CANDIDATE GUIDE

Updated December 2020

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About CNU Accreditation

In 2008, CNU launched a new accreditation program to recognize the talent within the New Urbanist movement for creating walkable, sustainable places. The purpose of this program is to elevate the practice of the principles of New Urbanism through professional accreditation and to develop the CNU Accreditation program as a premier standard of professional excellence in the design of the built environment.

Through a partnership with the University of Miami School of Architecture, CNU members and leading new urbanist, developed an online exam to test an individual's knowledge of our core principles. The exam is offered three times a year, following a self-paced online course from the University of Miami titled, *The Principles and Practice of New Urbanism*, which provides preparation for the exam. A classroom-style course was also developed and is offered locally on-demand (contact accreditation@cnu.org for more information). The CNU-A exam may be taken separately from the course, and registration is independent.

Professionals who meet the requirements of accreditation will be recognized as CNU-Accredited. The accreditation credential can be used for business identification, reference criteria, and showing your commitment to the principles of New Urbanism.

1. **Benefits of CNU Accreditation**
   - Provides a marketable credential to an employer, prospective employer or client
   - Listing on CNU Member Directory as CNU-Accredited
   - CNU Accredited Professional Certificate

2. **Requirements of CNU Accreditation**
A CNU accredited professional is a CNU member who has passed the accreditation exam and continues to advance their understanding of the practice and principles of New Urbanism by regularly attending educational events.

The requirements of CNU Accreditation are:
   - Pass the CNU / University of Miami Accreditation Exam
   - Active CNU Membership at the Urbanist level or higher
   - Attend CNU-approved educational event(s) annually (minimum 8 hours duration).

CNU reserves the right in the future to require recertification and additional continuing education. As the CNU Accreditation program advances, the requirements will be strengthened.

Registering for the Accreditation Exam

1. Exam Windows
The CNU / UM Accreditation Exam is currently offered online three times a year.

2021 Exam Schedule

	201A	21B	21C
Exam Registration	1/5 – 3/25	4/27 – 7/15	8/17 – 11/4
Exam Access	4/8 – 4/22	7/29 – 8/12	11/18 – 12/2

2. Exam Registration
Follow these steps to register for the exam:
i.   Visit www.cnu.org and sign in to your membership website account. If you are not yet a CNU member, click "join" to become a CNU member. You must sign up as an Urbanist member, or higher to be eligible for CNU-Accreditation.
ii. Visit www.cnu.org/accreditation and click on "Register for the Exam." Complete the registration form and optional questionnaire.
iii. Be sure to submit payment at the last step. Your payment is not complete until you reach the "Thank You" page.
iv. You will receive an email receipt from cnuinfo@cnu.org confirming your payment and registration. Please add cnuinfo@cnu.org to your email program's list of acceptable email addresses. If you do not receive the receipt email, please first check your spam or junk mail filters. If you still cannot find your receipt email, please contact CNU at accreditation@cnu.org.

3. Examination Fees
The $225 examination fee covers the costs of examination development, review, scoring and administration of the CNU Accreditation program. CNU accepts electronic credit card payments and will charge the exam fee at the time of registration.

4. Cancellations and Refunds
You can cancel your exam registration by emailing accreditation@cnu.org.

Candidates who submit a cancellation request by the registration deadline for that testing period will receive a full examination fee refund, minus a $30 administrative fee.

Candidates who submit a cancellation request after the registration deadline but three days before the testing window will receive a full examination fee refund, minus a $50 administrative fee.

Candidates who submit a cancellation request within three days of the testing window will forfeit all registration fees.

5. Transferring Testing Window
You can transfer your exam registration for the next available testing window by emailing accreditation@cnu.org. Further transfer requests will be processed as refunds.

Candidates who submit a transfer request by the registration deadline for the testing period they are currently registered for will not face an additional fee.

Candidates who submit a transfer request after the registration deadline but three days

before the testing window they are currently registered for will be charged a $30 administrative fee.

Candidates who submit a transfer request within three days of the testing window they are currently registered for will forfeit all registration fees.

6. Extensions
CNU and UM will not fulfill extension requests. Candidates who realize that they cannot take the exam in the scheduled time period are encouraged to submit a transfer request, see above section on transfers.

7. Missed Appointments
Candidates who fail to take the exam during their scheduled testing window will forfeit all registration fees.

8. Re-examination
Candidates who decide to take the exam again are free to do so, but will have to re-register and pay the full examination fee.

9. Credentialing Process
You will receive an email notification regarding your accreditation status from CNU four weeks after the testing window closes. If you have passed the exam and met the other requirements for accreditation, you will receive your certificate and informational packet in the mail.

