



The American Planning Association's
Professional Institute

**American Institute
of Certified Planners**

Licensing Agreement for APA Training Products

All training (education) products sold through APA's PlanningBooks.com which have CM credit are now subject to a licensing agreement. This agreement applies to all training products (most are in CD-ROM format) purchased by an APA chapter between April 14, 2007 and the present.

Training products without CM credit are not subject to the licensing agreement.

Anyone who is purchasing or has purchased a product with CM credit for use by the chapter in training (educational) programs or as part of a chapter lending library is required to sign the licensing agreement on behalf of the chapter.

The chapter representative must read the agreement, list all training products owned by the chapter that were purchased between April 14, 2007 and the present, sign, and date the agreement. The chapter representative will make a copy for the chapter's files and return the completed original to the Education Department of APA.

What is Required by the Licensing Agreement

All product purchasers will read the licensing agreement. Reading the summary below is not a substitution for reading the licensing agreement.

To help you understand the agreement, here is a summary of the key points.

You may, when using APA education products with CM credit:

1. Use CD-ROMs and other electronic training products for individual and group instruction;
2. Load the CD-ROM onto a Local Area Network (LAN) of the agency, office, or firm (this does not apply to APA chapters);
3. Use the CD-ROM and training products more than once and at different locations;
4. Chapters may loan the CD-ROM to members of the chapter.

You may not:

1. Charge for the use of the CD-ROM or training product;
2. Lend the CD-ROM or training product to another chapter, members of another chapter, another firm, office, or agency. Libraries may not loan the CD-ROM or training products to anyone other than their users, clients, or customers. The education products may not be lent through Inter-Library Loan;
3. Make copies of the CD-ROMs or training products;
4. Load the CD-ROM or training product onto the Internet or a Wide Area Network;
5. Display or host the CD-ROM on a website;

6. Alter the CD-ROM or training product.

To Claim CM Credit for Viewing an APA Training Product

To claim credit, an AICP member must report the use of the training product in their online CM log. In addition, the member must complete an online sign-in and evaluation. Chapters or entities using the training products for CM credit must instruct their AICP members to use the online log as well as the online sign-in and evaluation form.

Sign-in and evaluation: <http://survey.planning.org/cdeval1.htm>

Determining What is Eligible for CM

All training products with CM are listed in the CM Activities Calendar:

<http://www.planning.org/cm/search/>

In addition, all products have the CM logo and number of credits on the cover of the product. The CM credit is also in the description of the product in the online bookstore, and in promotional material.

The list of CM accredited education products is updated annually in January. Products will be added and removed from this list annually. AICP members may not claim CM credit for an education product that is not listed for credit on that year's CM credit list.