

## **Getting Certified**

If you are thinking about getting your AICP certification, the place to begin the process is the APA website. The APA website has a comprehensive overview – One Path to AICP - with step-by-step information available at <https://www.planning.org/certification/> It is organized in three parts: 1 – Register, 2 - Test and 3 - Apply. Take advantage of this – read and follow all their advice – they want you to pass the exam!

The deadline for spring 2023 registration are:

**Opens:** Monday, April 3, 2023 at 11:00am EST

**Closes:** Thursday, April 27, 2023 at 5:00pm EST

**Transfer Deadline:** Thursday, May 25, 2023 at 5:00pm EST

**Exam Dates Window:** May 1-26

The AICP Certification Exam was updated in 2022. The update maintains the basic core knowledge structure of previous exams, but places greater emphasis on emerging trends and current practices. There is an exam outline and recommended readings available. There are 170 questions on the exam - 20 of these are pre-test and do not count towards your final score. The topics covered are listed below with percentages of exam content and will help you decide how much time you need to prepare for a specific topic area. The exam has been formulated as a national exam and generally speaking the questions will have a national not regional or local focus.

- Research and Assessment Methods - **11%**
- Fundamental Planning Knowledge - **15%**
- Communication and Interaction - **13%**
- Plan and Policy Development - **15%**
- Plan Implementation - **12%**
- **Administration and Management - 6%**
- Leadership -**6%**
- Areas of Practice - **12%**
- AICP Code of Ethics and Professional Conduct -10% All ethics questions are based on the Code of Ethics adopted in 2016.

**You are going to find that there a wealth of study materials available and you need to research what is out there and pick what will work best for you. One thing is universal: you definitely want to have an organized, on-going, regularly scheduled study plan. This may sound repetitive, but it cannot be emphasized too much how important it is.**

Here are some suggestions and/or resources available:

Study Buddy – find someone either that you work with or now personally to pair up with and study with them on a regular basis – this could be in person or via skype for example, but make it a regular thing with a plan on what you are going to do at each study session. Finding one person you can cram with is easier than trying to form a study group - it will be easier to arrange **regular** sessions with one person and having a study partner can make the whole process so much easier.

APA offers The **CPC Study Manual** includes an enhanced introduction that provides broader context about the exam and additional detail on each of the five section topics *in the exam prior to May 2022*, designed to provide more clarity about what you will be tested on and to help you successfully prepare for the exam

Planetizen also offers an exam prep class – they claim a 90 percent pass rate for 2021 for those who took their class. Additional information is available at <https://www.planetizen.com/store/aicp> They also have a youtube channel at [https://www.youtube.com/results?search\\_query=planetizen+aicp](https://www.youtube.com/results?search_query=planetizen+aicp)

There are several sources of written study material – as previously mentioned, I would first look at what is available on the APA website. These include Selected Readings: AICP Comprehensive Planning Examination, APA Policy Guides and the AICP Code of Ethics and Professional Conduct. The selected readings is a list of resource materials. Planetizen has put together a reading guide titled Essential Readings in Urban Planning.

APA offers thru Prometric a **tutorial** demonstrating computer-based testing.

Another resource recommended by someone from the chapter who has taken the exam is Mometrix who offer two products: AICP Exam Secrets Study Guide

[https://www.mometrix.com/studyguides/aicp/?gclid=EAlaIQobChMI7te-pKiG\\_QIVWtuGCh2mNwmnEAAyAAEglqvFD\\_BwE](https://www.mometrix.com/studyguides/aicp/?gclid=EAlaIQobChMI7te-pKiG_QIVWtuGCh2mNwmnEAAyAAEglqvFD_BwE)

and the AICP Exam Flashcard Study System

[https://www.flashcardsecrets.com/aicp/?gclid=EAlaIQobChMI7te-pKiG\\_QIVWtuGCh2mNwmnEAAyAAEglGmfD\\_BwE](https://www.flashcardsecrets.com/aicp/?gclid=EAlaIQobChMI7te-pKiG_QIVWtuGCh2mNwmnEAAyAAEglGmfD_BwE)

### Other helpful websites:

Planning Certification AICP Exam Prep

[https://aicpexam.com/?gclid=EAlaIQobChMI7te-pKiG\\_QIVWtuGCh2mNwmnEAAyASAAEgJBkPD\\_BwE](https://aicpexam.com/?gclid=EAlaIQobChMI7te-pKiG_QIVWtuGCh2mNwmnEAAyASAAEgJBkPD_BwE)

YouTube - All nine of the Exam Prep Review sessions on the Planning Webcast channel are available <https://www.youtube.com/@PlanningWebcast>

Planning Prep is a free web based study resource provides a number of free practice tests with feedback on your results that identifies your strengths and weaknesses. <http://planningprep.com/>

Takings Decisions of the U.S. Supreme Court: A Chronology. By Robert Meltz, Legislative Attorney. July 20, 2015 <https://www.fas.org/sgp/crs/misc/97-122.pdf>

Location Quotient video on youtube Location Quotient is a measure that helps you identify the types of jobs that make your region distinct. <https://www.youtube.com/watch?v=Ri6HPshDnWQ>

Study Stack - 280 flashcards that you can download <http://www.studystack.com/flashcard-760128>

**Some of the chapter websites that are recommended for study assistance include:**

The Florida APA chapter has a wealth of materials and options for study <https://florida.planning.org/professional-growth/aicp-exam-preparation/>

Georgia APA chapter - includes downloadable PowerPoint presentations that are prepared and presented at the Chapter's annual AICP Exam Review session. <http://georgiaplanning.org/aicp/aicp-exam-reviews/>

North Carolina APA chapter - includes planning law materials and research methods presentation (as well as links to APA's AICP website and Georgia APA's website. <https://northcarolina.planning.org/aicp-certification/httpsnorthcarolinaplanningorgaicp-certificationaicp-exam/>

Pennsylvania APA chapter - includes downloadable PowerPoint presentations from the chapter's Professional Development Committee's annual AICP exam prep session. <http://planningpa.org/for-planners/professional-planners/aicp-exam-prep/>

**If you have feedback on any of these recommended resources or other suggested sites, please let us know and we will add them to the list.**