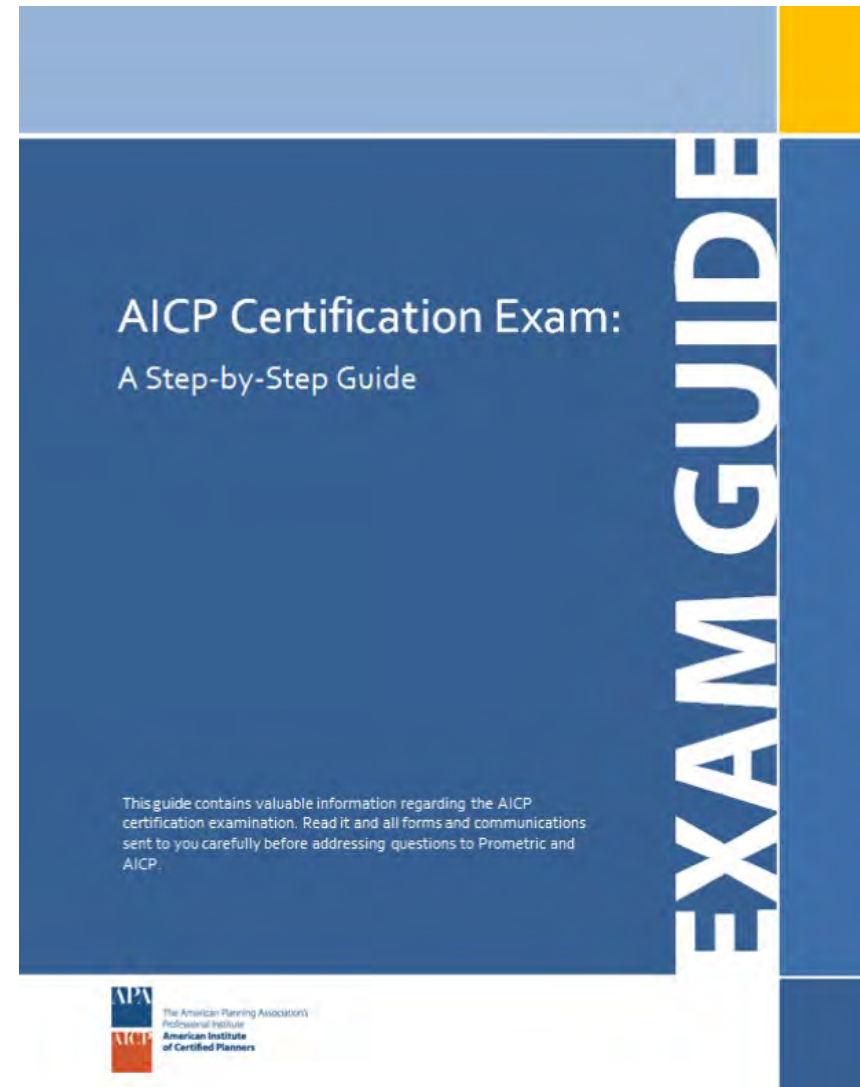
1. Be a current APA member.
2. Be engaged in professional planning, either currently or in the past.
3. Have completed, at the time of applying, the required education and years of professional planning experience (see next slide).

Required education and years of planning work experience

Level of Education	Total Years Professional Planning Work Experience Required
Graduate degree in planning (PAB accredited)	2 years
Bachelor's degree in planning (PAB accredited)	3 years
Graduate degree in planning (<i>not</i> PAB accredited)	3 years
Any other post-graduate, graduate, or undergraduate degree	4 years
No college degree	8 years

Applying for the Exam

1. Read the AICP Certification Exam Guide (available on the APA website)
2. Prepare application materials
3. Submit application



Exam Fees

- Application fee: **\$70**
- Early Bird Resubmission Fee: **\$70**

(for applications that are denied the first time around)

