2018 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, 2018?
  ▫ Taking Exam in November, 2018?
  ▫ Not yet registered for the Exam?
# AICP Exam Review

**Topics Covered Today**

- Introduction – Taking the Test
- Fundamental Planning Knowledge, Part 1
- Plan-Making and Implementation, Part 1
- Plan-Making and Implementation, Part 3
- Lunch / Expert Panel of “Graduates”
- Legal Foundations for Planning
- Fundamental Planning Knowledge, Part 2
- Plan-Making and Implementation, Part 2
- Areas of Practice, Part 1
- Areas of Practice, Part 2
- Areas of Practice, Part 3

**Faculty**

- Gary Cornell, FAICP
- Michael Elliot, Ph.D., Ga Tech
- Bill Drummond, Ph.D., Ga Tech
- Nisha Botchwey, Ph.D., Ga Tech
- Harold Buckley, Jr., J.D., AICP
- Subhro Guhathakurta, Ph.D., Ga Tech
- Gary Cornell, FAICP
- Gary Cornell, FAICP
- Claudia Bilotto, AICP
- Ann Carpenter, Ph.D., AICP
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%
Background on AICP Exam

- Administration
- Tips for Taking the Exam
- Tips for Preparing for the Exam

Your best place to start is at APA website: https://www.planning.org/certification/bulletin
https://www.planning.org/certification/currentexam/

New Chapter Professional Development Officer
Ariel Godwin, AICP: agodwin@sgrc.us
Paths to AICP Certification

Traditional
- Education
- Professional Planning Experience
- Exam
- AICP

AICP Candidate Pilot Program
- Education / Apply for Candidate Program
- Exam
- AICP Candidate
- Professional Planning Experience
- AICP

Step 1  Step 2  Step 3
AICP Exam Preparation

Scheduling Your Exam

- Your approval to take test will come by March 30 – good for 3 years
- Deadline to schedule for exam is April 28
- Have your Eligibility ID on hand when making appt.
- There are many locations in GA
- Spring testing window is May 14-28, 2018
- Fall application deadline is June 28
- Fall testing window is two weeks (TBD) in early November
- Schedule Exam appt. www.prometric.com/aicp
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
   - Review APA *Policy Guides*
5. Familiarize yourself with taking the exam
   - No-cost computerized examination simulation and illustrative questions from APA
   - [www.planning.org/certification/examprep](http://www.planning.org/certification/examprep)
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 Eligibility ID
- Calculator and scratch paper are provided
- Bring your watch and a sweater
- Take no books or reference materials in the room
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, think 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”!
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>
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<tr>
<td>Question 3</td>
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<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Question 4</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Question 5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Symbols Key

- ▼ = Marked question
- ✔️ = Completed question
- 🔄 = Incomplete question
# AICP Certification Examination

## Review Features

<table>
<thead>
<tr>
<th>Feature</th>
<th>Button</th>
</tr>
</thead>
<tbody>
<tr>
<td>To review questions</td>
<td>Review All</td>
</tr>
<tr>
<td>To review marked questions</td>
<td>Review Marked</td>
</tr>
<tr>
<td>To review incomplete questions</td>
<td>Review Incomplete</td>
</tr>
</tbody>
</table>
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 score is 55
  - Passing score is NOT the 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

- Pay AICP dues
- Continuing Education (32 hours every 2 years)
- Code of Ethics
- Professional Activities
- Service
After the AICP Exam Review Tonight

DON’T FORGET:
Young Planners Group Social  TONIGHT - 5:30PM
Fado’s Irish Pub, 933 Peachtree St. (at 12th St.)
QUESTIONS?