

AICP Exam

Application Tips + Preparation



www.ohioplanning.org/aicpexam

ONE PATH TO AICP

1 REGISTER

Register for the certification program and schedule exam



2 TEST

Pass AICP exam and become AICP Candidate



3 APPLY

Provide educational and professional experience



SPRING
CYCLE

April

May

June

FALL
CYCLE

October

November

December

1. Register - \$255
2. Test - \$0
3. Apply - \$255

STEP 1: REGISTER

Cost: \$255

Confirm that you:

- Will abide by AICP Code of Ethics
- Understand certification requirements
- Have read the AICP Certification Guide



The American Planning Association's
Professional Institute
**American Institute
of Certified Planners**
Making Great Communities Happen

STEP 2: TEST

Cost: \$0

STEP 3: APPLY

Cost: \$255

Education ¹	Required Years of Professional Planning Experience
Graduate degree (masters or doctoral) in planning from a PAB-accredited program ²	2
Bachelor's degree in planning from a PAB-accredited program ²	3
Graduate degree in planning from a program not accredited by the PAB ³	3
Any other graduate or undergraduate degree (including associate's degree)	4
No college degree/no degree information provided	8

Use the [Interactive Experience Calculator](#) to determine how many years of professional experience you need and whether you meet the minimum requirement (education + experience).



STEP 3: APPLY

Section 1: Education History

Upload PDF/JPG of university transcript, photocopy of diploma or letter from school

STEP 3: APPLY

Section 2: Employment History

Enter professional planning employment information for each position needed to meet the experience requirements

- Employer
- Position title
- Dates of employment
- Full-time/Part-time
- Supervisor contact info
- Detailed summary of tasks/responsibilities

Use the **Planning Experience Worksheet** to determine whether your experience qualifies.

STEP 3: APPLY

Section 3: Planning Experience Assessment

Demonstrate your experience meets AICP definition of professional planning experience as specified over three criteria

Criterion 1: *Demonstrate a professional level of responsibility and resourcefulness while applying a planning process appropriate to the project or situation*

Criterion 2: *Evaluate multiple impacts to a community when implementing professional planning tasks*

Criterion 3: *Influence public decision making in the public interest*

CRITERION SHORT ANSWERS - TIPS

- Speak in first person - don't speak to what "the team" did
- Refrain from bulleted lists and incomplete sentences
- Reviewers are required to base their decision on your responses. Do not assume your application will be approved just because you have a lot of planning experience.
- Avoid "filler" information
- Only include **completed** project examples in your responses AND only from your **verified experience**.

THE EXAM

Overview

- 800 questions in pool / 3 versions
- 170 test questions
 - 150 are scored – 20 are screeners
- Two main test areas:
 - Knowledge (40%)
 - Skill (60%)
- Exam is 4 hours:
 - 15 minutes at the start to read directions
 - 3.5 hours to take the exam
 - 15 minutes at the end to complete a survey

EXAM SCORING

- Official score provided immediately after completing the computerized exam (thank you!)
- Scores are reported on a scale of 25-75, with 55 as the passing score (these are NOT percents but weighted numbers based on a “standardized scale”)

THE EXAM

Exam Content

- **Research & Assessment Methods**
19 Questions (11%)
- **Fundamental Planning Knowledge**
25 Questions (15%)
- **Communication & Interaction**
22 Questions (13%)
- **Plan & Policy Development**
25 Questions (15%)
- **Plan Implementation**
20 Questions (12%)
- **Administration & Management**
10 Questions (6%)
- **Leadership**
10 Questions (6%)
- **Areas of Practice**
20 Questions (12%)
- **AICP Code of Ethics and Professional Conduct**
17 Questions (10%)

EXAM PREPARATION

APA Resources



- APA Exam Prep Videos ***
- APA Exam Prep Selected Resources
 - Dauntingly long – use sparingly on topics you are unfamiliar with.
- APA Planning & Law Division Cases ***
- CPC Exam Prep History Timeline ***
 - Timeline is dauntingly long – Important Planners & Planning Movements is good
- APA Policy Guides (free)
- APA PAS Reports (free)
- AICP Code of Ethics and Professional Conduct ***
- CPC Study Manual: \$15 ***
- Planning Magazine (free)
- JAPA/Zoning Practice: \$40-\$60

*** Must do

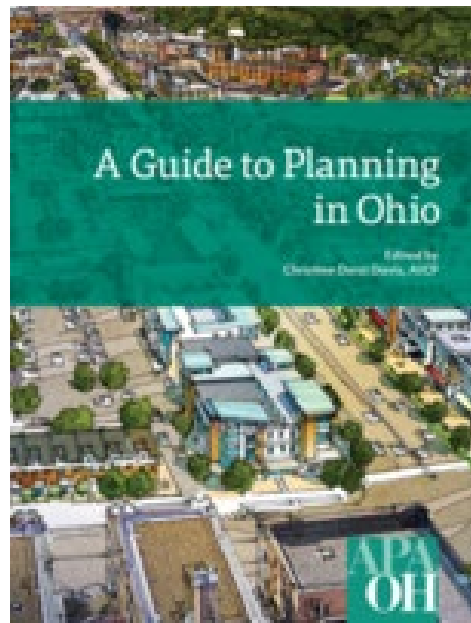
www.planning.org/certification/examprep

EXAM PREPARATION

Other Resources

- *Local Planning: Contemporary Principles and Practice*: \$125
- *APA Planning and Urban Design Standards*: \$110
- *Everyday Ethics for Practicing Planners*: \$35
- Planetizen AICP Exam Prep (All Online): \$245-\$720

Just In!



EXAM PREPARATION

Unofficial Resources > Beware!

- www.planningprep.com
- www.studystack.com
- www.quizlet.com
- www.flashcardmachine.com

EXAM PREPARATION

Unofficial Resources > Don't Beware!