- Registration Fee: **\$425**

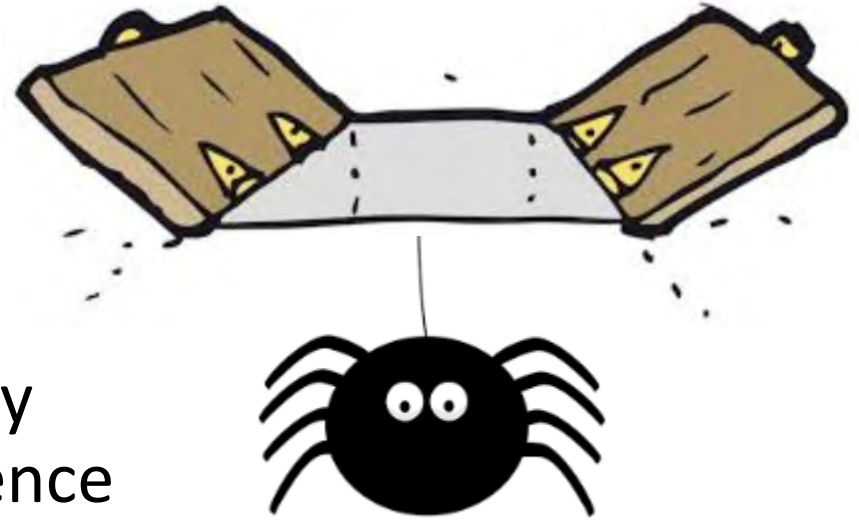
- Transfer Fee: **\$100**

(for postponing your test date)



Common pitfalls:

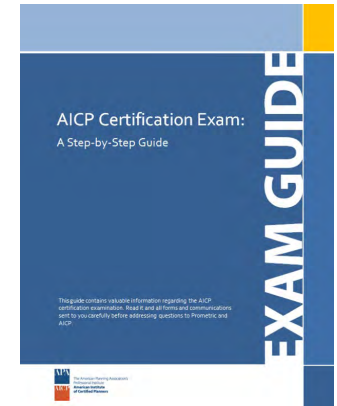
- Incomplete application
- Insufficient, or insufficiently documented, work experience
- Leaving things until the last minute
- Applying too early (if in doubt, just wait a few more months until you definitely have enough work experience)



Resources

- Most applicants who are denied are denied based on items explicitly addressed in the AICP Exam Guide. So, read the AICP Exam Guide.
- Apply early. Early bird applicants can revise their application if rejected. High volumes of applications are received right before the deadline.
- Prepare early. You will need verification letters from past employer(s) to verify employment. You will need official transcripts.

Professional Planning Experience Criteria (from the AICP Exam Guide)



- **CRITERION 1:** Involve a professional level of responsibility and resourcefulness while applying a planning process appropriate to the project or situation
- **CRITERION 2:** Demonstrate a comprehensive point of view when implementing professional planning tasks
- **CRITERION 3:** Influence public decision making in the public interest

(See pages 13 – 17 of the AICP Exam Guide)

Applicant Criterion Response Checklist

- Available on the APA website
- Help you determine whether you've met the criteria

From the Checklist:
“Every exam application cycle, qualified applicants are denied because they did not carefully review the requirements of each criterion.”

APA
The American Planning Association
AICP
American Institute of Certified Planners
Making Smart Communities Happen

APPLICANT CRITERION RESPONSE CHECKLIST

The first step in becoming a certified planner is demonstrating that your professional experience meets AICP requirements by submitting the three criteria essays. Every exam application cycle, qualified applicants are denied because they did not carefully review the requirements of each criterion and write responses that meet those requirements.

Before submitting your criterion essays, please use the following checklist to make sure that your responses meet the criterion requirements as defined. If your answer to any of the following questions is NO, please revise your response accordingly before submitting your application.

The AICP exam application requires members to satisfy the criteria requirements in a single set of essays that pulls from experience earned throughout the member's career. More information can be found on page 13 in the Exam Bulletin.

CRITERION 1

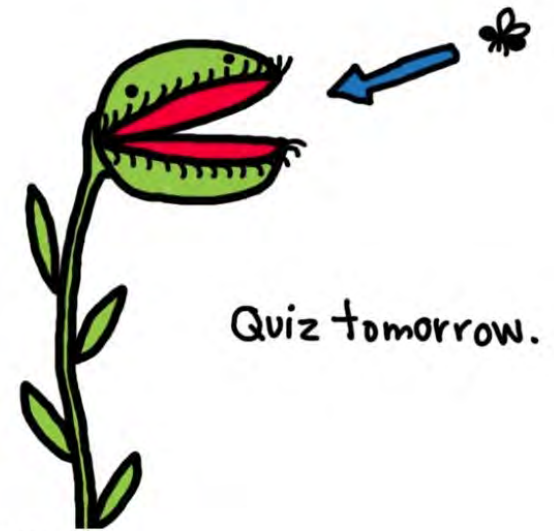
Involve a professional level of responsibility and resourcefulness while applying a planning process appropriate to the situation

