APA California offers the opportunity for co-sponsored events to organizations and agencies who can provide APA members with training that demonstrates planning-related educational objectives to appropriate depth and scope in subject areas of interest to our members. In exchange, APA California or its member Sections can provide website and/or email advertising for the event, a broader audience, and CM credit opportunities for APA members who are also members of other organizations.

Name of Your Organization:

Title of Event:

Contact Person (name, phone, email). If same as Speaker #1 on attached form, name only required here:

Type of Event: Single Event___ Multi-part Event___ Distance Learning ____

In addition to filling out the attached CM Activity form, please answer the questions below:

Co-Sponsorship Support Being Requested – please explain if necessary:

☐ Publicity/Advertising [typically includes posting on the APA California website and/or member Section website on the Calendar of Events; may be included in the online Cal Planner; may be included in an email blast to the APA California membership
☐ Direct Financial Assistance? [please indicate amount being requested and how the funds will be used]
☐ APA California or member Section submittal of a request to APA National for CM credit?

For all types of events please answer:

☐ Event cost for your members $_____ Event cost for APA members $_______

For Multi-part Events:

☐ Are you asking for volunteers/organizational Support at or prior to the event?
☐ Are APA California members participating in planning the event?
☐ Are there other event sponsors or financial contributors to this event?
☐ Will APA California or member Section be included in logos or advertising for this event?
☐ If there are booths at this event, will APA California or member Section be offered space?
☐ Will APA members be speakers at this event?
Notes:
A primary attraction for APA members who belong to the American Institute of Certified Planners (AICP) attending training sessions is the availability of CM credits. Please fully fill out the attached CM Activities Form which APA California or member Sections must submit to APA National to secure the CM credit.

On the CM Activities Form be sure to indicate which event format you are applying to have co-sponsored: Single Event; a Multi-part Event; or a Distance Learning Event.

Include only instructional time in the number of credit hours requested. Time for registration, breaks or meals cannot be granted CM credits.

For Multi-part events, please note that a portion of the CM Activities form will need to be filled out for each session or part of the activity.

Other comments to APA California or member Section in support of your request for co-sponsorship:

SUBMIT THIS FORM AND COMPLETED CM ACTIVITIES FORM TO Laura Murphy at APA California at nhe2011@live.com if you are requesting APA California’s co-sponsorship, or your member Section Professional Development Officer if you asking for co-sponsorship of a local event.

Submitted by/Date:

FOR APA USE ONLY:

___ Chapter co-sponsorship

___ Section co-sponsorship [_____________ Section]

[What else should be recorded for the event? Date submitted? Event no.?]
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.

**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 audiolive 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:

<table>
<thead>
<tr>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Session</strong></td>
</tr>
<tr>
<td><strong>Short Name</strong> for Online Calendar (optional)</td>
</tr>
<tr>
<td><strong>Event Code</strong> This is the code your organization uses to identify the event, (optional).</td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td><strong>End Date</strong></td>
</tr>
<tr>
<td><strong>Start Time (a.m. or p.m.)</strong></td>
</tr>
<tr>
<td><strong>End Time (a.m. or p.m.)</strong></td>
</tr>
<tr>
<td><strong>Event Location: City</strong></td>
</tr>
<tr>
<td><strong>State</strong></td>
</tr>
<tr>
<td><strong>Biographical Information</strong> (500 char max, including current professional title and notable achievements that indicate required level of expertise)</td>
</tr>
</tbody>
</table>

**Description of how the event will meet the Ethical requirement**

(200 char max)

Provider must demonstrate that the content of the activity is related to ethical principles or decision making practices in planning according to the AICP Code of Ethics. Ethical principles and decision making practices is comprehensive, broad, and applies to both current professionals and those who have left the profession. For more information please reference the CM Provider Handbook located on the AICP website at planning.org/cm/providers

**Multi-part Event**

This is defined as a real-time event with multiple activities, such as a conference with several sessions or multiple registration options. Participants at a multi-part event choose between a variety of activities, and individual participants may earn different numbers of credits. Note: if you choose this type, you will be asked to enter information for each of the individual activities available at the event that you would like to offer for CM credit. Credits will be awarded for those individual activities rather than for the event as a whole. The event will appear once on the calendar and CM activity list, the individual activities will appear on the event's detail page.

You will need the following information for the entire event or conference:

<table>
<thead>
<tr>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of (main) Event</strong></td>
</tr>
<tr>
<td><strong>Short Name</strong> for Online Calendar (optional)</td>
</tr>
<tr>
<td><strong>Event Code</strong> This is the code your organization uses to identify the event, (optional).</td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td><strong>End Date</strong></td>
</tr>
<tr>
<td><strong>Start Time (a.m. or p.m.)</strong></td>
</tr>
<tr>
<td><strong>End Time (a.m. or p.m.)</strong></td>
</tr>
</tbody>
</table>
Event Location: City

Stakeholders:
- 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.

