



American Planning Association
California Chapter

Making Great Communities Happen

DRAFT 1/3/14

APA California **cm Event Co-Sponsorship Request Form**

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 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:

Event Details	
Name of Session	
Short Name for Online Calendar (optional)	
Event Code <small>This is the code your organization uses to identify the event. (optional).</small>	
Start Date	
End Date	
Start Time (a.m. /p.m.)	
End Time (a.m. /p.m.)	
Event Location: City	
State	
External Web Site Link <small>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.</small>	

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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). <small>Please note: description will be displayed to all members.</small>	
Instructors/Speakers	
<small>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 proffer individuality and mastery of the principles of planning taught; and whose work demonstrates outstanding quality and professionalism.</small>	
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?

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Speaker #3	Biographical Information (4000 char max; including current professional title and notable achievements that indicate required level of expertise)
	Name + any non-AICP title (PE, ASLA, AIA, MD, PhD...)
	AICP?
	FAICP?
Speaker #4	Biographical Information (4000 char max; including current professional title and notable achievements that indicate required level of expertise)
	Name + any non-AICP title (PE, ASLA, AIA, MD, PhD...)
	AICP?
	FAICP?
Speaker #5	Biographical Information (4000 char max; including current professional title and notable achievements that indicate required level of expertise)
	Name + any non-AICP title (PE, ASLA, AIA, MD, PhD...)
	AICP?
	FAICP?

Criteria for CM Approval	
Number of Credit Hours Requested - TOTAL (1.0 contact hours = 1.0 CM credits). <small>Non-instructional activities or breaks cannot be included toward the contact hour(s) and should be discounted from CM credit total.</small>	
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) <small>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 ethics 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.</small>	
Description of how the event will meet the Law requirement (2000 char max) <small>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.</small>	

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 multipart 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:

Event Details	
Name of (main) Event	
Short Name for Online Calendar (optional)	
Event Code <small>This is the code your organization uses to identify the event. (optional).</small>	
Start Date	
End Date	
Start Time (a.m. /p.m.)	
End Time (a.m. /p.m.)	

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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.		
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).		
You will need to enter the following information for each eligible 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.)		
Topic: Please choose <u>no more</u> than three or four of the following topics representative of the event:		

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). <i>Please note: description will be displayed to all members.</i>		
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 problem 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)	
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 hours 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)		
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 ethics codes from other professions can introduce relevant issues as well, the AICP Code focuses on a system of moral principles specific to professional planners. <i>For more information please reference the CM Provider Handbook located on the APA website at www.planning.org/cm/providers</i>		

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. <i>For more information please reference the CM Provider Handbook located on the APA website at www.planning.org/cm/providers</i>

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/cm/provider, or check out the [CM Provider Handbook](#).

You will need the following information for the distance education event/course or product:

Event/Course or Product Details	
Name of Event/Course or Product	
Short Name for Online Calendar (optional)	
Event/Product Code <i>This is the code your organization uses to identify the event. It may be left blank.</i>	
Course Availability Start (month/year) – select which quarter the product or course will be available e.g. 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.	

Topic: Please choose from the following list of topics representative of the event:

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/Course or Product 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 work that problem 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)
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)	
Part I. Describe how the course/product utilizes multiple methods of learning? Methods include: text or course outline of course content, plans, photographs 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?	

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 char max for both part I & II