1. Does my response describe a planning process that I applied, described in a step-by-step manner in appropriate detail? YES NO
2. Is my response written in the first person and does it clearly indicate my role and involvement in this process? YES NO
3. Does my response demonstrate how I showed responsibility and resourcefulness as a planner? YES NO
4. Does the process I describe involve substantive planning-related principles and tasks that are not purely administrative or pre-professional in nature? YES NO
5. For 1.3 responses:
 - a. Does my response describe a process I carried out as part of my research, analysis, or teaching experience? YES NO
 - b. Does my response show the relevance of the project I describe to the field of urban and regional planning? YES NO
6. Did I carefully proofread my final response to ensure that it is free of grammatical and typographical errors and represents the professional level of expression expected of a certified planner? YES NO

Applicant Criterion Response Checklist | www.planning.org/aicp

More common pitfalls:

- Proofread your responses. Spelling and grammar errors can get your application rejected.
- Project managers or people with substantial experience in the field sometimes take it for granted that their application will be accepted, and don't answer the questions on the application in sufficient detail.



In short: When applying:



- Many further resources are on the APA website.
- Apply on the APA website. [Register for the Exam](#)
- Many (but not all) employers may pay for their employees to register and take the exam.

Upcoming schedule



November 2018

Application Window Opens	June 1, 2018, 9:00 a.m. CT
Early Bird Deadline	June 7, 2018, 11:59 p.m. CT
Final Application Deadline	June 28, 2018, 5:00 p.m. CT
Early Bird Notification Deadline	August 10, 2018
Final Notification Deadline	September 28, 2018
Registration and Transfer Deadline	October 31, 2018, 5:00 p.m. CT
Testing Window	November 5–19, 2018

May 2019

Application Window Opens	December 3, 2018, 10:00 a.m. CST
Early Bird Deadline	December 10, 2018, 5:00 p.m. CST
Final Application Deadline	December 28, 2018, 5:00 p.m. CST
Testing Window	May 6–20, 2019

You have been approved and registered for the exam. Now what?



Exam Composition



Exam Composition

- 170 multiple choice questions
- Written by AICP members who are practitioners or educators working in the public and private sectors
- Relates to what planners should know today
- Tests knowledge of planning as practiced throughout the United States, not in any particular region or place

Study Resources

- APA's "AICP Exam Prep 3.0" - **\$199**
- Planetizen
 - Standard Class - **\$245**
 - Enhanced Class - **\$589**
 - Premium Class - **\$689**
- Many other resources: **Free**



Free Resources

- www.planningprep.com – website was down for a while but appears to be back up now
- Provided by Houseal Lavigne Associates, LLC
- 1,668 practice questions, 12 practice exams

Planningprep.com

HOME CONTACT US FAQ SUGGEST QUESTION

What is Planning Prep?

Planning Prep is a web-based study resource to help planners prepare for the American Institute of Certified Planners' certification exam.

Members have access to our growing database of practice questions, practice exams, planning related links.

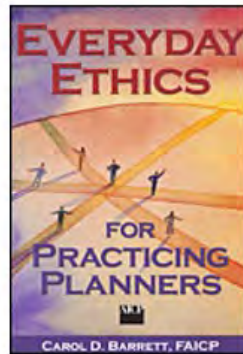
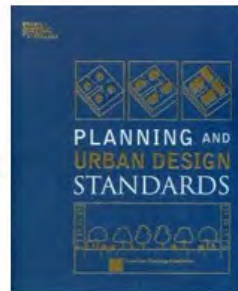
Currently, we have **1668 practice questions** and **12 practice exams** aimed at refreshing, broadening, and testing their planning knowledge. Each question contains an explanation for each correct answer, so our

Question of The Week

CRA is the better known acronym for which of the following:

- A) Central Reserve of America
- B) Community Reinvestment Act
- C) Community of Real Estate Association
- D) Center for Reinvestment Activity

Essential Readings



American Planning Association

Making Great Communities Happen

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100 Essential Books of Planning



APA Policy Guides

- 25 guides
- A few pages each
- Member-driven

Aging in Community (2014)

Agricultural Land Preservation (1999)

Billboard Controls (1997)

Climate Change (2011)

Community and Regional Food Planning (2007)

Community Residences (1997)

Endangered Species and Habitat Protection (1999)

Energy (2012)

Environment: Waste Management (2002)

Environment: Wetlands (2002)

Factory Built Housing (2001)

Food Planning (2007)

Freight (2016)

Hazard Mitigation (2014)

Healthy Communities (2017)