Topic: Please choose from the following list of topics representative of the overall event or conference:
- Citizen Participation
- Infrastructure
- Small Taus
- Climate
- Comprehensive Planning
- Mixed Use
- Social Equity
- Demographics
- New Urbanism
- Transportation
- Economic Development
- Zoning
- Green Communities
- Property
- Hazards
- Rehabilitation
- History
- Site Plans

Event Description:
Please clearly describe the planning-related educational objective of this training session (e.g., what AICP members will learn). Note that the content must be designed to teach subject matter in a way that AICP members may apply in similar future situations. This text will help shape the AICP Member (e.g., a planner with at least five years of relevant experience).

You will need to enter the following information for each session, part or activity:
- Activity/Session 1 Details
  - Name of Session
  - Start Date
  - End Date
  - Start Time (a.m./p.m.)
  - End Time (a.m./p.m.)

Teptide: Please choose no more than three or four of the following topics representative of the event:
- Planning
- Community Development
- Economic Development
- Housing
- Environmental

Table:
- Speaker #1
  - Name
  - Biographical Information (AICP or non-AICP) (Contact hours = 12 CM credits)

- Speaker #2
  - Name
  - Biographical Information (AICP or non-AICP) (Contact hours = 12 CM credits)

Criteria for CM Approval:
- Number of Credit Hours Requested - TOTAL
- Description of how the event will meet the Ethic requirements

Table:
- Event Description:
  - Please clearly describe the planning-related educational objective of this training session (e.g., what AICP members will learn). Note that the content must be designed to teach subject matter in a way that AICP members may apply in similar future situations. This text will help shape the AICP Member (e.g., a planner with at least five years of relevant experience).

- Instructors/Speakers:
  - Speaker #1
    - Name
    - Biographical Information (AICP or non-AICP)

  - Speaker #2
    - Name
    - Biographical Information (AICP or non-AICP)

Description of how the event will meet the Law requirement:
Please clarify how the content of the activity is related to existing planning laws or cases decisions or trends in existing planning laws or case decisions.

Distance Education:
A distance education event is an asynchronous learning event, where the learner and instructors are separated by time and are not engaging in the event simultaneously. The learner may access the material at their convenience. Distance education activities may include CD-ROMs, online courses, podcasts, telecasts or downloadable recordings.

Distance education activities have additional criteria for approval. For more information, please log onto the APA website and visit www.planning.org or click on the CM Provider Information website for more information.

You will need the following information for the distance education event/course or product:
- Event/Course or Product Details
  - Name of Event/Course or Program
  - Short Name for Online Calendar (optional)
  - Event/Product Code
    - This is the code your organization uses to identify the event. It may be left blank.
  - Course Availability Start (month/year) - select which quarter the product or course will be available e.g. 1/Jan-Mar or Apr-Jun, etc.
  - Course Availability End (month/year) - select which quarter the product or course will be available e.g. Jan-Mar or Apr-Jun, etc.
  - 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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**Event/Course or Product Description (500 char max)**

Please clearly describe the planning-related educational objective that this training revolves around. What topics will learners be exposed to? What content must be designed to teach the subject matter in an appropriate depth and scope for the level of AICP members present (e.g., a planner with at least two years of experience). Please note: description will only be displayed to AICP members.

**Instructors/Speakers**

Any speaker defined as a professional who has made a contribution to the profession through public, private, or public means, or who has written important articles on principles of planning theory, and teaches with demonstrated expertise and skill.

**Speaker #1**

<table>
<thead>
<tr>
<th>Name</th>
<th>Biographical Information (500 char max, including current professional title and notable achievements that indicate recognized level of expertise)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AICP</td>
<td>FAICP</td>
</tr>
</tbody>
</table>

**Speaker #2**

<table>
<thead>
<tr>
<th>Name</th>
<th>Biographical Information (500 char max, including current professional title and notable achievements that indicate recognized level of expertise)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AICP</td>
<td>FAICP</td>
</tr>
</tbody>
</table>

**Criteria for CM Approval**

- **Number of Credit Hours Requested - TOTAL**
  - (3 Standard hours = 1.0 CM credits)
  - Non-instructional activities or breaks cannot be included toward the contact hours and should be discounted from CM credit listings

- **Law Credits Requested?**
  - (rule) percentage of session time reading Law Credits e.g. 1.0 contact hours = 1.0 CM credits

- **Ethics Credits Requested?**
  - (rule) percentage of session time reading Ethics Credits e.g. 1.5 contact hours = 1.25 CM credits

Part I: Describe how the course/program utilizes multiple methods of learning? Methods include: text or course outline of course content, plans, photographic of case studies, relevant graphics, or other visuals, audio lectures linked to PowerPoint presentation, or supplemental reading materials.

Part II: Describe the mechanism for gauging acquisition of content?

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Include what is the mechanism for gauging acquisition of content? Some methods are: Multiple choice tests, essays, a Q&A forum, Online discussion board.

Approx 2000 character max for both part I & II.