 **Template for Data Collection for CM Activities**

Providers of education and training may find the following templates useful in collecting data for activities that may be eligible for CM credit, including single and multi-part activities and distance education. Please visit the CM website for more details on the CM program at [www.planning.org/cm](http://www.planning.org/cm).

Single Event

A single activity is defined as a self-contained, real-time event, such as a workshop (including mobile workshops), lecture, keynote speeches, symposium, or audio/web conference where the lecturer and instructor are participating at the same time and at which participants cannot choose among multiple activities. All participants at a single event attend the same activities and earn the same number of credits.

**You will need the following information for the single event:**

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| **Event Details** | |
| **Name of Session** |  |
| **Short Name**  for Online Calendar (optional) |  |
| **Event Code**  This is the code your organization uses to identify the event. (optional). |  |
| **Start Date** |  |
| **End Date** |  |
| **Start Time (a.m. /p.m.)** |  |
| **End Time (a.m. /p.m.)** |  |
| **Event Location:** **City** |  |
| **State** |  |
| **External Web Site Link**  It is recommended that you provide a link directly to the event details, making it easier for AICP members to find (and register) for your training. |  |

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| **Topic:** Please choose from the following list of topics representative of the overall event or conference: | | | | | | | | |
|  | Citizen Participation | |  | Infrastructure | |  | Small Towns |
|  | Climate | |  | Law | |  | Smart Growth |
|  | Comprehensive Planning | |  | Mixed-Use | |  | Social Equity |
|  | Demographics | |  | Neighborhoods | |  | Streets |
|  | Density | |  | New Urbanism | |  | Transportation |
|  | Economic Development | |  | Parking | |  | Urban Design |
|  | Environment | |  | Parks and Open Space | |  | Zoning |
|  | Green Communities | |  | Property | |
|  | Hazards | |  | Revitalization | |
|  | History | |  | Signs | |
|  | Housing | |  | Site Plans | |
|  | | | | | | | | |
| **Event Description**  **(4000 char max)** | | | | |  | | |
| Please clearly describe the planning-related educational objective that this training achieves (e.g., what AICP members will learn). Note that the content must be designed to teach subject matter in appropriate depth and scope for the level of a typical AICP member (e.g., a planner with at least two years of experience).  *Please note: description will be displayed to all members*. | | | | |
| **Instructors/Speakers**  An expert is defined by APA as a professional who has made a contribution to the profession through practice, teaching, research, or publications; completed works that proclaim individuality and mastery of the principles of planning taught; and whose work demonstrates outstanding quality and professionalism. | | | | | | | |
| **Speaker # 1** | | **Name**  + any non-AICP title ( PE, ASLA, AIA, MD, PhD…) | | |  | | |
| **AICP ?** | | |  | | |
| **FAICP?** | | |  | | |
| **Biographical Information**  (4000 char max; including current professional title and notable achievements that indicate required level of expertise) | | |  | | |
| **Speaker # 2** | | **Name**  + any non-AICP title (PE, ASLA, AIA, MD, PhD…) | | |  | | |
| **AICP?** | | |  | | |
| **FAICP?** | | |  | | |
| **Biographical Information**  (4000 char max; including current professional title and notable achievements that indicate required level of expertise) | | |  | | |
| **Speaker # 3** | | **Name**  + any non-AICP title (PE, ASLA, AIA, MD, PhD…) | | |  | | |
| **AICP?** | | |  | | |
| **FAICP?** | | |  | | |
| **Biographical Information**  (4000 char max; including current professional title and notable achievements that indicate required level of expertise) | | |  | | |
| **Speaker # 4** | | **Name**  + any non-AICP title (PE, ASLA, AIA, MD, PhD…) | | |  | | |
| **AICP?** | | |  | | |
| **FAICP?** | | |  | | |
| **Biographical Information**  (4000 char max; including current professional title and notable achievements that indicate required level of expertise) | | |  | | |
| **Speaker # 5** | | **Name**  + any non-AICP title (PE, ASLA, AIA, MD, PhD…) | | |  | | |
| **AICP?** | | |  | | |
| **FAICP?** | | |  | | |
| **Biographical Information**  (4000 char max; including current professional title and notable achievements that indicate required level of expertise) | | |  | | |

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| **Criteria for CM Approval** | |
| **Number of Credit Hours Requested - TOTAL**  (1.0 contact hours = 1.0 CM credits).  Non-instructional activities or breaks cannot be included toward the contact hour(s) and should be discounted from CM credit total |  |
| **Law Credits Requested?**  (note percentage of session time meeting Law Criteria e.g. 1.5 contact hours = 1.5 CM credits) |  |
| **Ethics Credit Requested?**  (note percentage of session time meeting Ethics Criteria e.g. 1.5 contact hours = 1.5 CM credits ) |  |

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| **Description of how the event will meet the Ethics requirement**  (2000 char max)  Providers must demonstrate that the content of the activity focuses on training planners on the standards of ethical behavior according to the AICP Code of Ethics and Professional Conduct. While general ethics courses, local ethics laws, and ethic codes from other professions can introduce relevant issues as well, the AICP Code focuses on a system of moral principles specific to professional planners.  *For more information please reference the CM Provider Handbook located on the APA website at www.planning.org/cm/providers* |  |
| **Description of how the event will meet the Law requirement**  (2000 char max)  Providers must demonstrate that the content of the activity is related to existing planning laws or case decisions or trends in existing planning laws or case decisions. Political movements, policy recommendations, and policy initiatives are not "current planning law." Existing planning laws or case decisions must clearly constitute a majority of the content of the activity.  *For more information please reference the CM Provider Handbook located on the APA website at www.planning.org/cm/providers* |  |