



When the Georgia Chapter (GPA) is requested by another organization to partner/co-host or otherwise provide CM credits for an event, the following process will be followed:

1. The request will be made via the CM Partnership Policy Activity Form on the Chapter website to the Professional Development Officer (PDO), at least 60 days prior to the event (every effort to include GPA early in the event and content planning should be made, 90 day notice is encouraged and preferred for multi-day events)
  - a. The request will include:
    - i. The objective of the event and benefit for GPA and its members
    - ii. Projected attendance and list of prospective attendees
    - iii. The event's relevance to the planning community
    - iv. A draft overall budget of the event (if GPA monetary contribution is requested)
    - v. Anticipated role/activities of GPA including any monetary contribution requested
    - vi. Any interest in qualifying part or all of the event for AICP Certification Maintenance (CM) program credits
    - vii. An acknowledgement that all publicity, handouts, other materials include recognition of the Georgia Chapter as a partner/co-host
2. The PDO will evaluate if the event could qualify as a partnered/co-hosted activity under the AICP Certification Maintenance (CM) program, and therefore fall under the Georgia Chapter's CM registration "umbrella." Under the CM program, the Georgia Chapter may be considered the "primary" partner/co-host, and therefore registrant of a program if any of these conditions are met:
  - a. GPA has contributed significantly to the direct costs of the program (not including consumables such as food and beverages) or the activity is principally marketed under the APA/GPA brand, and/or
  - b. GPA has contributed significantly to the development of the program (for example, topic and speaker identification; assistance with conference logistics), and/or
  - c. GPA is the, or one of the, primary marketers of the program, and/or
  - d. GPA will receive economic benefit commensurate with their financial and in kind contributions (e.g. portion of the proceeds of the event commensurate with contributions)
3. The PDO completes their evaluation and recommends an approval or disapproval to the Chapter President.
4. The Chapter President will distribute the request and the evaluation/recommendation to the Georgia Chapter's Executive Committee. The Executive Committee will evaluate the proposal and determine if the Chapter is interested in partnership. Criteria for partnership should include, but not necessarily limited to:
  - a. The event must be relevant to current professional planning practice
  - b. It is consistent with national APA objectives of promoting the value of planning, choice, engagement, and community
  - c. It is open to Georgia Chapter members
  - d. At least part of the event may be eligible for CM program credits
  - e. The event must not be at a time that overlaps with a GPA statewide conference
5. Based on the Executive Committee's recommendation, the President notifies the organization making the request. If the proposal qualifies under the Chapter's CM umbrella, PDO, or their designee, will subsequently work with the organization to submit CM credits to the American Planning Association website.

Thanks to the Virginia and Washington APA Chapters for part of this policy wording.

Adopted by the Georgia Chapter Board of Directors, February, 14, 2013. Amended July 29, 2016 and July 13, 2018.