- Planning Webcast Series
www.youtube.com/planningwebcast
- Ohio Chapter
www.ohioplanning.org/aicpexam
- Northern New England Chapter
www.youtube.com/watch?v=3XLGIvqJQSI
- Florida Chapter
www.floridaplanning.org/treasurecoast/aicp_links.pdf
- Georgia Chapter
georgiaplanning.org/aicp/aicp-exam-reviews

THE EXAM

Study Tips

- Review the content categories and determine your greatest weaknesses and start studying there
- Create a study plan – when, where, how often
- Read up on current trends
- Take sample tests (but be beware of tests you take)
- Study how YOU study best
- Get a study buddy

THE EXAM

Approaching a question

Typical public health topics not likely included in the comprehensive plan:

- I. Aging
 - II. Active Transportation
 - III. Planned Parenthood
 - IV. Environmental Health
-
- A. *I and II*
 - B. *III*
 - C. *I, II, and IV*
 - D. *All of the above*

THE EXAM

Approaching a question

A community with an aging population is reconsidering its land use and housing policies to promote aging in place. Such considerations may include:

- I. Promoting granny flats
- II. Relaxing development standards for nursing homes
- III. Improving transit services to residential neighborhoods
- IV. Providing loans and grants for accessibility improvements at homes

- A. *I, IV*
- B. *I, II, III*
- C. *I, III, IV*
- D. *All of the above*

THE EXAM

Approaching a question

The Washington, D.C. greater mall area is an example of:

- I. City Beautiful
- II. Garden Cities
- III. City Functional
- IV. City Efficient

THE EXAM

Approaching a question

Strategies to help combat climate change by planners involve the following:

- I. GHG Reduction
- II. Increasing VMT
- III. Adaptive Reuse
- IV. Water Conservation

- A. *II*
- B. *I, III, IV*
- C. *I, II, III*
- D. *All of the above*

THE EXAM

Approaching a question

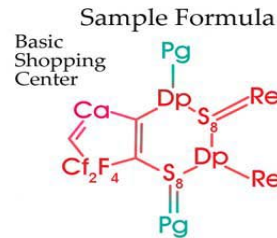
The Planning Director asks you to devise a plan to increase destination accessibility within the James Neighborhood. Your planning effort primarily involves principles of:

- I. Sustainability
 - II. Connectivity
 - III. Complete Streets
 - IV. Comprehensive Planning
-
- A. *II, III, IV*
 - B. *II, III*
 - C. *I, IV*
 - D. *All of the above*

QUESTIONS

Periodic Table of City Planning Elements

1 Ci City Hall																	2 O Office						
3 Po Post Office	4 Co Community Center																	5 Gs Grocery Store	6 Fm Farmers Market	7 Ca Cinema	8 Be Bed & Breakfast	9 Re Recycling Center	10 B Bank
11 H Hospital	12 Li Library																	13 Cf Coffee Shop	14 Sr Skating Rink	15 Sp Sports Complex	16 Mo Motel	17 Sg Storage	18 Cl Clinic
19 Mu Museum	20 Cu Cultural Center	21 Fi Fire Station	22 St Streetscape	23 Nu Nursery School	24 P Park	25 Sf Single Family Residential	26 Cc Child Care	27 Ph Pharmacy	28 Re Restaurant	29 De Deli	30 By Bakery	31 S Shop	32 At Amphitheater	33 Sw Swimming Pool	34 Ho Hotel	35 W Warehouse	36 Dt Dental Clinic						
37 Bu Bus Stop	38 Bt Bus Terminal	39 Pd Police Station	40 Pa Public Art	41 El Elementary School	42 Ts Townsquare	43 To Townhomes	44 Sc Senior Care	45 Os Office Supplies	46 Bk Bookstore	47 Ms Music Store	48 Cy Candy Shop	49 Sm Supermarket	50 Th Theater	51 Ap Amusement Park	52 Rv Rec. Vehicle Park	53 In Industry	54 Lb Laboratory						
55 Tr Train Station	56 Ma Marina	57 Hb Historic Structure	72 Hi High School	73 Mi Middle School	74 Bg Botanical Garden	75 Cm Condominium	76 Eh Elderly Housing	77 Cs Clothing Store	78 Lr Laundromat	79 Sa Beauty Salon Barber	80 Fl Florist Shop	81 Gd Garden Shop	82 Dp Department Store	83 Tp Theme Park	84 V Visitors Center	85 Ei Eco-Industrial Park	86 Bp Business Park						
87 Sp Seaport	88 Ap Airport	89 Lm Landmark	104 Pv Private School	105 Cg Community Garden	106 Zo Zoo	107 As Apartments	108 Mh Mobilehome Park	109 Dc Dry Cleaner	110 As Antique Store	111 Fs Furniture Store	112 Hc Home Improve. Ctr	113 Hs Hardware Store	114 Fg Fitness Gym	115 Aq Aquarium	116 Cv Convention Center	117 Pw Power Station	118 Bs Broadcast Studio						



58 Wo Place of Worship	59 Pg Parking	60 Ce College	61 Gc Golf Course	62 Hs Homeless Shelter	63 My Mortuary	64 Ac Animal Care	65 Pr Printer	66 Ga Gas Station	67 A Auto Service	68 Cw Carwash	69 F Fast Food	70 Sv Street Vendor	71 Cn Casino
90 He Heliport	91 Jl Jail	92 U University	93 La Landfill	94 Ce Cemetery	95 Au Adult Use	96 Ni Nightclub	97 Ba Bar	98 Pb Pub	99 Ls Liquor Store	100 Wi Winery	101 Ps Pawn Shop	102 Tt Tattoo Parlor	103 Tp Treatment Plant

