 Attachment D

**TO: APA California Chapter Board**

**FROM: Betsy McCullough, AICP, Vice President of Professional Development**

**DATE: Board Meeting/Call of June 20, 2013**

**SUBJECT: Update on Professional Development Activities**

This is an information report on a variety of activities. No action by the Board is required.

AICP Exam Scholarship Process: notification has been given to Chapter members about the availability of a number of scholarships that will be awarded to assist in underwriting the cost of taking the AICP exam in November 2014. June is the application period and awardees will be notified in July prior to the deadline for applying for the exam. There are 4 scholarships left for the Chapter to award as well as a number of Section-provided scholarships.

Promoting CPF Activities to the Sections: I am working with Carol Barrett, CPF Chair, to create a summary of activities that CPF is looking to partner with Sections on during the year as fundraisers for CPF separate from the Auction at the annual conference. Activities are developed in partnership between CPF and Section members and offer CM credit. Recent examples are the 2013 Port tours held in 2 Sections concurrently, and the 2014 Bike Tours held in Davis and Long Beach on May 3. Additionally a number of Sections have held “Plan to Hike” activities [also CM activities] with proceeds going to CPF. Betsy and Carol believe that it will help raise the awareness of the Sections regarding opportunities to partner with CPF and raise funds for students if we are able to consistently describe the desire to do so and the process that should be undertaken.

Lapse of AICP Certification: In late May, the Chapter received a list of 81 AICP members who lost their certification at the end of the 2012-2013 period [following the 4 month grace period]. Brooke Peterson supports the idea of surveying those who lost certification to determine why they let is lapse [e.g., financial issue, retiring, lost interest, not enough opportunities to earn CM].

FAICP Guidelines Update: Originally we anticipated bringing revised Chapter Guidelines to the Board for approval on this June call. That timeline has slipped and now we expect to present them at the Board meeting prior to the conference. We will have gathered input from FAICP candidates – both successful and unsuccessful – and mentors and will update the process and get the 2015-2016 process started in late 2014.

Professional Development Website Information: With input from the Section PDOs, content material for a “Section PDO” location is being developed. The information includes instructions on how to fulfill the PDO role, describe typical responsibilities and interactions with Chapter and National staff, and include information and advisories on a variety of topics. See page 2 of this report for an outline of the information being developed.

**CONTENT AND POSSIBLE OUTLINE FOR PDO SECTION OF APA CALIFORNIA WEBSITE**

5/22/14 BAM:AICP:PDO Section of Chapter Website.Possible Content.May 2014

**PDO Published Info & Memos**

* FAICP APA California Chapter Guidelines 2013 [being revised 2014]
* Revised CM Provider Handbook: Luncheon Credit & Audits [3/9/13]
* Section PDO/Chapter Position on CM for Luncheons [4/10/13]
* AICP Exam Prep Training Summary by Section 9/13, 12/13
* CM Events Summary 2013
* Professional Development Section of 2013 Annual Report
* Annual summary of AICP Exam Scholarships from Chapter & Section 2013 [1/21/14]
* Webinars [Sept 23, 2013 PDO Notes & Jan 2014 Board Report]
* AICP Exam Eligibility Codes [3/21/14]

**General Discussion Topics**

* Lilly’s 4/8 memo on CM
* Content for the APA California Chapter Calendar [3/13]
* Introduction of Pre-Conference Sessions [3/13]
* Maintaining a record of CM Events by Section/CM Provider [3/13]
* Accrual of CM by New AICP members [5/13]
* Distributing CM status of AICP members by Section [7/13]
* AICP Prep Training
* Planning Webcast Consortium Membership [3/14]
* Closing out Last Reporting Period CM Credit Log [3/13]
* Re-claiming Distance Learning Session [3/13]
* How a new Section PDO starts submitting CM Events for approval; Sections’ as CM Providers
* Obtaining the most recent AICP Exam Study Guide
* AICP Exam Scholarship program – Chapter & Sections

**Examples & Templates**

* CM Form – shortened
* Co-Sponsorship Form
* Single or Multi-part CM Activities Form

**Meeting Notes from each PDO call – 2013 & 2014**

* All distributed sets of meeting notes

**Articles from APA National or Links to APA National Website**

* Updated CM Provider Handbook – Lynne Jorgenson – [2/12/13]
* Refreshing the AICP Exam – Glenn Larson – [3/13/13]
* There’s Still Time [to log your CM credits] [6/27/13 email]
* APA National Grace Period memo [6/27/13]
* Reinstatement Policy including exceptions [5/14]
* AICP Exam Bulletin [link to latest on APA National website]