<u>Preparing for the Accreditation Exam</u>

1. University of Miami Course: The Principles and Practice of New Urbanism
The Principles and Practice of New Urbanism is a self-paced online course offered by the University of Miami School of Architecture, a world leader in New Urbanism. The course is taught using Moodle Course Management System, an open source e-learning software platform.

The course consists of eleven instructional units that students complete on their own time, within a twelve – week period of registering for the course. Each unit includes required and supplementary readings in addition to the online content. There is an online exam that students take upon completion of the units. Students who complete the course and pass the exam receive a certificate from the University of Miami School of Architecture. We estimate that the course will take approximately 55 hours to complete, including supplementary readings, although this will of course vary by student. A preview of the course is available [online](). Participants in the UM course will receive 8+ AIA continuing education credits.

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2. Course Registration

The Principles and Practice of New Urbanism course is currently offered online three times a year. Course registration is separate from the CNU / University of Miami Accreditation exam registration, visit nuonline.arc.miami.edu for more information. The course fee is $300 for CNU members, $335 for non-members. The course fee includes 90-days of access to the course, two-weeks access to the final exam and a Certificate of Completion from the University of Miami.

The course final exam is also used for the CNU / University of Miami Accreditation Exam, but applicants to the CNU Accreditation program must register for the exam at cnu.org/accreditation.

2021 Course Schedule

	21A	**21B**	**21C**
Course Registration	1/5 – 1/26	4/27 – 5/18	8/17 – 9/7
Course Access	1/28 – 4/22	5/20 – 8/12	9/9 – 12/2

3. Topic Areas

The exam is organized into ten instructional units:

Introduction

Unit 1: A Crisis of Place and the Alternative of the New Urbanism.
- A Crisis Of Place
- The Causes and Costs of Sprawl
- Traditional Neighborhood Development (TND) vs. Conventional Suburban Development (CSD)
- The New Urbanism Alternative

The Region: Metropolis, City, and Town

Unit 2: Boundaries & Centers, Economics & Mobility
Unit 3: Ecology & Built Legacy
Unit 4: Diversity, Infill & Greenfields

The Neighborhood, the District, and the Corridor

Unit 5: Definitions & Traditional Neighborhood Planning Principles
Unit 6: Pedestrian Shed, Transit & Highways
Unit 7: Civic Institutions, Public Space, & Codes

The Block, the Street, and the Building

Unit 8: Architecture, Local Culture and Community Identity
Unit 9: Public Realm, Pedestrian Life & Public Safety
Unit 10: Green Building & Historic Preservation

Implementing New Urbanism

Unit 11: Implementing New Urbanism

- Charrettes
- Market Demand
- Finance
- Land Development
- Marketing
- Parking

4. Recommended Reading
- Charter of the New Urbanism, cnu.org/charter
- New Urbanism: Best Practices Guide, 4th edition, by Robert Steuteville, Philip Langdon, et. al. (Ithaca, NY: New Urban Publications, 2009).
- Suburban Nation: The Rise of Sprawl and the Decline of the American Dream by Andres Duany, Elizabeth Plater-Zyberk, and Jeff Speck (New York: North Point Press, a division of Farrar, Straus and Giroux, 2000).
- Sustainable Street Network Principles by CNU Project for Transportation Reform (2012)

Taking the Accreditation Exam

1. Exam Access

Once you are registered you will receive the following information:
i. You will receive an email from the University of Miami School of Architecture with exam login information on the first day of exam access.
ii. The exam will be accessible for a certain period of time, see chart below.
iii. You will receive an email reminder one week before the exam access window closes from the University of Miami School of Architecture.
iv. You will receive an email explaining that the exam access has closed from the

University of Miami School of Architecture.

2021 Exam Access Schedule

	21A	**21B**	**21C**
Exam Access	4/8 – 4/22	7/29 – 8/12	11/18 – 12/2

v. Exam Format

At this time, the course is only offered online and in English.

Computer-Based Testing

The CNU / University of Miami Accreditation exam is an online, computer-based test, but candidates do not need extensive computer experience to take the test. The exam is hosted by the University of Miami using the Moodle Course Management System. A tutorial is available online at http://nuonline.arc.miami.edu

Question and Time Format

The exam is comprised of 101 randomly delivered multiple choice and true and false questions, as well as two short answer questions. Exam question and answer options are displayed on the screen, 20 questions per page. All questions must be answered within the 3.5-hour time limit; unanswered questions will be marked as incorrect when the time expires. The computer records your responses and times your exam. You can skip ahead to questions and then go back. After answering all questions you can go back and review your answers (within the allotted timeframe). If you have technical issues during the exam, email nuonline@arc.miami.edu.

