



American Planning Association  
**Georgia Chapter**

*Making Great Communities Happen*

# AICP EXAM REVIEW

February 20-21, 2015  
Georgia Tech Student Center

# AICP Exam Review

- **Welcome**

- Gary Cornell, FAICP, Georgia Chapter PDO

- **Quick Poll** -

- Taken the Tutorial on line.
- Taking Exam in May, 2014
- Taking Exam in November, 2014
- Not yet registered for the Exam

# AICP Exam Review

## Topics Covered Today - Faculty

- **Introduction – Taking the Test** Gary Cornell, FAICP
- **Plan Making/ Implementation** Gary Cornell , FAICP
- **Public Participation / Social Justice** Nisha Botwey, Ph.D., Georgia Tech
- **Lunch / Panel of “Graduates”**
- **Planning History & Theory** Brian Stone, Ph.D., Georgia Tech
- **Planning Law** David Kirk, AICP - Troutman Sanders LLP
- **Functional Areas of Planning** Gary Cornell, FAICP
- **Transportation Planning** Tim Welch, Ph.D., Georgia Tech

# AICP Exam Review

## Topics Covered Tomorrow - Faculty

- **Ethics and Professional Conduct** Bruce Stiftel, Ph.D., FAICP
- **Spatial Areas of Practice** Gary Cornell, FAICP – PDO
- **Impact Assessment** Bruce Stiftel, Ph.D., FAICP

**DON'T FORGET:**

*Young Planners Group Social TONIGHT*

**Taco Mac, 933 Peachtree Street, NE**  
**At Metropolis: 5:30-8:00PM**



# AICP Exam Review

## Outline of Subject Matter on AICP Exam

□ History, Theory & Law	15%
□ Plan Making & Implementation	30%
□ Functional Areas of Practice	25%
□ Spatial Areas of Practice	15%
□ Public Participation and Social Justice	10%
□ Code of Ethics & Professional Conduct	<u>5%</u>
TOTAL	100%

# Intro - AICP Exam Review

- **Background on AICP Exam**
  - Administration
  - Tips for Taking the Exam
  - Tips for Preparing for the Exam
- Best source of information is APA Website:  
[www.planning.org/certification](http://www.planning.org/certification)  
[www.planning.org/certification/selectedread.html](http://www.planning.org/certification/selectedread.html)  
[aicpexam@planning.org](mailto:aicpexam@planning.org)
- Chapter Professional Development Officer:  
Gary Cornell = [gary.cornell@jjg.com](mailto:gary.cornell@jjg.com)

# AICP Exam Preparation

## Scheduling Your Exam

- Spring testing window is May 4 - 18, 2015
- Fall application deadline is June 30, 2015
- Fall testing window is Nov. 2 - 17, 2015
- Schedule Exam appt. [www.prometric.com](http://www.prometric.com)
- Have your ATT on hand when making appt.
- There are many locations in GA

# AICP Exam Preparation

## On Exam Day

- Arrive 30 minutes early
- Bring 2 forms of ID (passport, driver's license, SSA Card, etc.)
- Name on ID MUST match name on your ATT
- Calculator and scratch paper are provided
- Bring your watch and a sweater
- Take no books or reference materials in



# AICP Exam Review

## Computer Based Exam

- 4 hour exam
- Starts with a 15-minute Tutorial
  
- 170 Questions
  - 150 Count Toward Your Score
  - 20 Pre-Test Questions NOT Scored
  
- Scaled score of 55 or greater is passing

# AICP Exam Review

## Two Main Areas

- Knowledge – 40% - history, law, ethics, land use, demographic trends, etc.
- Skills – 60% - demonstrate ability to work within a planning process, formulate goals, use appropriate technical methods, involve public, think long term

Many questions require professional judgment, combined with technical knowledge

# AICP Exam Review

## Nature of the Content

- More breadth of subject matter than depth
- Emphasis on public agency management
- Situations: “What would you do if...” questions
- Familiarity with the public planning process: planner’s roles vs. elected officials, applications of technical knowledge, analysis of alternatives, ethics, public interest, and public involvement in decision-making

# AICP Exam Review

- **Computer Based Exam**

- Marking questions
- Skipping questions
- Review feature at the end of the exam
- On-line tutorial at [www.planning.org/tutorial](http://www.planning.org/tutorial)

# Tips for Taking the Exam

- Go through the exam at least twice
- First time : answer “easy” questions
- Use ‘Mark’ function for hard questions, and move on!
- After the first run through check your watch
- Go through the second (or third) time for ‘Mark’d questions and answer ALL questions
- Enter your best guess - no penalty for wrong answers
- Check all the other questions, but be careful about “second-guessing”!