Historic and Cultural Resources (1997)

Homelessness (2003)

Housing (2006)

Impact Fees (1988)

Neighborhood Collaborative Planning (1998)

Provision of Child Care (1997)

Public Redevelopment (2004)

Security (2005)

Smart Growth (2012)

Surface Transportation (2010)

Takings (1995)

Water (2016)

Other resources

- Planetizen Newswire
- Know the Code of Ethics word for word (it's only a few pages)
- Chapter websites

Professional Development Officer

- Your chapter PDO is a critical information source. They may know about study groups, study resources and tips, and more.
- Georgia Chapter typically holds a study session at Georgia Tech in January and review sessions at the Fall Conference.

Pass Rates

- Overall: about 67% pass
- Graduates of PAB-accredited programs have higher pass rates (76%)
- Planetizen states that 88% of people who take its course pass

After the exam



- You no longer find out immediately if you passed. It takes 6 – 8 weeks.
- APA will invoice you for your AICP dues. Once you pay, you are an AICP member in good standing.
- Certification maintenance reporting period begins on Jan. 1 of the year after you became an AICP member.
- 32 CM credits every 2-year period, including 1.5 Law and 1.5 Ethics. 16 credits can carry over to the next period.
- Earn CM credits at conferences, or many opportunities free online.

AICP Candidate Pilot Program



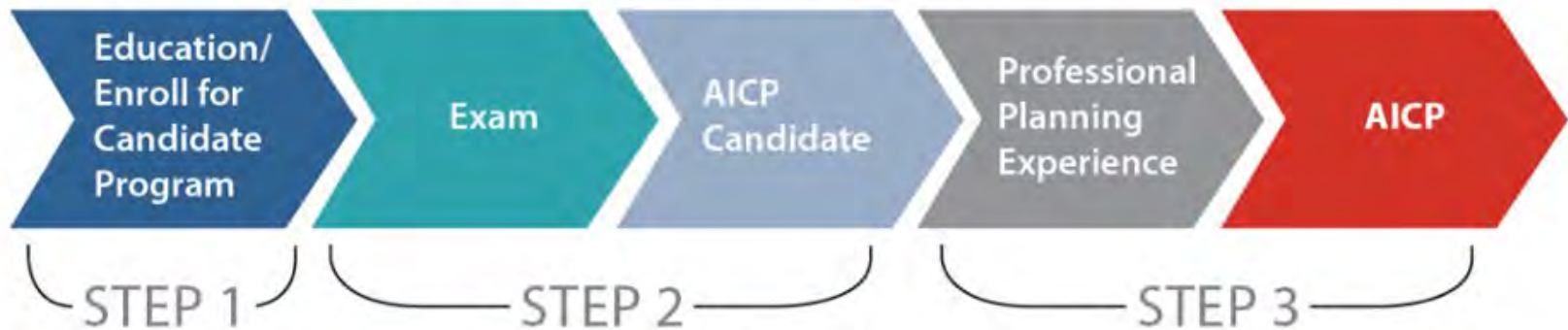
- For students and graduates of PAB-accredited programs
- Take the AICP exam sooner, while all that stuff is fresh in your mind
- If you pass the exam, you're an "AICP Candidate." Then you need to gain the required work experience and earn 16 CM credits. After that, you can apply to become AICP-certified.

AICP Candidate Pilot Program

Traditional Sequence



AICP Candidate Pilot Program Sequence



AICP Candidate Program Advantages

- Take the AICP exam soon after graduating (while you're still in "studying" mode). PLUS: As a student, access to more free study materials?
- Defer costs: Pay **\$20** to sign up for the Candidate Pilot Program, **\$100** to take the exam, and the remaining **\$375** when after you've gained the work experience and apply to have the AICP certification.

AICP Candidate Pilot Program Enrollment Path

Enroll any time throughout the year if I am a student in or a recent graduate of a PAB-accredited program

I graduated (or I will) in December

The earliest I can take the exam is **May**, following graduation

I graduated (or I will) in May

The earliest I can take the exam is **November**, following graduation

By first Monday of March

I submit graduation documentation*

For graduates, this is part of enrolling.
For students, this happens after graduation.

*Allow 6 weeks for APA to verify graduation documentation

By first Monday of September

APA approves my graduation documentation. I am eligible to register for the exam.

I register to take the AICP Certification Exam

Exam Registration Window

Opens the first business day in December
Closes the last business day in April

Opens the first business day in June
Closes the last business day in October

May

I take the AICP exam (first opportunity)

When my registration is confirmed, I schedule my testing date.

