Purpose:
Annually, the APA Minnesota chapter pays the American Planning Association for the ability to host AICP Certification Maintenance (CM) credits. APA Minnesota provides this service so that AICP members have the ability to receive CM credits throughout Minnesota. With this ability, the chapter is then responsible for a set of commitments and guidelines that it must follow in order to remain a CM provider.

The purpose of this procedure is to provide a process for individuals, groups, organizations or other entities who are seeking CM credits from APA Minnesota for a non-APA Minnesota sponsored workshop, lecture, seminar, or other educational training opportunity.

APA Minnesota will not sponsor more than 4 events or 1 multi-part event per year per organization.

Responsible Person:
The Professional Development Officers (PDO) for APA Minnesota will be responsible for overseeing this procedure. The PDOs will work directly with the inquirers regarding the requirements of this procedure.

Requirements for Authorization:
All educational opportunities where CM credits are sought must meet the requirements provided by APA for CM eligibility. These include:

- **Speakers**
  - Are led by one or more subject matter experts. 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.

- **Learning Objectives**
  - A determination that the event will offer a professionally relevant learning experience for a planner with at least four years of experience.
  - A listing of the specific training objectives and how the educational opportunity meets those objectives.
  - Use learning methodologies and formats that are appropriate to the event’s educational purpose or objectives.

- **Non-promotional**
  - Remain unbiased and non-promotional in nature. Note: An organization’s services or products may be discussed prior to or after the completion of the CM credit portion of the event.
  - Do not include any proprietary information. Materials used during the CM credit portion of the event must be solely for educational purposes.

- **Timing/Number of CMs**
  - Are at least 30 minutes in duration.
  - Are timed in a manner that is consistent with the time for which the event was registered (i.e. an event lasting 75 minutes = 1.25 CM credits, an event lasting 90 minutes = 1.5 CM credits).
• Non-educational activities that are ineligible for CM credit include breaks, lunch, welcome/orientation and travel to/from where no instruction is given during that time.

• Day of Event items
  o Include an announcement in which AICP members are notified that their attendance is required for the duration of the event in order to receive CM credit.
  o Include an attendance log and event evaluation.

• Other requirements apply for those seeking law and ethics credits

Procedures:
1. At least 45 days prior to the educational opportunity, the organizer shall contact the PDO for a brief discussion regarding the educational opportunity, the application form for CM credits and the timing needed for APA Minnesota to be able to host the CM credits.

2. As soon as the organizer is aware of the agenda, the organizer shall work with the PDO to determine eligibility.

3. If the educational opportunity is deemed eligible the organizer shall provide the following at least 30 days prior to the date of the educational opportunity:
   A. Ensure that APA Minnesota is marketed as a host or sponsor of the CM credits on materials and websites produced for the event. The APA Minnesota logo shall be supplied to the organizer.
   B. Submit all forms required for logging CM credits to the PDO. This shall include at a minimum the agenda, speakers’ bios and a synopsis of the educational opportunity.

4. If the organizer cannot meet the lead times mentioned above in parts 1 and 3, then APA Minnesota shall not host or sponsor the CM credits for the educational opportunity.

5. The PDO shall ensure that the CM credits are logged into the APA system within 10 business days of receipt of a complete set of forms.

6. On the day of the event, the organizer shall:
   a. Ensure a registration log is made and kept for all AICP members seeking CM credits to sign into the event. The organizer shall submit this completed log to the PDO no later than one week after the date of the event.
   b. Distribute and collect evaluations from each participant seeking CM credits. For events where there are multiple sessions/educational opportunities, there shall be a set of evaluation forms for each session. The organizer shall submit the completed evaluations to the PDO no later than one week after the date of the event.

7. APA Minnesota is audited by APA on occasion regarding CM credit offerings; therefore, accurate recording is necessary. If all forms, registration logs and evaluations are not
received by the PDOs within the time frames specified, APA Minnesota may reserve the right to withhold hosting CM credits for future events of the organizer.