



The American Planning Association's
Professional Institute

**American Institute
of Certified Planners**

Making Great Communities Happen

Reduced 2013 AICP Exam Fee Scholarships

APA and AICP encourages you to submit names of those with financial hardships to become AICP members by taking advantage of the 2013 Reduced Exam Fee Scholarship program. This program was put into place to offer assistance to those individuals who may defer taking or are unable to take the AICP exam because of the high cost.

Scholarship recipients pay reduced fees to AICP as follows:

- First time AICP applicants: \$135 (combined \$70 application and \$65 exam fee)
- Previously approved AICP applicants: \$65 (exam fee only)

To continue this program for 2013:

- We need you to identify qualified individuals (by using word of mouth and/or chapter newsletters to promote this initiative). We suggest that those who think they might qualify should send you a brief letter or note showing how they meet the criteria listed as listed below.
- Once you have selected the individual(s) for the reduced exam fee, please send the name(s) and address(es) to the attention of Pintu Behera at pbehera@planning.org. Since each chapter is allowed a specified number of recipients, you may provide an alternate nominee in case the first recipient decides not to follow through and complete the exam process. **The names must be received by January 29, 2013 for the May 2013 testing window.**
- Once a Scholarship recipient's name has been received and approved, APA staff will inform the PDO that the nominated individual has received the Scholarship. It is the responsibility of the PDO to then inform the recipient.
 - APA staff will then preset the candidate's application type to "SCHOLARSHIP" so that when the Scholarship applicants click on the "Online Application" link at <http://www.planning.org/certification/exam/application.htm>, the preset application will be shown recognizing that particular person and the applicable fees. First time applicants pay \$135, candidates who have tested before and are Scholarship recipients this cycle will only pay \$65.
- Refunds will be given to Scholarship applicants who have a current paid application in the system prior to APA staff presetting the application for them. Refunds generally take up to two weeks to process.

- Please note that the awarding of a scholarship does not guarantee that a recipient will be approved to take the AICP Exam. The exam application will be evaluated like any other.
- We advise you to keep the nomination/selection of scholarship recipients strictly confidential.
- The number of scholarship awards allocated per chapter is listed in the following chart. **Please note that the slots are for the calendar year 2013 and cover both the May and November testing windows.**

Reduced AICP Exam Fee Scholarship Slots

<u>Chapter</u>	<u>Total Allocated Per Chapter</u>
Alabama	1
Alaska	1
Arizona	1
Arkansas	1
California	8
Colorado	2
Connecticut	1
Delaware	1
Florida	4
Georgia	1
Hawaii	1
Idaho.....	1
Illinois	3
Indiana	1
Iowa	1
Kansas	1
Kentucky	1
Louisiana	1
Maryland	1
Massachusetts	2
Michigan	2
Minnesota	1
Mississippi	1
Missouri	1
National Capital Area	1
Nebraska	1
Nevada	1
New Jersey	2
New Mexico	1
New York Metro	2
New York Upstate	1

North Carolina	2
Northern New England	1
Ohio	2
Oklahoma	1
Oregon	1
Pennsylvania	2
Rhode Island	1
South Carolina	1
Tennessee	1
Texas	3
Utah	1
Virginia	2
Washington	3
West Virginia	1
Western Central	1
Wisconsin	1

Reduced AICP Exam Fee Scholarship Selection Criteria

Applicant shall submit a written explanation of financial hardship (including financial hardship caused by a budget cutback in a firm or agency), which necessitates the request.

- Members of ethnic or racial minorities shall be given preference.
- The applicant(s) selected will be otherwise unlikely to take the exam without the reduced fee.
- The applicant’s employer will not subsidize the exam fee.

It is ultimately up to each chapter PDO to decide what constitutes financial hardship. The above merely gives the general framework. The final scholarship recipient selection rests with the PDO and shall be final.