



The American Planning Association's
Professional Institute

**American Institute
of Certified Planners**

Making Great Communities Happen

PDO Auditing of 2010 AICP Exam

One of the responsibilities of a Chapter Professional Development Officer is to provide assistance to prospective AICP members preparing for the AICP Exam. Taking the exam itself can help you gain more recent experience when counseling prospective candidates. You must be an AICP member if you wish to take the exam as part of this program.

If you audit the exam, you may request that we not send you your score.

Since there are over 47 PDOs (and a changeover every year or so), we could not finance the total full fee cost of individual exams by this group. It is hoped, however, that each chapter treasury could afford to pay a reduced fee of \$65 for each PDO to audit the AICP exam.

If your Chapter Executive Committee approves the above suggestion, please forward your signed exam audit request to Pintu Behera at pbehera@planning.org to arrive by **Thursday, January 14, 2010 for the May 2010 testing window**. Upon receipt, we will send you an e-mail acknowledgement and further instruction for submission of fees.

AICP Exam Audit Non-Disclosure Agreement: *AICP requires that PDOs or other non-Applicants for certification wishing to audit the examination sign a non-disclosure agreement. The agreement may be found on the following page.*



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For All Non-Applicants Who Are Afforded the Privilege of Taking or Auditing the American Institute of Certified Planners Examination

The following agreement must be signed by any person who is not an applicant for certification who desires to take or audit an AICP Examination:

I understand that a majority of questions are reused in subsequent AICP Examinations. I also understand that disclosure of actual exam questions would not be fair to subsequent applicants and would require AICP to spend considerable money and other resources to develop new questions for each administration.

Therefore, in consideration for the opportunity to take or audit the AICP Examination as a non-applicant, I agree not to disclose any examination questions without prior written consent from the Executive Director of APA.

I also agree that I shall not attempt to circumvent my commitment not to disclose examination questions by formulating other questions that are not significantly different from actual questions.

*Because of the commitment to non-disclosure, the **Articles of Incorporation of The American Planning Association, the Bylaws, and Code of Ethics and Professional Responsibility** of the Institute, I agree that it would be improper for me to state or imply for any business or commercial purpose (including but not limited to courses, workshops and publications) that my having taken or audited an AICP Examination as a non-applicant has given me an advantage in preparing applicants to take subsequent tests, and I shall not do so.*

I promise not to receive, nor will I assist with any other person, organization or entity in receiving, any financial benefit (not including reasonable and ordinary reimbursements for direct costs and travel expenses) from any activity designed to prepare candidates for the AICP Examination for two years from the date of taking the AICP Examination. I will only assist chapters through their Professional Development Officers in assisting candidates with exam preparation.

ACCEPTED AND AGREED TO:

Date: _____

Print Full Name: _____

Signature: _____