2017 Spring AICP Exam Review

INTRODUCTION – TAKING THE EXAM

Gary A. Cornell, FAICP
Quick Poll

- Who has...

  ▫ Reviewed AICP Exam info on line?
  ▫ Taking Exam in May, 2017?
  ▫ Taking Exam in November, 2017?
  ▫ Not yet registered for the Exam?
### AICP Exam Review

#### Topics Covered Today

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<tr>
<th>Topic</th>
<th>Faculty</th>
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<tr>
<td>Introduction – Taking the Test</td>
<td>Gary Cornell, FAICP</td>
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<tr>
<td>Fundamental Planning Knowledge, Part 1</td>
<td>Michael Elliot, Ph.D., Ga Tech</td>
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<tr>
<td>Fundamental Planning Knowledge, Part 2</td>
<td>Subhro Guhathakurta, Ph.D., Ga Tech</td>
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<td>Legal Foundations for Planning</td>
<td>David Kirk, FAICP - Troutman Sanders</td>
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<td>Plan-Making and Implementation, Part 1</td>
<td>Alexander Karner, Ph.D., Ga Tech</td>
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<td><strong>Lunch / Expert Panel of “Graduates”</strong></td>
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<td>Plan-Making and Implementation, Part 2</td>
<td>Gary Cornell, FAICP</td>
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<td>Plan-Making and Implementation, Part 3</td>
<td>Nisha Botchwey, Ph.D., Ga Tech</td>
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<td>Areas of Practice, Part 1</td>
<td>Gary Cornell, FAICP</td>
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<tr>
<td>Areas of Practice, Part 2</td>
<td>Jamie Cochran, FAICP, Ga DOT</td>
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<tr>
<td>Areas of Practice, Part 3</td>
<td>Ann Carpenter, AICP, Federal Reserve Bank of Atlanta</td>
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</table>
AICP Exam Review

**Topics on Saturday** (9am Start!) - Faculty

- Areas of Practice, Part 4
- Areas of Practice, Part 5
- Leadership, Administration & Mgmt.
- AICP Code of Ethics and Prof. Conduct

 Russ Danser, AICP, Edwards-Pitman
 Caleb Racicot, AICP, TSW Design
 Jeff Rader, FAICP – DeKalb Co. BOC
 Bruce Stiftel, Ph.D., FAICP, Ga Tech

**DON’T FORGET:**
Young Planners Group Social **TONIGHT** - 5:30PM
Publik Draft House, 654 Peachtree St.
AICP Exam Review

Outline of Subject Matter on AICP Exam

- **Fundamental Planning Knowledge** 25%
- **Plan Making & Implementation** 30%
- **Areas of Practice** 30%
- **Code of Ethics & Professional Conduct** 10%
- **Leadership, Administration, and Mgmt** 5%

**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)

- Chapter Professional Development Officer:
  Gary Cornell - [gary.cornell01@gmail.com](mailto:gary.cornell01@gmail.com)
AICP Exam Preparation

**Scheduling Your Exam**

- Your approval to take test will come by April 3 – good for 3 years
- Deadline to sign up for exam is April 28
- Have your ATT on hand when making appt.
- There are many locations in GA
- Spring testing window is May 10-23, 2017
- Fall application deadline is end of June (look on website in late Feb.)
- Fall testing window is in early November
- Schedule Exam appt. [www.prometric.com](http://www.prometric.com)
AICP Exam Preparation

**APA’s Suggestions:**
1. Contact your PDO
2. Map your study plan
3. Select a Comprehensive Preparation Packet
   *AICP Exam Prep 3.0 – web-based with videos*
4. Access resources available on the web
   *APA Policy Guides*
5. Familiarize yourself with taking the exam
   *No-cost computerized examination simulation and illustrative questions from APA*
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 Certification Examination

Format of 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
- Your test questions will be drawn from a pool of 900 questions
- No one else has the exact set of questions you have
AICP Certification Examination

**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, thing long term

Many questions require professional judgment, combined with technical knowledge
AICP Certification Examination

**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 Certification Examination

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 Certification Examination

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**

**To unmark a question**

(This button will only appear if you have marked the question.)
# AICP Certification Examination

## Layout of Review Page

<table>
<thead>
<tr>
<th>Name</th>
<th>Marked</th>
<th>Completed</th>
<th>Skipped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question 1</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Question 2</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Question 3</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
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<tr>
<td>Question 4</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Question 5</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Symbols Key**

- ⬤ = Marked question
- ✔️ = Completed question
- 🔍 = Incomplete question
AICP Certification Examination

Review Features

To review questions

To review marked questions

To review incomplete questions
AICP Certification Examination

Scoring the AICP Exam

- Your score will be sent 6-8 weeks after the test
- Score Reports are made ONLY to You – Confidential
- Scaled Scoring
  - Every question is assigned a weighted value
  - The range of test scores is from a Low of 25 to a High of 75
  - Passing is based on a fixed score, NOT a percentage of questions that you answered correctly
- 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 Certification Examination

**Tips and Suggestions**

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

Responsibilities of Being a member of AICP

• Continuing Education (32 hours every 2 years)
• Code of Ethics
• Professional Activities
• Service
QUESTIONS?