If you exit the exam or press "submit" your answers, you will not be able to reenter the exam. The exam results are automatically submitted when time expires. If you accidentally exit the exam, you will need to contact the University of Miami School of Architecture to reset the exam. Your answers will not be saved; you will have to restart the exam.

Technical Requirements

- Internet access (slower connections may affect the download speed, and in turn affect the timer).
- Web Browser, including Internet Explorer 5.5 or above, Netscape 6.x or above, Mozilla Firefox, Google Chrome, or Apple Safari 1.x or higher

Accommodations for Candidates with Disabilities

If you have a documented disability that would prevent you from taking the CNU / University of Miami Accreditation exam under standard conditions, you may request a reasonable accommodation as required by law. Reasonable accommodations are granted to ensure that every candidate has the opportunity to test on a level field with other candidates. Accommodation requests are considered on a case-by-case basis. Please contact CNU by emailing accreditation@cnu.org.

vi. Exam Scoring

Multiple choice and True/False questions are worth 1 point each, short answers are worth 3 points each. There are 107 points available. The passing score was set by the University of Miami School of Architecture using a standard established statistical procedure.

Students will not receive exam scores, only pass/fail notification. Both will remain

confidential. If you have specific questions or concerns about your scores, you may contact the University of Miami School of Architecture.

vii. Exit Survey
At the end of the examination, you will be asked to complete a brief survey, which will provide the University of Miami and CNU with an evaluation of your testing experience. All comments will be reviewed after the close of the test window and will remain confidential.

Maintaining your Accreditation Status

To claim CNU Accreditation as a professional designation, members must be in good standing. To maintain good standing, a CNU member must:

- Pay annual CNU member dues; and
- Satisfy the continuing education requirements by attending at least 8 hours of CNU-approved educational event per year.

A CNU accredited professional who fails to satisfy the above requirements becomes a lapsed accredited professional.

1. Maintaining CNU membership
CNU accredited professionals are required to maintain active Urbanist level (or higher) membership with CNU. They will receive the regular member benefits as well as the standard renewal notices.

A lapsed accredited professional will no longer be listed in the CNU member directory as CNU-Accredited and must immediately cease to claim or use the CNU credential.

A lapsed accredited professional has a four-year window from his or her membership lapse date during which to reinstate CNU membership without being required to reapply and retake the CNU / University of Miami Accreditation exam. Renewing membership at cnu.org/join will automatically restore accreditation status in the CNU member directory.

A lapsed accredited professional who does not reinstate CNU membership within four years of this date will be required to reapply and retake the CNU / University of Miami Accreditation exam.

A CNU accredited professional who renews membership at the Advocate level will be removed from the CNU-Accredited listing in the membership directory. Only by re-establishing membership at the Urbanist level (or higher), will Accreditation status be renewed.

2. Tracking attendance at educational events
CNU accredited professionals are required to attend a least 8 hours of CNU-approved educational event per year. A CNU-approved educational event includes events hosted by CNU, a CNU chapter, or a CNU-A Continuing Education Provider. For the most up-to-date list of CNU-A Continuing Education Providers, please visit the CNU Accreditation webpage.

CNU will conduct a yearly audit of a random sample of members to check for compliance. Members are asked to track their attendance at required events and make this documentation available if audited. To assist in this tracking process, CNU has

developed an attendance tracking form, available for download at cnu.org/accreditation and at the back of this document. When notified by email from CNU, members will be requested to email (accreditation@cnu.org) or send (to CNU, re: Accreditation, PO Box A3104, Chicago, IL 60690) in their attendance form. A member who fails to send in the form or sends in an incomplete form by the audit deadline will become a lapsed accredited professional.

A lapsed accredited professional will no longer be listed in the CNU member directory as CNU-Accredited and must immediately cease to claim or use the CNU credential.

A lapsed accredited professional has a four-year window from his or her audit date during which time he or she can bring their attendance record back into compliance without being required to reapply and retake the CNU / University of Miami Accreditation exam. The fastest way to come back into compliance is to submit a completed attendance form showing attendance at a minimum of one daylong CNU event per year from the date of accreditation to present. If a member has indeed failed to attend an event in a required year, he or she will have the opportunity to make up for that year. Members are asked to attend educational events to make up for the missing attendance. Accreditation status will be restored when a complete attendance form is received at CNU.

A lapsed accredited professional who does not respond to or comply with the attendance audit within four years of the audit date will be required to reapply and retake the CNU / University of Miami Accreditation exam.

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