November

I pass the AICP exam and become an AICP Candidate!

I start or continue earning professional planning experience

Undergraduate: 3 yrs | Graduate: 2 yrs

I submit my AICP application, and once approved, I pay my AICP dues.



I become an AICP member!

Advanced Specialty Certifications

- Offered for the last time in May 2018.
- Credentials earned are still supported and can be maintained: Certified Environmental Planner (CEP), Certified Transportation Planner (CTP), and Certified Urban Designer (CUD).

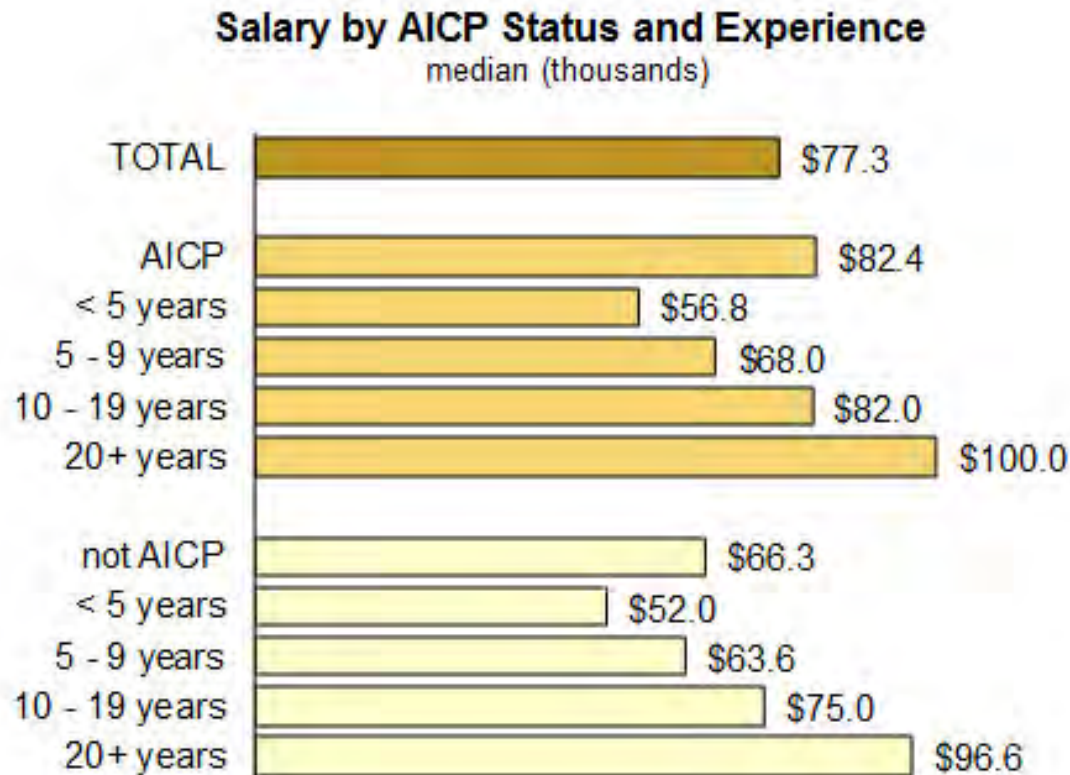


AICP Member Dues



Category	Salary Range	APA Dues	AICP Dues	Total APA & AICP Dues
	New Member/Introductory	\$75	\$70	\$145
A & B	Less than \$42,000	\$180	\$100	\$280
C	\$42,000 – \$49,999	\$210	\$115	\$325
D	\$50,000 – \$59,999	\$245	\$125	\$370
E	\$60,000 – \$69,999	\$270	\$135	\$405
F	\$70,000 – \$79,999	\$295	\$145	\$440
G	\$80,000 – \$89,999	\$320	\$155	\$475
H	\$90,000 – \$99,999	\$345	\$165	\$510
I	\$100,000 – \$119,999	\$375	\$175	\$550
P	\$120,000 and above	\$410	\$185	\$595
J	Undisclosed Salary	\$415	\$190	\$605
	New Member (Introductory Rate)	\$75	\$70	\$145
	U.S. Student Member	\$0	\$0	\$0
	U.S. Retired Member*	\$90	\$25	\$115
	U.S. Life Member*	\$65	\$15	\$80
	Unemployed/In Transition*	\$50	\$25	\$75

AICP associated with higher salaries



Questions?

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