Checklist for CM Event Entry



Providers of education and training may find the following template useful in collecting data for events entered for CM credit — single live in person and live online, multi-part events, and on demand education. Please visit the CM website at [www.planning.org/cm](http://www.planning.org/cm) for more details.

*Please note that this template is not the actual event entry form. It is a tool to show what information you will need to successfully enter an event online.*

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 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 to enter the entire event or conference:**

|  |  |
| --- | --- |
| **Event Details** | |
| **Title** |  |
| **Start Date** |  |
| **End Date** |  |
| **Start Time (a.m. /p.m.)** |  |
| **End Time (a.m. /p.m.)** |  |
| **Country** |  |
| **City** |  |
| **State** |  |
| **This event is Free: Yes or No?** |  |
| **Resource URL**  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:** Select a Main Search Topic (NO MORE THAN 3): | | | | | | |  | American Planning Association |  | Hazards |  | Planning History and Theory | |  | Career Development |  | Health |  | Planning Methods and Tools | |  | Commercial Land Use |  | Historic Preservation |  | Plans | |  | Community Revitalization |  | Housing Policy |  | Public Participation | |  | Demographics |  | Industrial Land Use |  | Public Service Delivery | |  | Economic Development |  | Infrastructure |  | Residential Land Use | |  | Energy |  | Law |  | Social Justice and Equity | |  | Ethics |  | Mixed Land Uses |  | Sustainability | |  | Finance |  | Natural Resources and Environment |  | Transportation | |  | Food Systems |  | Parks and Recreation |  | Urban Design | |  | Government |  | Partnerships and Agreements |  | Zoning, Codes and Ordinances | | |
| **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 4 years’ experience after earning a 2-year master’s). Content intended for planning commissioners or elected officials, or that is basic in nature (e.g. subject matter taught in planning school) is not eligible. Description will be displayed to all members on <https://www.planning.org/cm/search>. |
| Activities are the sessions, workshops, or other such programs that make up your multi-part event. Each activity is accredited individually and is logged individually by AICP members.  **CM Eligibility Criteria**  Please ensure that you have read and understand the following delivery and administrative criteria.   1. Criteria for the content of CM activities: Activities must (a) meet a planning related objective, (b) be unbiased and non-promotional, and (c) communicate a clearly identified educational purpose or objective. 2. Criteria for the delivery of CM activities: Activities must (a) be led by one or more experts on the subject matter discussed, (b) use learning methodologies and formats that are appropriate to the activity's educational purpose, (c) involve the use of materials that do not include proprietary information, and (d) be timed in a manner consistent with the time for which the activity was registered for CM credit (75 minutes = 1.25 CM credits) and that only the portion of the activity meeting CM criteria is registered for CM credit. 3. Criteria for the administration of CM activities: Activities must (a) use mechanisms to record attendance and evaluate the content, and (b) have a point of contact that is responsible for the proper administration of the CM activity. | |

**[COPY AND PASTE THE FOLLOWING SECTION FOR EACH ACTIVITY/SESSION.]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity/Session 1 Details:** | | | | |
| **Title** | |  | | |
| **Start Date** | |  | | |
| **End Date** | |  | | |
| **Start Time (a.m. /p.m.)** | |  | | |
| **End Time (a.m. /p.m.)** | |  | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Topic:** Select a Main Search Topic (NO MORE THAN 3): | | | | | | |  | American Planning Association |  | Hazards |  | Planning History and Theory | |  | Career Development |  | Health |  | Planning Methods and Tools | |  | Commercial Land Use |  | Historic Preservation |  | Plans | |  | Community Revitalization |  | Housing Policy |  | Public Participation | |  | Demographics |  | Industrial Land Use |  | Public Service Delivery | |  | Economic Development |  | Infrastructure |  | Residential Land Use | |  | Energy |  | Law |  | Social Justice and Equity | |  | Ethics |  | Mixed Land Uses |  | Sustainability | |  | Finance |  | Natural Resources and Environment |  | Transportation | |  | Food Systems |  | Parks and Recreation |  | Urban Design | |  | Government |  | Partnerships and Agreements |  | Zoning, Codes and Ordinances | | | | | |
|  | | | | |
| **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 4 years’ experience after earning a 2-year master’s). Content intended for planning commissioners or elected officials, or that is basic in nature (e.g. subject matter taught in planning school) is not eligible. Description will be displayed to all members on [www.planning.org/cm/search](http://www.planning.org/cm/search). | | |
| **Instructors/Speakers\***  To add your speaker to this event, use the search in the event entry system to find and select from existing list of speakers. If you cannot find the person you are looking for, select "Add New Speaker" to create a temporary record. You will then be able to find and select the temporary record in this search. Once you enter your event, the “added” speaker will be sent an invitation email inviting them to add their bio. | | | | |
| **Speaker # 1** | **First Name** | |  | |
| **Last Name** | |  | |
| **Company** | |  | |
|  | **Email:** | |  | |
|  | **Phone:** | |  | |
| **Speaker # 2** | **First Name** | |  | |
| **Last Name** | |  | |
| **Company** | |  | |
|  | **Email:** | |  | |
|  | **Phone:** | |  | |
| **Speaker # 3** | **First Name** | |  | |
| **Last Name** | |  | |
| **Company** | |  | |
| **Speaker # 4** | **First Name** | |  | |
| **Last Name** | |  | |
| **Company** | |  | |
|  | **Email:** | |  | |
|  | **Phone:** | |  | |
| **Speaker # 5** | **First Name** | |  | |
| **Last Name** | |  | |
| **Company** | |  | |
|  | **Email:** | |  | |
|  | **Phone:** | |  | |
| **Criteria for CM Approval** | | | | |
| **Number of Credit Hours Entered**  (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 Entered**  (note percentage of session time meeting Law Criteria e.g. 1.5 contact hours = 1.5 CM credits) | | | |  |
| **Ethics Credit Entered**  (note percentage of session time meeting Ethics Criteria e.g. 1.5 contact hours = 1.5 CM credits | | | |  |

**[\*NOTE: SPEAKER BIOS (SHORT PARAGRAPH) WILL BE NEEDED FOR ALL SPEAKERS WHO ARE NOT REGISTERED IN THE APA DATABASE (generally, provide for anyone who you can reasonably assume is not an APA / AICP member). SUBMIT ALL COMPILED IN ONE SEPARATE WORD DOCUMENT.]**