# AICP Exam Review

Your score is determined by the number of questions you answer correctly. Therefore it is to your advantage to answer every question. If you are unsure of your answer, you can mark the question to review if time permits.

## To mark a question

Click the **Mark**



MARK

## To unmark a question

Re-Click the **Mark** button.



MARKED

(This button will only appear if you have marked the question. )

# Layout of Review Page

Name	Marked	Completed	Skipped
<input checked="" type="checkbox"/> Question 1		Yes	
<input type="checkbox"/> Question 2	Yes	Yes	
<input type="checkbox"/> Question 3	Yes		Yes
<input type="checkbox"/> Question 4			Yes
<input checked="" type="checkbox"/> Question 5		Yes	

**Symbols Key**

= Marked question       = Completed question       = Incomplete question

# Review Features

## To review questions

Click on the **Review All** button. You will be moved to the first question. Clicking on the **Next** button will cause you to move to the next question. You can also double-click on the question number in the list to move to a particular question.



## To review marked questions

Click on the **Review Marked** button. You will be moved to the first marked question. Clicking on the **Next** button will cause you to move to the next marked question.



## To review incomplete questions

Click on the **Review Incomplete** button. You will be moved to the first incomplete question. Clicking on the **Next** button will cause you to move to the next incomplete question.





# AICP Exam Review

## Scoring the AICP Exam

- Score Reports ONLY to You - Confidential
- Chapter PDO receives notification of Passing Candidates only
- Scaled Scoring
  - Range from a Low of 25 to a High of 75
  - Passing is 55 or greater
  - NOT a percentage

# AICP Exam Review

## Scoring the AICP Exam

- Immediate notification at end of Exam
- Diagnostic Reports
  - If you do not pass, a report of your raw score in each area is provided to assist in preparing for reexamination

# AICP Exam Review

## Tips and Suggestions

- Talk to other AICP Planners
- Study Group – E-mail lists
- Rely on Your Experience as a Planner
- Exam Statistics – Caution:
  - Pass rates vary by Chapter, age, etc.
  - No control over HOW candidates prepare

# AICP Exam Review

## Tips and Suggestions

- Look at Percentage of Emphasis by Topic to Guide your Exam Preparation
- National Examination
  - Avoid Georgia-centric Thinking on Exam

# AICP Exam Review

## Tips and Suggestions

- **Professional Exam**
  - Very important certification as AICP
  - Follows **You** – not your employer - through your Career
- **Responsibilities of Being a member of AICP**
  - Continuing Education (32 hours every 2 years)
  - Code of Ethics
  - Professional Activities
  - Service

# AICP Exam Review

## Tips and Suggestions

Avoid the dreaded Dopeler effect!

*Dopeler effect: The tendency of stupid ideas to seem smarter when they come at you rapidly.*

# Introduction to the AICP Exam

QUESTIONS?



American Planning Association  
Georgia Chapter

*Making Great Communities Happen*

# AICP EXAM REVIEW

## Expert Panel

Deanna Murphy, **AICP**, Sizemore Group

Carolyn Rader, **AICP**, Atlanta Regional Commission

Taylor Baxter, **AICP**, CH2MHill



# AICP Exam Review

## Questions to the Panel

Looking back on your experience with taking the AICP Exam...

1. How early did you start preparing for the test? (years? months? weeks?)
2. How long (hours) did you spend preparing for the test?
3. What were the most useful forms or methods of preparation for you?
4. What were the best 2-3 sources of information that you would recommend?
5. What were the types of questions that you found to be the most difficult?
6. If you had it to do over, what would you do differently?